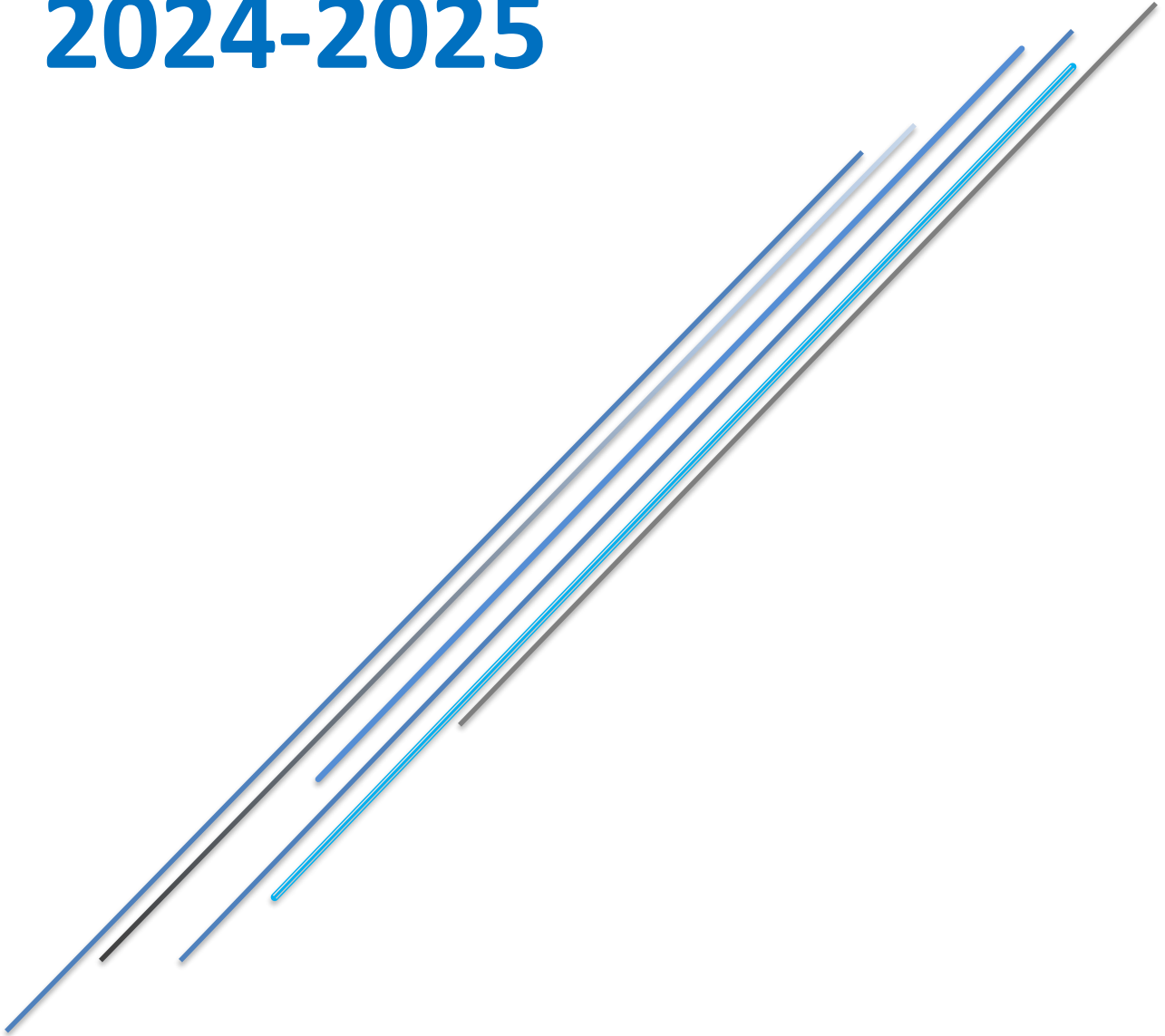


# STUDENT HANDBOOK 2024-2025



*532 Innovation Drive  
Xenia, Ohio 45385  
(937)372-6941*

# Greene County Career Center

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## WELCOME CAREER CENTER STUDENTS AND FAMILIES

Welcome to the 2024-2025 school year at the Greene County Career Center! We are pleased that you have chosen career technical education to complete the remainder of your high school experience. The Greene County Career Center provides career technical education access to every secondary school in Greene County and offers public career technical education to eleventh and twelfth grade students on the GCCC main campus.

The Career Center prepares students for skilled employment and/or higher education at many colleges, universities, and technical schools. While at the Greene County Career Center, students will receive training in technical laboratories while studying theory and academic coursework required for graduation. Our goal is to assist you in achieving postsecondary success leading to profitable careers and skills for lifelong learning. Greene County Career Center students are encouraged to participate in activities at their high schools as well as our career technical student organizations.

At GCCC, you will experience a superior education and jump-start on your future career plans. Through your career technical education, you will receive the necessary skills and knowledge to earn a living wage and become a contributing member of society.

**OUR VISION:** Where all students will achieve in real work and real life.

**OUR MISSION:** Empowering students through advanced technologies, integrated instruction, and community partnerships to succeed in career, college, and life.

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## SCHOOL OPERATIONS

### BOARD OF EDUCATION

Mr. Adam Remaly - Bellbrook-Sugarcreek Schools  
 Mr. Gene Taylor - Beavercreek City Schools  
 Ms. Brittnay Gillaugh - Cedar Cliff Local Schools  
 Mr. Pat McCoart - Fairborn City Schools  
 Ms. Suzanne Arthur - Greeneview Local Schools  
 Mr. George Leightenheimer - Xenia Community Schools  
 Mr. Steve McQueen - Yellow Springs Exempted Schools

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### ADMINISTRATIVE FACULTY

Mr. David Deskins - Superintendent  
 Ms. Georgia Lewis - Treasurer  
 Mr. Brian McKnight - Director of Secondary Education  
 Ms. Jill Anon - Supervisor of Student Services  
 Ms. Molly Corrado – Supervisor of Student Affairs  
 Mr. Brett Doudican - Curriculum Specialist  
 Mr. Brian Hall - Information Technology Supervisor  
 Ms. Kesha Harper – Community Outreach Coordinator  
 Mr. Jason Miller - Supervisor of Satellite Operations  
 Mr. Nathan Opicka - Supervisor of Student Affairs  
 Mr. Rick Mack – Work Based Learning Coordinator  
 Mr. Bill Wagner - Supervisor of Operations-Maintenance

## MEMBER SCHOOL DISTRICT INFORMATION

### **Beavercreek High School**

2660 Dayton-Xenia Road  
Beavercreek, Ohio 45434 – (937) 429-7547  
Robyn Duley, School Counselor (937) 458 2473  
Transportation – (937) 429-7531

### **Bellbrook High School**

3737 Upper Bellbrook Road  
Bellbrook, Ohio 45305 – (937) 848-3737  
Andy Hartley, School Counselor  
Debra Sanderman, School Counselor  
Transportation – (937) 848-4029

### **Cedarville High School**

248 N. Main St.  
Cedarville, OH 45305 – (937) 766-1871  
Rachell Tinglestad, School Counselor  
Transportation – (937) 766-6000, ext. 2108

### **Fairborn High School**

900 E. Dayton-Yellow Springs Road  
Fairborn, Ohio 45324 – (937) 879-3611  
Rachel Bishop, School Counselor  
Transportation – (937) 878-1772

### **Greeneview High School**

4710 Cottonville Road  
Jamestown, Ohio 45335 – (937) 675-9711  
Jeff Zipes, School Counselor  
Transportation – (937) 675-6814

### **Xenia High School**

303 Kinsey Road  
Xenia, OH 45385 – (937) 375-6983  
Amy Biggs, School Counselor (937) 562-9924  
Transportation – (937) 372-3876

### **Yellow Springs High School**

420 E. Enon Road  
Yellow Springs, OH 45387 – (937) 767-7224  
Shannon Morano, School Counselor  
Transportation – (937) 767-7381

## DIRECTORY OF OFFICE FUNCTIONS

### WHERE TO GO IF YOU NEED ASSISTANCE?

#### **MAIN OFFICE**

Assembly Passes  
Attendance  
Change of Address  
Discipline  
Early Dismissal  
Home School Communication  
Job Placement  
Lost and Found  
Parking Permits  
Tardy Slips  
Visitor Sign-In/Out

#### **NURSE/CLINIC**

Immunization Records  
Illness  
Medication

#### **TREASURER'S OFFICE**

Free and Reduced Lunch Application  
Student Fees/Waivers

#### **MEMBER SCHOOL DISTRICT**

Bus Transportation  
Extra-Curricular Activities  
Home Instruction  
Official Transcripts  
Scholarships  
Work Permits

#### **STUDENT SERVICES**

Counseling Services  
Course Credits for Graduation  
Guidance Counselors  
Lockers  
National Technical Honor Society  
New & Transferring Students  
Scheduling  
Testing Information  
Withdrawing from School  
Military Liaison

## EQUAL EDUCATION OPPORTUNITY (B.P. 2260)

The Greene County Vocational School District has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or disability and follows Title VI, Title IX and Section 504 regulations. No student will be denied entry into a Greene County Career Center program because of inability to pay program fees. Economically disadvantaged students should consult with the Career Center Student Services Office to determine eligibility for assistance.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s): Jill Anon, Supervisor of Student Services at (937)372-6941 ext. 2304; Brian McKnight, Director of Secondary Education at (937)372-6941 ext. 1306.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## BELL SCHEDULES

Regular Bell Schedule		
Period	Start Time	End Time
1	7:45 AM	8:31 AM
2	8:34 AM	9:19 AM
3	9:22 AM	10:07 AM
4/5 Lunch A	10:11 AM	10:38 AM
4/5 Lunch B	10:42 AM	11:09 AM
4/5 Lunch C	11:13 AM	11:40 AM
6	11:44 AM	12:29 PM
7	12:32 PM	1:17 PM
8	1:20 PM	2:05 PM
Dismissal	2:05 PM	2:11 PM

2-Hour Delay		
Period	Start Time	End Time
Delay	7:45 AM	9:45 AM
1	9:45 AM	10:11 AM
2	10:14 AM	10:39 AM
3	10:42 AM	11:07 AM
4/5 Lunch A	11:11 AM	11:38 AM
4/5 Lunch B	11:42 AM	12:09 PM
4/5 Lunch C	12:13 PM	12:40 PM
6	12:44 PM	1:09 PM
7	1:12 PM	1:37 PM
8	1:40 PM	2:05 PM
Dismissal	2:05 PM	2:11 PM

Wednesday Increased Achievement		
Period	Start Time	End Time
1	7:45 AM	8:20 AM
2	8:23 AM	8:57 AM
3	9:00 AM	9:34 AM
JR IA	9:37 AM	10:07 AM
4/5 Lunch A	10:11 AM	10:38 AM
4/5 Lunch B	10:42 AM	11:09 AM
4/5 Lunch C	11:13 AM	11:40 AM
SR IA	11:44 AM	12:14 PM
6	12:17 PM	12:51 PM
7	12:54 PM	1:28 PM
8	1:31 PM	2:05 PM
Dismissal	2:05 PM	2:11 PM

2024-2025



2024-2025

8 8 9 12	Professional Development Day Back to School Night Teacher Work Day First Day for Students  15 student days	<table><tr><th colspan="7">AUGUST '24</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>	AUGUST '24							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table><tr><th colspan="7">SEPTEMBER '24</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	SEPTEMBER '24							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						2	Labor Day – No School  20 student days							
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## ATTENDANCE (B.P. 5200)

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades nine (9) through (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation

The District requires verification of the date and time of the visitation by the college, university, or technical college.



M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

N. absences due to a student being homeless

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Contacting the Parent/Guardian of an Absent Student**

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

### **Excessive Absences**

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. Medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

### **Habitually Truant**

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- O. the student was enrolled in another school district;
- P. the student was excused from attendance in accordance with R.C.3321.04; or
- Q. the student has received an age and schooling certificate.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Director shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian/custodian/guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Director shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Director shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Director may, in his/her discretion, assign available school staff to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. The absence intervention process shall commence upon the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61<sup>st</sup>) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant."
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61<sup>st</sup>) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the Director may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- D. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/custodian;
- E. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;

- F. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- G. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Greene County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate state and local agencies.

**Note: Students with chronic absenteeism and/or excessive tardiness to school may be considered for removal from the Greene County Career Center and returned to their member school district.**

#### **Official Attendance Record/Period-by-Period Attendance**

The official attendance record will be maintained in the Attendance Office. Teachers will keep period-by-period attendance for their own grading purposes and will track absences from their classes in Progress Book.

#### **Notification of Absence**

When a student is absent, a family member, guardian, or custodian will call the school by 9:00 a.m. to notify the school of the student's absence. Any student absence for which the school has received no notification from the Family member/guardian will result in the absence being verified by the school through telephone calls or in writing. ***Notes should be presented in the Attendance Office on the day that a student returns from their absence and will only be accepted for consideration of excused absence within two (2) school days upon returning from absence unless approved by administration.*** Family member notes will be limited to no more than ten (10) in a school year. In order for a family member note to make an absence excused, it must fit within the parameters of the "Reasons for Excused Absence." Family member notes for absence should contain the following information:

- The student's first and last name
- Date(s) of absences, or tardiness
- Reason, including documentation, if appropriate
- Signature of family member, guardian, or custodian (if applicable)
- Any tardy or early dismissal that is not accompanied by a medical/court excuse will be unexcused.

#### **Excused/Unexcused Absence**

***Any absence for which a note is not properly submitted will be considered unexcused.*** Once students have used ten (10) family member notes for any reason, they will be required to have written medical/legal verification in order for subsequent absences to be considered excused. Dismissals by the School Nurse may be considered excused under certain circumstances. Student absences are calculated on ***an hourly basis***. Any time a student arrives late or leaves early will be counted towards excessive absences and/or habitual truancy. A student who has an acute or chronic medical condition that may contribute to excessive absences or tardiness will be required to submit medical documentation which is signed by a physician or other healthcare provider. This form will be considered valid for a thirty (30) day period. For any acute or chronic medical conditions that last longer than 30 days, the parent/guardian will need to set up a meeting with the director to discuss educational options.

#### **Excused absence for three (3) or more days**

Greene County Career Center will provide assignments for students in the event of excused absence lasting three (3) or more consecutive days if such request is made. These assignments may be collected by using the following procedures:

- A telephone call or family member, guardian or custodian visit may be made to the Student Services Office requesting such assignments. Please state the period of time of absence and the subjects for which the assignments are desired.
- If counselors need to contact more than one faculty member for these assignments, 24 hours' notice will be needed to gather material and assignments.
- Assignments may be picked up in the Main Office.
- Students will be responsible for communicating with teachers and checking Schoology for assignments.

#### **Reasons/Examples of unexcused absences:**

- Mechanical problems with student's or family member's vehicle when bus transportation is available from the member school district.
- Oversleeping
- Friend failed to pick up student

#### **18 Years or Older**

Students who are eighteen (18) years old or over and living at home must present a note signed by a family member, guardian or custodian stating the date(s) of the absence and the reason. Students who are eighteen (18) years old and over and not living at home must also present a note stating the date(s) of absence and reason but may sign the note themselves (pending administrative approval). Guidelines for excused/unexcused absence apply to notes submitted by eighteen (18) years or older students. Students eighteen (18) years and older who become habitually truant will be placed on an Absence Intervention Plan. If unexcused attendance does not improve, a warning will be issued (verbal or written) to the student that they may be withdrawn if they continue to be absent without legitimate excuse. If unexcused attendance does not improve after the warning, the student will be withdrawn back to their home school.

#### **Missed work due to Absences**

Students are expected to make up class work and instructional assignments missed due to absence. Students may receive credit for work missed if completed satisfactorily within timelines established by the teacher as per school policy.

As a general rule, students will have one (1) school day for make-up work for each day of excused absence. Make-up work needs to be completed no later than two (2) weeks after the end of the quarter unless an exception is granted by an administrator. Students must assume the responsibility for contacting teachers for make-up work.

#### **TARDIES TO SCHOOL**

Students arriving after the beginning of the school day must report to the Attendance Office to sign in.

#### **EXCUSED Tardies:**

- Late Bus
- At member school district request (school official)
- Doctor/dental or legal appointments supported by a note or verification from medical office. Students should attempt to make all doctor/dental appointments during non-school hours. Since dismissal time is 2:11 p.m., there is ample time after school for scheduled appointments.

#### **UNEXCUSED Tardies**

Any time a student arrives late to school or is not in class when the bell rings, *without legitimate excuse*, the student is considered tardy.

An accumulation of unexcused tardiness or late entry to school will be grounds for disciplinary action. Excessive unexcused tardiness and late entry to school will receive the following disciplinary measures:

- First - fourth tardy: receive warning
- Fifth – ninth tardy: lunch detentions for each tardy

- Tenth tardy: meeting with Administration, loss of lab time, letter sent home
- Eleventh – twelfth tardy: loss of lab time (half-day in ISD)
- Thirteenth tardy: meeting with Administration, Saturday School assignment or full day of ISD
- Fourteenth tardy: Saturday School or full day of ISD
- Fifteenth tardy: Full day of In-School Detention
- Sixteen + tardy: Discipline determined by Director

**NOTE:** *Students who drive to school may have driving privileges revoked for excessive tardiness and late entry. Furthermore, students with excessive tardiness to school may be removed from Greene County Career Center and returned to their respective member school district. The tardy to school count will reset each quarter.*

### **Tardy Designations**

Any unexcused late arrival to school is considered a tardy and is counted towards excessive tardiness.

7:45-8:00 a.m. = tardy

8:00 a.m. – 12:31 p.m. = partial absence

After 12:31 p.m. = full day absence

### **EARLY DISMISSAL FROM SCHOOL (B.P. 5230)**

There are times when it may be necessary for students to leave school early. ***Students being dismissed must sign out in the Attendance Office.*** Failure to do so will result in a discipline referral.

The following procedures should be followed for early dismissal from school:

- It is required that the student bring a note before 7:45a.m. to the Attendance Office from family member, guardian or custodian stating reason, time to leave, telephone number and name of doctor/dentist, time of appointment, and telephone number of family member, guardian or custodian. Appointments and requests for dismissals may be verified by a school representative.
- Students who request an unplanned early dismissal, such as for illness, injury, medication, personal reasons, etc. are to report to the clinic, and dismissal will be at the discretion of the School Nurse.
- All dismissals must be approved by administration or their designee. A written request must be submitted, or verbal contact must be made by phone with a family member, guardian or custodian, before a student is granted an early dismissal.
- Dismissal before 9:35 a.m. = full day absence
- Dismissal 9:35 a.m. – 1:55 p.m. = partial absence
- Dismissal after 1:55 p.m. = early dismissal

**Please note:** Early dismissals WILL NOT be excused for unrelated program part-time job interviews and/or employment tests, extended weekend trips, or driver's testing. Such activities should be scheduled after school.

### **FAMILY MEMBER REQUEST FOR ABSENCE & VACATIONS**

Absence requests, *if different from the aforementioned reasons*, must be made by families in writing four (4) days before taking a student out of school, and must be approved by administration. A vacation request form is available from the attendance secretary in the main office. Requests may not be approved if teachers and/or administration are not in agreement with the absence. Students who do not clear absences at least four (4) days in advance may receive unexcused absences and face disciplinary consequences.

According to Compulsory School Attendance Laws, the district is not permitted to allow more than five (5) days for a future limited period, such as a vacation to students. Students are responsible for all missed work.



## COLLEGE VISITS (OR MILITARY/EDUCATIONAL ACTIVITIES) GUIDELINES

Student post-secondary institution visits are limited. Students are encouraged to visit more than one college or university in one day when possible. The college visitation guidelines are:

- Contact your GCCC counselor at least five (5) days prior to the date you wish to visit a college and obtain a College Visitation Request Form.
- Schedule your college visit on the college/university website or call the college admission office to make an appointment. Telephone numbers will be available on the college website.
- Complete the information in the top table of the College Visitation Request Form.
- You must be passing all classes and have class work up to date to be eligible for the visit.
- After obtaining all the required signatures, make a copy of this form in the GCCC Student Services Office. Your counselor will keep a copy of your form and notify the Attendance Office that you will be going on a college visit.
- Take your completed form with you when you visit and ask a college rep to sign the bottom of the form.
- Bring the **completed form** to the GCCC Attendance Office **the day following your visit** to be excused.

### Military Service Preparation

Students are allowed one excused day in their senior year to meet requirements for entrance into the military service. Interested students are to follow the same rules and guidelines applying to a college visitation.

### FIELD TRIPS (B.P. 2340)

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules or are not in good academic or attendance standing may lose the privilege to go on field trips.

### SCHOOL-SPONSORED ACTIVITIES (B.P. 2430)

At various times during the year, educational study activities will be scheduled. Most will be scheduled during the regular school hours. *A written parent/guardian permission slip must be on file before a student will be allowed to participate.* All school rules apply to school-sponsored activities or any other time the student is considered to be a representative of the school on or off school grounds. All classes must be present for attendance purposes before leaving on a field trip.

- All students are expected to present and conduct themselves in such a manner as to bring credit to the school and the career preparation area.
- Any student who, in the judgment of the teacher, family member, or driver, violates this trust through inappropriate actions will be reprimanded by the chaperone(s).
- Acts such as, but not limited to: drunkenness, immorality, rowdiness, smoking, or insubordination may be cause of the immediate return of the student to home. If such action becomes necessary, the families of the student will be notified; and the student will be returned by public transportation at the student's expense.
- Further disciplinary action may be taken by an administrator upon return to school.
- The Greene County Career Center Code of Conduct applies to all school-sponsored activities on or off school grounds.



## CLOSINGS DUE TO BAD WEATHER (B.P. 8210)

It is the desire of the Board of Education that Greene County Career Center be in session at all times unless weather conditions make it unsafe for the operation of school. Announcement of school closings or delays will be made by local news media as follows

WHIO TV - Channel 7                      WHKO Radio 99.1 FM  
WHIO Radio 1290 AM                      WBZI Radio 1500 AM  
WDTN TV - Channel 2                      WKEF TV - Channel 22

Please do not call radio and TV stations. You may also access closing or delay information on our website at [www.greenecccc.com](http://www.greenecccc.com) and on our social media, or by calling the Career Center for a recorded message. Typically, a **ONE CALL NOW** message will be sent to the active phone number on file for each student when school is delayed, closed or an emergency has occurred.

Students are advised to follow their member school districts' delay or closure schedule due to inclement weather.

Use the following guidelines for weather:

<u>Delayed</u>	<u>Closed</u>
<u>If your member school district is delayed, then you follow the delayed schedule for your home school district</u>	<u>** If your member school district is closed, you are not required to come to GCCC that day. However, if GCCC is open that day, you can still come to GCCC but your member school district transportation will not be running</u>
<u>If GCCC is on a delay but your member school district is not, you follow the member school district schedule for busing however, car driving/riding students follow GCCC delayed schedule. (GCCC staff will be on hand to accept those bus riding students whose member school district is on regular schedule <i>excluding</i> Project Search located at Soin Medical Center)</u>	<u>If GCCC is closed then you will not be able to come to GCCC, even if your member school district is open</u>  *Students are encouraged to attend GCCC whenever it is open in order to best develop lab skills for workforce readiness. Promoting strong attendance is imperative for GCCC students to attain.

**\*\*NOTE:** Please be aware, if GCCC is open and if your member school district is closed, students who do not attend GCCC must be counted absent or tardy from school. This is pursuant to HB410 and HB82 by the Ohio Legislature, which states that we must notify parents of a student absence within two hours of the start of school as well as give notice of truancy related laws.

You will receive a recorded notification that your student will be counted unexcused, however, this will be modified later in the day to an excused absence due to inclement weather and member school district closure.

Seniors are to maintain daily attendance at the GCCC until they graduate from their member school district or through the GCCC's Senior Recognition (whichever comes first). In either situation, Ohio House Bill 197 requires that 7-12 students must attend a minimum 1,001 hours of instruction per year. Certain GCCC programs also require a certain number of hours of attendance to be eligible for certification or credentialing which may also affect student attendance requirements.

**Students are expected to attend the GCCC even when their member school district IS NOT SCHEDULED to be in session.** Students should consult their member school district calendars throughout the year and plan alternate transportation for days when their school is not providing normal transportation due to not being in session.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (B.P.8450)**

Due to a school's high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES (B.P. 8453)**

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS (B.P. 8453.02)**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse to assist the student in completing the requisite documents (e.g., Form 8453.02 F1 – Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus by his/her physician. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

## EMERGENCY PLAN/ FIRE DRILLS (BP 8400)

Emergency drills will be held on average once a month. Directions are posted in each room. Students and teachers should stay together as a class and report to the designated areas, which is at least 300 feet from the building. Students will walk to the nearest exit and proceed from there as directed by staff. If that exit is blocked, the nearest alternate route should be taken. For safety purposes, it is essential that drills be conducted in a quiet and orderly fashion. Allow plenty of room for emergency vehicles. A signal for return to the classroom will be given.

The safety of Greene County Career Center students and staff is our top priority. School Board policy 8400 states: *To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control.* The Emergency Management Plan for Greene County Career Center is regularly updated and submitted to the Ohio Department of Education each year. The EMP involves law enforcement, fire, emergency medical personnel and any local divisions having county-wide emergency management and staff. Greene County Career Center is fully compliant with policy 8400 and conducts drills and tests regularly to ensure a high level of preparedness

## GRADING SYSTEM (B.P 5421)

Based upon research and discussion, GCCC has developed a process for grading that rests on three basic pillars- all grades are: Accurate, Bias-resistant, and Motivational. Additionally, modifications to current methods are being made in order to have more coherence with our member school districts. The first component of this is to create a system of grading that adheres to these pillars that is outlined below.

### Quarter Grades

The method of grading at the Greene County Career Center will consist of the six-letter system: A, B, C, D, F and I. In order to arrive at an equitable evaluation of a student's achievement, all teachers will employ a percentage average and convert this average into a letter grade.

The following list is the universal grading system for the Greene County Career Center.

Excellent Work		Above Average		Average		Below Average	
A+	97.5 - 100%	B+	87.5 – 89.49%	C+	77.5 – 79.49%	D+	67.5 – 69.49%
A	92.5 – 97.49%	B	82.5 – 87.49%	C	72.5 – 77.49%	D	62.5 – 67.49%
A –	89.5 – 92.49%	B-	79.5 – 82.49%	C-	69.5 – 72.49%	D-	59.5 – 62.49%
			<b>Failing Work – No Credit Given</b>			F	0 – 59.49%

### M Missing Work

All assignments that are not complete due to a missing will be marked as "Missing" in the Progress Book, not a 0. (An "M" has a value of a zero but better communicates to all stakeholders the reason behind the grade.)  
*Shortcut for "Missing" is "?"*

### I Incomplete Work

No *quarter* grade will be given until major assignments are complete. Students will have the allotted time given to convert an incomplete to a letter grade. All incomplete work will convert to missing (M) or Excluded (E) status after the allotted time given, as determined by instructor.

### Revisions, Retake and Late Policy

All courses must follow the GCCC late policy. *If a student misses x days, then they have x days to make up the assignments before points can be deducted from employability and be marked as Missing in the gradebook (equivalent score = 0)*

All instructors must have a policy that allows for revisions, retakes, and late work. There should be no points taken off an assignment for late work, these points should be taken from the *employability* grade. Their grade on their work should be a measurement of their content knowledge and skill, not behavior or environment.

**Quarter Grading Distribution** - All gradebooks should have the following categorical grade weights:

Academics	Lab
40% Summative Assessment 30% Short Cycle Assessments 15% Formative Assignments 15% Employability	35% Performance Assessment 30% Content Knowledge Assessment 25% Employability 10% Formative Assignments

**Summative Assessment** – any assignment that is completed independently which encompasses multiple topics and is an evaluation of their mastery. Examples of assessments include tests, unit exams, projects, presentations, final papers, book reports, etc.

**Short Cycle Assessment**– any assignment that is completed and addresses one or two topics and is an evaluation of a student’s progress toward mastery. Quizzes, science labs, simulations, vocabulary check, etc.

**Formative Assignment** – Low stakes assignment that is not for content evaluation. Worksheet, article questions, notes, study guide, modules completion, classwork, homework, etc.

**Performance Assessment** – Any assignment where students demonstrate a hand-on task for evaluation of skills mastery – skills check, student project, presentation, etc.

**Content Knowledge Assessment** – Any assignment where students demonstrate content knowledge for evaluation – quiz, unit exam, labs, presentations, written test, oral quiz, etc.

#### Letter Grade Quality Point Equivalents

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4	B	3	C	2	D	1
A –	3.67	B-	2.67	C-	1.67	D-	0.67
						F	0

#### Final Course Average Letter Grade Ranges

A+	4.16 – 4.33	B+	3.16 – 3.49	C+	2.16 – 2.49	D+	1.16 – 1.49
A	3.83 – 4.15	B	2.83 – 3.15	C	1.83 – 2.15	D	0.83 – 1.15
A –	3.5 – 3.82	B-	2.5 – 2.82	C-	1.5 – 1.82	D-	0.5 – 0.82

This policy may be modified by the Board of Education/Superintendent in the event that the District utilizes a remote learning or blended learning program (which includes a combination of remote and in person school attendance).

Final course grade calculations:

Yearlong courses - each quarter is weighted 20% (80% of the final grade) and two semester exams, each is weighted at 10% or 20% combined. Students must pass at least 3 of the six grading elements including 2 quarters, one of the passing quarters must be in the second semester.

Semester courses – each quarter is weighted 40% (80% of your grade) and final exam is weighted at 20%.

#### MID-TERM PROGRESS REPORTS (INTERIM REPORTS)

Families may view their student’s grades via Progress Book through GCCC website at any time. Families are requested to contact the instructor and discuss the student’s progress. Parents desiring a *printed* mid-

term progress report must make a specific request to each of their student's counselor. Grade reports will be available on ProgressBook at the end of each 9-week period.

### **END OF COURSE ASSESSMENTS**

Students taking certain courses are required by the State of Ohio to take end of course assessments, including WebXams. Students must take end of course assessments unless a written exemption is provided to the Director or is part of a student's Individualized Education or 504 Plan.

### **EARLY GRADUATION (B.P. 5464)**

Decisions about early high school graduation rest with the school that issues the diploma. The early graduation policy of the student's member school district determines procedures and criteria for deciding whether and how a student can complete graduation requirements on an accelerated basis. Contact your home district early to find out the timeline.

### **GREENE COUNTY CAREER CENTER CREDIT POLICY**

Students may earn seven (7) credits per year; each academic semester course is 0.5 credits and year-long academics are one (1) credit. Each semester of a career technical course is 1.5 credits. Pass/Fail courses are not included in the GPA calculation. Cumulative GPA is calculated by averaging the GPAs for the given number of quarters. See your school counselor for help.

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### **IMMUNIZATIONS (B.P. 5320)**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school director may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

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### **HEALTH SERVICES/ ILLNESS WHILE AT SCHOOL (B.P. 5310)**

Greene County Career Center employs a school nurse who is located in the clinic. If a student should become ill or injured during the school day, he/she should report this occurrence to a faculty member. Students will not be admitted to the clinic unless they are accompanied by a teacher or hold a hall pass.

- Students may not call their families to pick them up from school due to illness. They should first be seen by the school nurse. The nurse will contact a family member/guardian if it is necessary for the student to leave due to illness or injury.
- Students who make the decision that they are too ill to stay in school must accept the responsibility for the consequences to their schoolwork.
- Students who are dismissed must have a dismissal slip and sign out with the Attendance Office.
- Students may not leave school except with persons authorized by the family member/guardian.
- Students will not be permitted to drive home without permission from the family member/guardian.
- Students may rest in the clinic for one class period, and then are expected to return to class.
- If the clinic is closed, students are to report to the Main Office.

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### **LUNCH AND BREAKFAST – CAFETERIA (B.P. 8500; 8531)**

Greene County Career Center offers full meals for both breakfast and lunch as well as many ala carte items. The Career Center has a "closed lunch". This means students may not leave campus to go to lunch.

Outside lunch orders, other than packed lunches, are not permitted in the cafeteria during the lunch period. Students may pack a lunch should they choose not to eat the meals offered in the cafeteria. No food or beverages are to be consumed or carried outside of the cafeteria. Students are responsible for removing their tray and litter from the tables when they finish and placing them in the proper receptacles. Students are to remain in the cafeteria during lunch and must have a pass to report early to lab or other areas of the building.

**Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Treasurer's Office at (937)-372-6941, extension 1151.**

### **Student Meal Accounts**

Funds can be added on-line through PaySchoolsCentral.com; by check or cash in the cafeteria; check, cash or credit card in the Supply Room or Board Office. ***No change will be given for cash purchases in the cafeteria.*** The funds will be placed on the student meal account.

All balances left in meal accounts at the end of the school year will automatically be carried forward for students continuing at Greene County Career Center. Students are encouraged to spend funds down at the end of each year to prevent remaining funds. When a student graduates or withdraws, a refund may be requested.

To request a refund of meal account funds:

- Notify the Treasurer's Office, 937-372-6941 x1151. [Bstrunk@greenecccc.com](mailto:Bstrunk@greenecccc.com)
- Refunds:
  - Balance will first be transferred to cover outstanding fees
- Remaining balance:
  - Balance of \$15 or less will be issued in cash to the student/staff member
  - Balance greater than 15 will be issued in check to the family member/staff member
  - Must be requested by June 20 of the year of departure
- Unrequested refunds after the above date, will be transferred to the Student Assistance Fund, or Director's Fund to support student initiatives.

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## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS (B.P. 8431)**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

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## **STUDENT FEES (B.P. 6152.01)**

Fees may be assessed for academic and program/lab materials and dues. Student fees are due within 30 days of the first day of school. Greene County Career Center accepts fee payments via credit card, cash or check through the Treasurer's Office and electronically through PaySchoolsCentral.com The link is available on the GCCC website. Additionally, payments may be made in installments through the Treasurer's office. All check payments are to be made payable to "Greene County Career Center." Students eligible for free lunch are eligible to have fees waived except for the portion of the fees that are for materials they will take with them upon course completion. Students eligible for a reduced-price lunch are also eligible to pay reduced fees. This exception does not apply to extracurricular activities and



student enrichment programs that are not courses of instruction, nor does this exemption apply to any fines that a student may receive for any damage done to school property. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act, will be charged in compliance with State and Federal law.

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### **STUDENT RECORDS ACCESS (B.P. 8300)**

GCCC will release student records upon signature of Family member, legal guardian or eighteen (18) year old student. This policy may be reviewed within the Board of Education Policy Manual located on the GCCC website and in the Superintendent's Office.

The Family Educational Rights and Privacy Act (FERPA) affords Families and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. This policy is posted on the GCCC website.

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### **TRANSFERS/CHANGES IN PLACEMENT**

Consideration of transfers from Greene County Career Center back to member school district or changes in career technical program will only be possible at the following times once school begins and only by approval of director and member school district principal:

- Transfers and changes in career technical programs between 5 – 10 days of school.
- At the end of the first semester for transfers back to member school district.
- After the end of the junior year for transfers or changes in career technical program.

Students with disabilities as determined by the IEP team.

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### **TRANSPORTATION (B.P. 8600)**

Each member school district provides bus transportation to and from Greene County Career Center for students. Students who are riding to and from school on District-provided transportation must follow all basic safety rules established by the district. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Bus-riding and parent-pick-up students ONLY will be released at 2:05 p.m. Busses are scheduled to leave the lot by 2:10 p.m. Student drivers will be released from class at 2:11 p.m. Student drivers who leave class before 2:11 may face disciplinary action and loss of driving privileges. Arrangements to leave early must be approved in advance by an administrator.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the director. The member school district's principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the director stating the reason for the request and the duration of the requested change.

If for some reason bus transportation is not possible, GCCC students must be dropped off/picked up or drive themselves. Student pick-up for first year students will be in the rear of the building; second year students will be in front of the building on the west side.

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### **USE OF SCHOOL EQUIPMENT AND FACILITIES (B.P. 7510; 7530)**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the director prior to using any other school equipment or facility.



Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. Students will refrain from being in the following areas without expressed permission from a GCCC staff member:

- Any room labeled “maintenance”
- Under the bleachers in the multipurpose room
- Under stairwells
- Beyond the gates (bullpen area) in the rear of the building
- In labs or classrooms in which students are not assigned
- Entering the board office or staff dining area without permission

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### VISITORS (B.P. 9150)

Visitors that are presenting at GCCC are permitted to attend for educational purposes or by prior appointment with a staff member. Visitors are not permitted for social reasons between 7:45 a.m.- 2:11 p.m. Students may not have visitors shadow them during their school day. Students from surrounding schools are not permitted for any reason during the school day.

All requests for visitation should be made at least two (2) days in advance through the Director or Designee. All visitors must report to the front office upon entering the building to register. **Visitors must show a state issued I.D. upon entry.** Visitors must be escorted while in the building.

Very young children are not permitted at school except as part of a prearranged educational experience.

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### STUDENT WITHDRAWAL FROM SCHOOL (B.P. 5130)

The Board of Education believes it is in the best interests of both students and the community that students complete the educational program that will equip them with skills, and increase their chances for a successful and fulfilling life.

The Board directs that whenever a student enrolled through a member school district wishes to withdraw, effort should be made to determine the underlying reason for such action, and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a family member and the member school district and in compliance with State law.

Whenever a student under the age of eighteen (18) withdraws from school without moving out of state, transferring to another approved school, being granted an “age and schooling” certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

Students who move from the district may obtain a transfer in the Student Services Office and must complete all necessary paperwork at the member school district high school.

Students eighteen (18) or older who withdraw from school must pay all fees/charges and complete necessary forms in the Student Services Office. Students under eighteen (18) must contact member school district central office.

# STUDENT RESOURCES

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## AWARDS AND RECOGNITION

There will be numerous opportunities for students to gain recognition and to receive honors and awards. Many of these are through career technical student organizations, National Technical Honor Society, Honor Roll, perfect attendance, and Student Ambassadors.

- **Student of Excellence Award**

An award may be issued to students ranking within the top 10% of an approved career preparation program. Criteria includes attendance, leadership, initiative and academic success.

- **Honor Roll**

All juniors and seniors are eligible for the honor roll each nine weeks. A student must have a grade point average of 3.0 or better with no incompletes, F, or D grades. A nine-week honor roll will be sent to the member school district high schools.

- **Graduate of Distinction Requirements**

Each student must be a full-time student enrolled in the same GCCC Career Technical Program for two full years. Half-time or part-time students will NOT be considered for GCCC Graduate of Distinction. Graduate of Distinction will follow the criteria below.

The necessary grade point average (GPA) for Graduate of Distinction eligibility will be determined annually as the highest earned GPA during the respective school year. The students with the highest GPA will be awarded this honor. The GPA will be calculated to the nearest thousandth using only the first seven nine-week grading periods of the junior and senior years. (This is the cumulative GCCC GPA as of the third nine-week grading period of the senior year.)

The students considered must be on track to meet the requirements for the Career Technical Diploma with Honors by the completion of their senior year.

Attendance	95% or higher junior & senior year (less than 18 days absence in two years).
Demonstration of Good Citizenship	Discipline records indicate student is a good role model (no OSS or major infractions of rules/regulations).
Community Service Fulfilled	Candidates will demonstrate a positive involvement in the community through volunteerism

Additional Criteria: (Must meet TWO of the criteria listed):

CTSO Involvement at the Regional Level or CTSO Leadership

Earned at least 100 hours of work-based learning experience

Earned at least 3 points of industry credentials per ODE

Graduates of Distinction will be chosen to speak at the Senior Recognition Ceremony.

The speakers will be determined by a committee made up of teachers, counselors, support staff, and administration. The committee will preview candidates' written speeches and then candidates will perform speeches in front of the committee.

- **President's Award for Educational Excellence**

Requirements are:

- 3.5 GPA (the cumulative GPA through the first semester of the senior year)
- 95% attendance or better (18 days or less in two years)
- Complete and attend full two-year career-technical program
- Member of National Technical Honor Society
- Demonstrate good citizenship
- No out-of-school suspensions

- **Career Technical Diploma with Honors**

High school students can gain state recognition for exceeding Ohio's graduation requirements through a Career-Tech Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students. Students must meet ***all but one*** of the following criteria, unless it is a minimum graduation requirement.

Students must meet general graduation requirements to qualify for Honors diplomas:

Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of one world language
Electives	4 units of career-technical courses
GPA	3.5 on a 4.0 scale
ACT/SAT/Work Keys	ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
Portfolio	Develop a comprehensive portfolio of work-based on the student's field experience or a topic that is related to the student's area of focus.
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

- **National Technical Honor Society**

Each year the Greene County Career Center will select second year students for induction into the National Technical Honor Society. Students must demonstrate excellence in student achievement and attendance, positive attitudes toward work and others, dependability, and good citizenship. ***Exceptions for extended illness may be appealed to the Director.***

**Second-year students must have:**

- 3.75 GPA at the Career Center for three (3) semesters

- 98% attendance or better
  - Teacher recommendation
  - Full-time student status
  - Must participate in leadership role or compete in a CTSO event
- **Career Passport**  
A Career Passport will be awarded to students at the Greene County Career Center's Senior Recognition Ceremony. This individual credential includes the student's resume, and a list of competencies taught. This document is designed for statewide employer recognition and is a personal success story that outlines what the student can contribute to the workplace.

## COLLEGE CREDIT PLUS (B.P. 2271)

College credit opportunities are offered to students at the Greene County Career Center, typically at no cost to the student. Students may also participate in College Credit Plus (CCP) options at the member school district, either online or at any participating institution of higher education.

When students sign up for courses at the Career Center, they must register for college credit in these courses to be eligible. For additional college credit opportunities, students may research other institutions of higher education.

Students graduating with college credits from the Greene County Career Center and wishing to continue college are eligible to apply for competitive or non-competitive scholarships to attend Sinclair Community College or Clark State University post-graduation. Other scholarship opportunities are available at other colleges and universities as well. Please see a Career Center counselor for more information. Students must be bona fide juniors, or seniors for the year in which participation is sought. In addition, the student must meet the standards for admission, enrollment, and course placement of the IHE and relevant academic programs. Students who have deferred their diploma will not be eligible for CCP courses.

After graduating from high school, students can use CCP credits to further their education at an Ohio college to complete a certificate or degree program.

### By taking Career center classes for college credit, students can:

- Earn high school and college credit for the classes
- Save money by investing in college credits early
- Have the option to complete college classes within the familiar setting of the Career Center
- Get a head start by earning college credits that can be used to finish a degree at Clark State, Sinclair or transfer to another Ohio college or university
- Gain early exposure to college coursework, rigor, and expectations
- Students interested in post-secondary education (college, trade, or technical school) should work closely with the member school district and Career Center counselors in order to follow an appropriate high school academic and career-technical plan.

### Student Eligibility Requirements for College Credit Plus: (awarding of college credit)

- Student must be enrolled in a Greene County Career Center career pathway
- Student must have a score on a college entrance test/ exam (SAT, ACT, Accuplacer)
- Student must pass the Career Center course (the grade earned will appear on the high school and the college transcript)
- Student must complete all college/ university required forms
- Student must participate in a college counseling session by **March 31 prior to enrollment** (to be scheduled later)
- Male students are required to show Selective Service number to the public college or university within 30 days of his 18<sup>th</sup> birthday. If he does not submit his number, the student will not be considered a College Credit Plus participant for that current semester or term and will be responsible for tuition, textbooks, and/or fees associated with classes for which he is enrolled.

### **Failure or Withdraw from CCP Course**

- If a student fails or withdraws from any college course, the cost for tuition, fees, and books may be charged to the family.
- No credit is awarded for a failed course.
- No coursework will be given Pass/Fail as a grade.
- If the failed course is a requirement for high school graduation, it must be retaken and completed before graduation.
- CCP courses and the grades associated with them will be reported on both the student's high school transcript as well as the college transcript.

### **CHILDREN AND YOUTH IN FOSTER CARE (B.P. 5111.03)**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

### **GRADUATION REQUIREMENTS (B. P. 5460)**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work and earn the total number of minimum credits. Students must acquire a minimum of two graduation seals, with one being a state identified seal. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team. Please note the Greene County Career Center does not issue diplomas. Students graduate from their respective high schools.

*Please note: The Greene County Career Center provides the curriculum and instruction that prepares students to participate in state mandated credential testing; the institution, however, does not guarantee employment in the fields in which they have earned their credential.*

### **HOMELESS STUDENTS (B.P. 5111.01)**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Director of Secondary Education.

### **PROGRESS BOOK**

The Career Center utilizes Progress Book, a web-based classroom management system that encourages Family member/student/teacher communication into a single software program. Access into the system allows examination of student grades, teacher comments/concerns and programs of study. To access Progress Book, go to the Career Center's webpage at [www.greeneccc.com](http://www.greeneccc.com) and click the icon on the right. Families and students will receive account registration information to create their own username and password shortly after the beginning of the school year.

### **SAFE SCHOOL HELPLINE**

The Public-School Works Safe School Hotline and online reporting is provided for students, families, and employees to anonymously report issues related to weapons, drugs or alcohol abuse, suspicious behavior,

suicide or self-abuse, problem relationships, sexual assault, fights, violence or abuse, harassment and threats, theft or vandalism, homelessness, or health concerns.

To access the system, call 1-866-listen2me (547-8362; a toll-free call), or go to the GCCC website [www.greeneccc.com](http://www.greeneccc.com). From there, click on the “Stay Safe Speak Up” button and then go to “click here to submit report.” All reports will be investigated by our district. You will remain anonymous.

### **SCHOOLGY (B.P.7544)**

GCCC uses Schoology as our web-based learning platform. Students and Families can access this 24-hours a day, 7 days a week to see learning resources. Questions about how to use Schoology effectively can be sent to [helpdesk@greeneccc.com](mailto:helpdesk@greeneccc.com).

Teachers’ communications may include but are not limited to the following:

- Posting classroom assignments, messages and calendar items;
- Two-way conversations and class discussions between students and teacher;
- Sharing files and links with students, families and fellow teachers.

### **STUDENTS WITH DISABILITIES (B.P. 2460)**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District’s programs and facilities.

The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Supervisor of Student Services at (937) 372-6941 (Ext. 2304) to inquire about evaluation procedures, programs, and services.

### **RESPONSE TO INTERVENTION TEAM (B.P. 5630.01)**

The Response to Intervention Team (RTI) is part of a support structure designed to help staff meet the needs of students who have chronic learning and/or behavioral difficulties. The team consists of several staff members who would meet to assist staff in developing strategies to help students succeed. A student may be referred for Intervention Assistance after a staff member has attempted individual intervention with a student and has not been successful in resolving the problem. The formal Intervention Process would begin with a referral from a staff member to the Student Services Office.

The Student Services Office is located on the second floor, above the main office. Students desiring counseling services should fill out a *Request for Conference with Counselor Form* located in Student Service's office. The Counselor will call for the student as soon as possible.

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## WORK-BASED LEARNING (WBL)

Greene County Career Center works closely with the business community to develop job opportunities for students enrolled in career-technical programs. Work-based learning is a combined effort of career-technical teacher, student, and business. It is recommended that each student participate in multiple venues of work-based learning experiences to facilitate transition from school to the world of work.

Students who participate in off-site work-based learning must meet multiple criteria and demonstrate strong professional skills. Participation in an off-campus work program is a privilege, not a right. Students enrolled in these programs will be evaluated by the business, their instructor, and our work-based learning coordinators or other school officials. At any time, a student can be taken off the placement for any reason by any party involved. Students must apply for and be evaluated by the Work-Based Learning Coordinator prior to being part of an off-campus work program. Students will complete an application through the Office of Work Based Learning in the Main Office.

### Work-Based Learning Student Attendance

Job Placement students who cannot be in school in the morning for classes are not to report to their place of employment. Exceptions must be arranged by the Work-Based Learning Coordinator and Director or Supervisor. Job Placement students will be subject to the same discipline assigned by administration for the same violations as other students. However, the following procedures are to be followed in cases of suspension:

Upon notification by administration that a student has been suspended, the Work-based Learning Coordinator is to contact the student's employer and work out convenient day(s) the students will be suspended. This will be done within seven (7) school days of date of notification of suspension so as not to cause unnecessary hardship for the employer. Students who receive ISD may report to work after 2:11 p.m.

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## WORK PERMITS

Ohio law requires that students 16-18 years of age have a work permit if they are going to work full time or part time. When acquiring a job, a student would need to pick up a work permit from their member high school's guidance office and turn them in there. A work permit is valid for only *one employer*.

# PARENTS AND STUDENTS RESPONSIBILITIES

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## ADMINISTERING MEDICATION TO STUDENTS (B.P. 5330)

Some students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. Greene County Career Center strongly recommends that medications be scheduled by the family member(s) and licensed health professional so that students do not require administration of medication during the school day.



Families may come to school to administer medication to students as needed. If neither of the alternatives is possible, when directed and authorized by both the Family member(s) and licensed health professional of the student, prescription and nonprescription medication may be administered during the school hours under the following guidelines:

- The unauthorized dispensing of oral nonprescription (over the counter) medication to students is prohibited.
- A family member of the student must supply the school nurse with a completed Release and Request Form sufficiently in advance of the administration of medication to allow the school nurse to confer, if desired, with the family member(s) and/or licensed health professional.
- Students may keep the form on file for the school year, with a licensed health professional's dated authorization. If the attending licensed health professional or the medication is changed in any way (dosage, schedule, etc.), it is the family member's responsibility to notify the school nurse and a new form must be submitted.
- Any medication submitted for administration by school personnel must be in the original container as provided by the licensed health professional, dentist, or pharmacist. All medication must be clearly labeled with the student's name, licensed health professional, date, dosage instructions, and medication name.
- Medication may be administered by the school nurse and any building Administrator. All such medication shall be stored in a locked cabinet, except those which require refrigeration may be kept in a refrigerator in a place not commonly used by students. Medication which requires special knowledge or training to be administered (i.e., injections) will only be administered by those qualified to do so.
- All medication is to be administered in the school clinic, in the presence of the school nurse or designated school personnel. Administration of medication in any other area of the building must be authorized by the Director of Secondary Education and the school nurse and will occur only under special or unusual circumstances. Students will not be permitted to administer their own medication except under special and specific circumstances, which will require approval by the family member(s), licensed health professional, school nurse, and Director of Secondary Education. Administration of medication will be recorded, accompanied by the signature of the person dispensing the medication. Such records will be kept in the school clinic.
- The student is responsible for requesting the prescribed medication at the proper time during the school day. It is not the responsibility of the school staff to remind the student or locate him/her for its administration. The school nurse will issue a clinic pass to permit the student to be excused from class at the appropriate time.
- The school nurse should advise the Director of Secondary Education, office personnel, and the student's teachers of the nature of the medication, times of administration, potential side effects, and emergency action to take in case of side effects.
- The school nurse shall have the authority to prohibit any student on medication to participate in any activity in which there is possible or potential danger to that student or others because of a side effect of the medication.

No person who has been authorized by the Board of Education to administer a medication and has a copy of the most recent statement which was given to him/her prior to administering the medication will be liable in civil damages for administering or failing to administer the medication, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.

A person employed by the Board of Education will not be required to administer medication to a student unless Board regulation establishes a requirement. Furthermore, the Board shall not require an employee to administer medication to a student if the employee objects, on the basis of religious convictions, to administering the medication.

Students requiring medication during school hours are to comply with the above medication policy. **Medication not handled through the school nurse may be considered a violation of the school's illegal drugs policy and will be dealt with accordingly.**

### **CHANGE OF ADDRESS, NAME, ETC. (B.P. 8330)**

If name, address, or telephone number changes anytime during the school year, please log into the GCCC OneView account and make any changes. If you have further questions, you may contact the main office at extension 1301.

### **EMERGENCY MEDICAL AUTHORIZATION FORM (B.P. 5341)**

The Ohio Revised Code 3313.712 requires that the Career Center have information regarding ailments, conditions, or disabilities to take essential steps to aid the student in an emergency. The Emergency Medical Authorization/Family member Permission Forms must be completed through the online OneView prior to participation in lab activities.

### **STUDENT RESPONSIBILITIES AND RIGHTS (B.P. 5200; 5500)**

Reasonable and necessary order in the educational institution is essential to the fostering and maintaining of educational opportunity. A student may forfeit the right to educational opportunities by conduct that substantially disrupts the educational process or deprives others of their rights.

#### **Expectations for Family member/Guardians**

The role of the family member/guardian in the Greene County Career Center is essential. The following guidelines are expected of all families/guardians whose students are enrolled at GCCC:

- Support the school when your student needs counseling, testing, remediation or other recommended activities.
- Provide the required tools, supplies, clothing, safety equipment, etc. needed by your student.
- See that your student has the proper rest, personal hygiene and health care necessary to function effectively in school.
- Cooperate with the school in supporting specific club activities – Skills USA, FCCLA, BPA, DECA, HOSA, TSA and FFA.
- Assure that your student wears the appropriate clothing to school. No blankets or stuffed animals allowed.
- Be responsible for regular and punctual attendance of your student and provide written excuses for all absences due to student's illness, death in family, or doctor's appointments.
- Come to school for family member conferences. This may be required prior to your student's being readmitted to class.
- See that your student completes all homework assignments.
- Be responsible for the behavior of your student and ensure that your student be responsive to school rules and basic human rights.
- Get your student up early enough to check road conditions and decide whether to drive or ride the bus to school.
- Understand that when out-of-school suspension is necessary, the school is saying that it is turning your child back to you. It is your responsibility to see that the student is corrected and in the right frame of mind prior to returning to school.
- If you have a concern regarding a teacher, our policy is to address it with the teacher first. If the problem remains unresolved, contact the Director of Secondary Education.

## STUDENT SAFETY AGREEMENT

Most career-technical programs require specific safety training and completion of certain safety tests before students may participate in laboratory activities. In addition, both students and families are asked to read and sign a Student Safety Agreement designed to help protect the health and safety of the students.

### Expected Student Behavior

Students are expected to:

- BE RESPECTFUL, BE IMPACTFUL and SHOW SELF-CONTROL
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### Dress Code and Grooming

Students are expected to dress in their program's uniform at all times EXCEPT on spirit days or other special events that are scheduled and announced by administration. Failure to comply with GCCC dress code will result in disciplinary actions. Students are expected to be in uniform each day beginning with the first day of school. Uniforms are not to be written on, drawn on, or otherwise defaced. Uniforms should be laundered on a regular basis.

No hats or other head coverings are to be worn unless approved by administration for religious purposes. Winter/cool weather outerwear should not be worn during the school day. They should be stored in the student's locker. Each lab has several uniform options available to stay warm when the building is cooler.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Inappropriate clothing will be determined by administration.

### The following styles or manners of dress are prohibited:

- Bare mid-drifts, sleeveless shirts or blouses, halter tops, tube tops, mesh shirts, tank tops, spaghetti straps, cropped tops, hoodies, drooping pants, harem pants, yoga or spandex pants, sweatpants, shorts, frayed or ripped clothing, skin-tight or transparent clothing, pajamas, flip-flops and shower shoes.
- For the protection and safety of ALL students, skirts, dresses and shorts are not permitted to be worn unless for other educational purposes as determined by the Director.
- Undergarments are required at all times. However, undergarments should not be revealed through clothing,
- Language or images that do not promote a positive message or are offensive will not be allowed. This includes writing or artwork that promotes alcohol or drug use, are symbolic or related to gangs, contain sexual connotation or innuendo, or contain themes of death or violence.

### Borrowed Uniforms

Students may need to periodically borrow uniforms. Borrowed uniforms can be signed-out and dropped-off in the In-School-Detention - Room 2317. Borrowed uniforms must be returned by the end of the next school day so they can be laundered and lent to other students. If the student does not return the uniform on the scheduled day, they may be subject to disciplinary actions. Students may be charged for borrowed uniforms that do not get returned.

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## PERSONAL PROTECTIVE EQUIPMENT

- **Safety Glasses:** Students in career-technical labs or certain academic classes that include the use of machinery and/or chemicals are required to wear Industrial Safety Glasses meeting ANSI/OSHA standards while in lab and when doing job assignments outside the lab. Proper eye protection is included with each student's tool kit or is supplied for other specific lab activities. Personal eye protection must be kept in adequate condition or replaced and is available for purchase in the Supply Room. Any student failing to cooperate with these safety standards will not be allowed to participate in laboratory/classroom activities. Prescription glasses do not meet these standards. Students who wear prescription glasses may wear "cover specs" over their dress glasses or may choose to purchase ANSI/OSHA approved Prescription Industrial Safety Glasses. The cost of the "cover specs" is included in the tool kit price. ANSI Z87.1 Prescription Safety Glasses can be purchased from an eyewear retailer or can be ordered, at cost, through the office of the School Nurse/Safety Director.

**Safety Shoes:** Shoes are part of the uniform and will be determined by the lab instructor. Proper footwear is the responsibility of the student. These safety shoes can be purchased for a reasonable price at many discount and department stores.

- **Hair Protection:** Students in career-technical programs or certain academic classes that include the use of machinery and/or chemicals are required to have long hair pulled back with a clip or elastic band or tucked into a cap while in lab and when doing job assignments outside the lab. (Guidelines: If hair is long enough to be pulled back into a "ponytail" at the base of the neck, this regulation will be enforced.) Any student failing to cooperate with these safety standards will not be allowed to participate in the laboratory or outside activities.
- **Jewelry:** Students in career-technical programs or certain academic classes that include the use of machinery, electrical power, and/or chemicals may not wear jewelry while in lab. Any student failing to cooperate with these safety standards will not be allowed to participate in the laboratory or outside activities.
- Students who fail to wear proper personal protective equipment may be removed from laboratory and/or GCCC.

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## CARE OF PROPERTY

Students are responsible for the care of their own personal property. GCCC is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her Families will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code, including but not limited to removal from laboratory and/or GCCC.

### Tool Kits

Programs that require tool kits will provide a list of tools those students are to have for their program. Students must have tools purchased by the end of the second week of school. Students unable to purchase tools must speak with their lab instructor to develop a plan. Please be advised that while Greene County Career Center will make every effort to secure student's toolboxes, we cannot accept responsibility for lost or stolen tools. *We recommend that families add coverage for toolboxes under their homeowner's insurance policy, and label all their tools and equipment.*

### School Issued Books and Equipment

Teachers will distribute workbooks and textbooks to students. After the first two weeks of school, students will not receive refunds and/or credits for workbooks and/or supplies that teachers issued to them. Students are responsible for all items issued to them by Greene County Career Center including, but not

limited to textbooks; workbooks; calculators; and computers. If these items are lost, stolen or damaged, replacement and/or repair costs will be added to the student's account.

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## PARKING PERMITS

Students must have permission to drive and park on school property. Parking passes are available in the supply room for \$20. **Students who choose to drive to school rather than to ride the bus provided accept the following responsibilities:**

- Arrive to school ***on time*** regardless of weather or driving conditions. Check weather before school and decide whether to ride the bus or drive. Driving privileges may be revoked for excessive tardiness.
- Drive safely at 10 MPH in parking lot - No reckless driving.
- Students are required to wear seat belts when in a moving vehicle (State Law).
- Students are prohibited from riding in the back of pick-up trucks.
- Students must follow all school rules while in a vehicle on school grounds.
- All vehicles parked on the campus must be registered and display a hanging permit on the mirror of the front windshield. Permits should be visible through the windshield with permit numbers facing out. If a vehicle is driven to school and has not been previously registered, student should report to the Supply Room, upon arrival, to obtain a vehicle registration form. Student must show driver's license and current proof of insurance to obtain a parking pass. **Unregistered vehicles will be subject to being towed at the owner's expense.**
- Students who lose their driving permit must pay a replacement charge of \$10 to obtain a new permit.
- Park only in the ***DESIGNATED student parking area***, using one car space. Larger vehicles such as trucks with extended beds or wide wheelbases must attempt to fit into one space. Said vehicles may be asked to move to a different spot in the lot.
- Students are not permitted to park in staff or visitor parking.
- Students are not permitted to loiter in the parking lot.
- Students are not permitted to leave once they enter school property or drive their vehicle at any time during school hours, unless they have administrative approval, or are participating in job placement.
- The 20 MPH speed limit on Innovation Drive will be enforced by appropriate authorities.

***Please remember that driving to school is a privilege, not a right. Driving privileges may be revoked and additional discipline issued for non-compliance of any listed rules. In addition, Greene County Career Center is not responsible for loss or damage to cars, theft of articles left in cars, or any other damage beyond our control.***

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## PROVIDING IDENTIFICATION

Students are issued GCCC identification (ID) cards . Students must always have their ID cards on them and be able to produce them upon request. Failure to comply may result in disciplinary actions.

- Temporary ID badges will be issued by teachers/staff before first period begins each day for those students who occasionally forget their ID badge. Temporary ID badges are good only for the day issued.
- If students have lost, broken, or defaced their ID cards, they must obtain a replacement. These students will be issued a form to show that they have applied for a replacement card. ID cards are made every day so the forms are good for the date on the form, unless indicated otherwise. Replacement cards cost \$5. Failure to obtain a replacement card may result in disciplinary measures.
- Students will maintain their ID through their time at GCCC.

- If a student purposely breaks or defaces another person's ID card, the student will have to pay for a replacement and/or will be referred to the office.

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## TECHNOLOGY ACCEPTABLE USE AND NETWORK/INTERNET ACCESS (B.P. 7540)

GCCC offers their students access to district computers, technology, and internet access for electronic mail, video conferencing, and approved educational purposes only. To gain access to these services, all students must obtain parent/guardian permission and must sign and return the "Acceptable Use Form" prior to computer access.

Access to e-mail, the Internet and video conferencing enables students to explore thousands of libraries, databases, and bulletin boards while communicating with users throughout the world.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Students may also find ways to access non-educational materials. As a result, Greene County Career Center employs the use of internet filters and retains the right to search network accounts and their contents at any time. Importantly, student network accounts are the property of the school; it is the student's responsibility to ensure his or her network account has a password for the protection of his or her data.

The following are examples of inappropriate technology usage:

- Playing music without teacher permission
- Playing non-educational computer games and/or importing gaming files
- Downloading or importing files
- Sending or displaying offensive messages or pictures
- Obscene language, harassment, insults or attacking others
- Damaging computers, computer systems or computer networks
- Changing computer settings
- Violating copyright laws
- Using another's password/account or trespassing in another's folders, work or files
- Using e-mail for non-school related purposes

The above list is not all-inclusive. Final determination of what constitutes a violation will be made by Administration in accordance with board policies and student handbook. Violations may result in a loss of access as well as disciplinary or legal action.

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# STUDENT CONDUCT

## CODE OF CONDUCT (B.P. 5500)

A major component of the educational program of **Greene County Career Center** is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

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## STUDENT RIGHTS OF EXPRESSION (B.P.5722/9700)

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

- is obscene to minors, libelous, or pervasively indecent or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Material may not be displayed or distributed during class periods, or between classes.
- Students who are unsure whether materials they wish to display meet school guidelines may present them to administration twenty-four (24) hours prior to display.

This Handbook applies to all students

- On school grounds before, during, and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all district property and vehicles;
- Whenever a student represents his or her school; and
- At all times when a student's conduct is related to school or school activities.

## ANTI-HARASSMENT (B.P. 5517)

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. **GCCC promotes professionalism at all times and views bullying and harassing behaviors as highly inappropriate both at school and in the workplace. Individuals who are found to have engaged in unlawful harassment or bullying behaviors will be subject to appropriate disciplinary action.**

### Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of unlawful harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

### Definitions of Specific Harassments

#### Bullying



Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve the following:

teasing	threats	intimidation	sexual, religious, or racial harassment
stalking	cyberstalking	cyberbullying	physical violence
theft	public humiliation		destruction of property

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment (B.P. 2266)**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Unwanted physical and/or sexual contact.
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Director believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Director shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Director informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers (B.P. 5517)**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Jill Anon, Supervisor of Student Services  
937-372-6941 ext. 2304  
532 Innovation Drive  
Xenia, Ohio 45385  
[janon@greenecccc.com](mailto:janon@greenecccc.com)

Brian McKnight, Director  
937-372-6941 ext. 1306  
532 Innovation Drive  
Xenia, OH 45385  
[bmcknight@greenecccc.com](mailto:bmcknight@greenecccc.com)

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures to the Compliance Officer(s).

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (3) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

### **BULLYING, HARASSMENT, AND INTIMIDATION (B.P. 5517; 3362; 4362)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Director or assistant director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Director or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official

position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Director or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **STUDENT DISCIPLINE (B.P. 3217; 5500; 5516; 5600; 5610; 5610.01)**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, Family member/guardian notification, Family member/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

- **Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, CBD products, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia. Students who have the odor of alcohol/drugs on or about their person or clothes may be disciplined under this policy. Each zone within 1000 feet of any facility used by GCCC is a drug free zone.

If a building director has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Consequences for violation of this code:

- The student will be suspended for ten (10) days in compliance with due process procedures.
- A recommendation will be made to the Superintendent that the student be expelled from school.



- Charges will be filed with the Sheriff's Department against the student for possession and/or use of narcotics, alcohol, or illegal drugs.

- **Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited. The first violation of this rule will result in a three day out of school suspension. The second violation will result in a five day out of school suspension. The third violation will result in a ten day out of school suspension and a recommendation for expulsion.

- **Use and/or possession of a firearm (B.P. 5600)**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

- **Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

- **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

- **Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the director. Failure to report such knowledge may subject the student to discipline.



- **Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

- **Physically assaulting a staff member/student/person associated with the District**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered assault. Any type of fight where one student, with little or no provocation, physically attacks another student will be considered assault. Assault may result in criminal charges.

- First offense – 5 to 10 days out-of-school suspension with a possible recommendation for expulsion
- Second offense – 10 days out-of-school suspension with a recommendation for expulsion
- Assault of a staff member is automatic 10 days out with a recommendation for expulsion

- **Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

- **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

- **Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

- **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

- **Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

- **Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties, and may result in disciplinary action. If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must confer with another teacher in the department for a second opinion. Once decided then the teacher will talk with the student. In all cases of plagiarism, a

teacher may request that a student resubmits a corrected assignment. It is up to the teacher to decide if a grade reduction will be enforced. If plagiarism is found in the corrected assignment the student will receive a zero grade for that assignment and a call will be made home. If a student refuses to resubmit an assignment after a teacher has given them the chance to correct it, they will receive a zero for the grade and a call will be placed to the family member/guardian.

- **Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

- **Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

- **Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

- **Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the director.

- **Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Director of Secondary Education. The school is not responsible for personal property.

- **Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members.

- **Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property. Students who damage school property may be removed from their lab and/or GCCC.

- **Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Persistent absenteeism and/or tardiness may also result in students being returned to their member school district.

- **Unauthorized use of school or private property**  
Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
- **Refusing to accept discipline**  
Students failing to comply with disciplinary penalties may face enhanced penalties for such action.
- **Aiding or abetting violation of school rules**  
Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- **Displays of affection/sexual activities**  
Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.
- **Possession of electronic equipment**  
The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Director of Secondary Education. Examples of prohibited include but are not limited to cell phones, non-school issued laptops and iPad/tablet, etc., Head phones, if permitted by the instructor, should be at a volume where students are able to respond to GCCC staff and emergency announcements. All items are subject to search by GCCC administration (according to Search and Seizure Policy). Students may wear smart watches to check the time but can not use them to communicate, listen to music, play games, etc. Teachers will have individual classroom procedures for smart watches. Repeated infractions may result in additional discipline.

#### Cell phone policy

- Students are expected to put smart phones/cell phones, and wireless ear buds in the YONDR pouch when they enter the building
- If the student refuses to follow procedure (or found with an unsecured cell phone) the teacher calls for an Administrator with no conversation
- If the student complies with the Administrator, the cell phone is powered off, secured in the Main Office, and student is sent back to class. Student will receive discipline dependent on where he/she is on the cell phone policy discipline ladder

The consequences of Personal Communication Device (PCD) policy violations are as follows;

1<sup>st</sup> Violation – 1 Day ISD and Administrator calls home

2<sup>nd</sup> Violation – 3 Days ISD and Administrator calls home and parent/guardian must pick up phone

3<sup>rd</sup> Violation – 5 Days ISD and Administrator calls home and parent/guardian must pick up phone

4<sup>th</sup> Violation – 3 Days OSS and Administrator calls home and parent/guardian must pick up phone

5<sup>th</sup> or more Violation – 3 Days OSS and meet with Director of Secondary Education and possible removal from GCCC

- **Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

- **Violation of bus rules**

Students on a bus or other authorized Board of Education vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service for any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

- **Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

- **Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

- **Hazing**

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building director or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

- **Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

- **Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

Any student in violation will be given the opportunity to correct the problem immediately after school begins. Students may have the opportunity to borrow a GCCC uniform. If they are unable/unwilling to do so, they will be removed to In-School Detention until the problem can be corrected or for the remainder of the school day.

Students will not be permitted to go home to change; families will be contacted to drop off proper dress to the school. Students who are repeatedly in violation of dress code, or who intentionally violate dress code after having complied earlier in the day, will be referred to the office for insubordination. Program teachers will make the determination for their students regarding questions of appropriate attire for uniforms designated by the program teacher. If the program teacher is unable to make that decision, the program supervisor will make the final decision. Any concern regarding the general dress code regulations should be referred to administration.

- **Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property. Driving privileges may be revoked for offenders.

- **Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

- **Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Students who are aware of the possibility of a fight, encourage a fight, and/or post it on social media and do little to prevent it from occurring share equal guilt with the individual who participates in the fight, and may receive disciplinary actions.

First offense will result in a five to ten day out-of-school suspension with the possibility of expulsion

Second offense will result in a ten day out-of-school suspension and a recommendation for expulsion

- **Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

- **Possession of Pornography**

Possessing sexually explicit material. Electronically transmitting or receiving and retaining nude, partially nude, lewd, sexually explicit, or graphic images of themselves or others. Some forms may be considered criminal and may be referred to the police for further investigation.

- **Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parent/guardian permission and/or school authorization.

- **Failure to Serve Detention**

Students that intentionally or unintentionally miss a detention may be reassigned a detention, receive additional detentions, receive In-School Detention, Saturday School, or receive additional consequences determined by the Administration.

- **Failure to allow reasonable search**

If administration has a reasonable suspicion to search a student and their belongings and student refuses the search, Administration has the authority to suspend the student based on the suspected infraction.

## **DISCIPLINE CONSEQUENCES (B.P. 5610, 5611)**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes but is not limited to:

- Verbal correction cues
- Conferences with student/Family member
- Clean, repair, etc. area/equipment
- Exclusion from field trips or other activities
- Loss of privileges (computer, driving, phone, work placement, etc.)
- Writing assignments;
- Change of seating or location;
- Before-school, lunch-time, after-school detention;
- Saturday School
- Loss of lab time
- Loss of extracurricular activities (CTSO, field trips, prom, etc.)

### **Detentions**

A student may be detained after school (2:15 pm – 2:45pm) or asked to come to school early (7:00 – 7:30am) by a teacher, after giving the student and his/her Families one day's notice. The student or his/her family is responsible for transportation. Students may also be assigned lunch detentions. Detentions are served in the ISD classroom, 2317, unless otherwise directed by teachers/staff. Failure to serve detentions will result in further discipline actions.

### **Saturday School**

Saturday School is an alternative discipline measure for student behaviors that severely enough that have not been corrected through detentions or in school detention. Saturday School is a way for a staffed employee to work with a student on academics, teaching acceptable behaviors, and help build solid relationships between the student and the school without removing them from additional instructional time. During this time, students may be asked to participate in community service within the building as well.

Saturday School will be assigned only through administration and will be from 7:30 am – 10:30 am. Students will enter Door #2 of the GCCC. Students are expected to be at Saturday School on time and to bring schoolwork with them. If a student is late, they will not be let in unless communication is made with the school. Students who miss Saturday School may face a one-day suspension from school.

### **In-School Detention**

A student missing any portion of his/her assigned time in Detention or In-School Detention may be given an additional period of time to fulfill the informal discipline.

The following rules apply to Detention and In-School Detention:



- Students may be able to schedule laboratory make-up work (before/after school) for credit at the discretion of the career-technical teacher. Some lab work may not be able to be made up.
- Students will be permitted to complete assigned work from classroom teachers for credit. Assignments completed in ISD must be turned into the classroom teacher immediately following the completion of ISD days assigned.
- Students must be on time and report to the ISD room before the 7:45 a.m. bell.
- Students will be on task with school-related work at all times. If a student does not bring work, ISD monitor will assign work. Student will be responsible for keeping up with all school assignments missed while in ISD.
- Students must have the necessary material to begin working—pencil, paper, laptop, etc. Reading material needs to be approved by ISD monitor. No magazines allowed.
- Students will work in silence at all times, no sleeping, and no talking and no cell phones used. There is no off-task time in ISD.
- Personal listening devices are not permitted without permission.
- All program dress code rules apply to students in ISD.
- No placing or receiving phone calls. Cell phones **MUST** be turned off while in ISD.
- No participating in any school activity, unless approved by administration.
- Students will eat lunch in ISD.
- Students will have one restroom break in the a.m. and p.m.
- No talking or communicating with any other student at any time.
- Students will stay in assigned study area at all times and keep it clean.
- No ½ day dismissal for advanced job placement or apprenticeship is allowed.
- Obey all school and other posted rules for ISD. Violation of school or ISD rules may result in additional ISD time or other discipline.
- ISD days are to be served consecutively until complete. If absent on day ISD is assigned, the day will be served on the next day of attendance.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

A student that serves an out-of-school suspension shall be permitted to complete any classroom assignment(s) missed due to the suspension.

**Driving privileges may be denied, suspended, and/or revoked on school grounds for ten (10) consecutive absences or fifteen (15) days absence in any school term or semester.** The Superintendent of Schools or designee may request this action for one of the following reasons: absent without legitimate excuse from the school you are to attend for more than ten (10) consecutive school days or for at least fifteen (15) total school days during a term or semester; OR withdrawn from school; OR suspended or expelled for the use or possession of alcohol and/or a drug abuse.

## **DUE PROCESS RIGHTS (B.P. 5611)**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school detention is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

- **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Supervisor of Student Affairs will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her Families will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five days after receipt of the suspension notice, to the Director of Secondary Education. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

- **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, director, or assistant director may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing by the end of the day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

- **Expulsion from School**

When a student is being considered for expulsion, the student and Family member will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Families may request an extension of time for the hearing. The student may be represented by his/her Families, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's Families will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's Family member(s)/guardian(s) or custodian(s) to

appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the Families of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's Families may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

- **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- conveying deadly weapons onto school property or to a school function;
- possessing deadly weapons onto school property or at a school function;
- carrying a concealed weapon onto school property or at a school function;
- trafficking in drugs onto school property or at a school function;
- murder, aggravated murder on school property or at a school function;
- voluntary or involuntary manslaughter on school grounds or at a school function;
- assault or aggravated assault on school property or at a school function;
- rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the Families.

- **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Supervisor of Student Affairs will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her families will be notified, in writing within one day, of the reason for and the length of the suspension.

- **Discipline of Students with Disabilities (B.P. 2460)**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **INTERROGATION OF STUDENTS (B.P. 5540)**

GCCC is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While GCCC believes these agencies should conduct their investigations off school property, if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a Family member prior to questioning and shall remain in the room during questioning if a parent is not present.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a Family member prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the Family member being contacted is the possible offender, the Family member will not be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during any questioning. Family will be appropriately notified by the schools, law enforcement or children services as soon as possible. If law enforcement or children's services removes a student from school, the building administrator will notify a Family member.

### **SEARCH AND SEIZURE (B.P. 5771)**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school, vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. GCCC reserves the right not to return items that have been confiscated.

### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their families of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes.

Families and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board by September 15 after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or Family

member of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the Family member(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the Family member(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either Family member may provide such consent unless agreed to otherwise in writing by both Families or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or Family member's consent, unless the Family member or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

**This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website.**