

**Greene County Career Center 2016-2017
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Welcome Career Center Students and Parents

Welcome to the 2016-2017 school year at Greene County Career Center. We are pleased that you have chosen career-technical education to complete the remainder of your high school experience. Greene County Career Center serves as a “branch campus” to every secondary school in Greene County and offers public career-technical education to eleventh and twelfth grade students.

The Career Center prepares students for skilled employment and/or higher education at many colleges, universities, and technical schools. While at 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.

With effort, we believe that you will experience a superior education and jump-start on your future career plans. As the year progresses, you will find yourself well on the way to becoming a productive citizen and wage earner in our society.

The Board of Education and Career Center Staff send you best wishes for a rewarding year.

Statement of Nondiscrimination

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 is in compliance with 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 Guidance Office to determine eligibility for assistance.

Bell Schedule- Regular Day

Period	Time
1	8:00-8:46
2	8:50-9:31
3	9:35-10:16
4	10:20-11:06
Lunch A	10:20-10:51
Lunch B	10:35-11:06
Lunch C	11:10-11:41
Lunch D	11:25-11:56
5	11:10-11:56
6	12:00-12:41
7	12:45-1:26
8	1:30-2:11

Two-Hour Delay Schedule

Period	Time
1	10:00-10:28
2	10:32-11:00
3	11:04-11:32
4	11:36-12:03 Lunch A
5	12:07-12:34 Lunch B
6	12:38-1:06
7	1:10-1:38
8	1:42-2:11

Three-Hour Delay Schedule

Period	Time
1	11:00-11:20
4	11:24-11:54
4 th Lunch: Juniors, Senior Culinary & Senior Food & Hospitality	
5	11:58-12:28
5 th Lunch: Seniors, Junior Culinary & Junior Food & Hospitality	
6	12:32-1:02
7	1:06-1:36
8	1:40-2:10

**Club Chapter Bell Schedule - Morning Meetings
(Oct, Dec, Feb and Apr)**

Period	Time
1	8:00-8:21
<i>Club Chapter Meeting 8:25-9:25</i>	
2	9:30-9:51
3	9:55-10:16
4	10:20-11:06
Lunch A	10:20-10:51
Lunch B	10:35-11:06
Lunch C	11:10-11:41
Lunch D	11:25-11:56
5	11:10-11:56
6	12:00-12:41
7	12:45-1:26
8	1:30-2:11

**Club Chapter Bell Schedule –Afternoon Meetings
(Sept, Nov, Jan and Mar)**

Period	Times
1	8:00 – 8: 46
2	8:50 – 9:31
3	9:35 – 10:16
4	10:20 – 11:06
Lunch A	10:20 – 10:56
Lunch B	10:35 – 11:06
Lunch C	10:50 – 11:20
Lunch D	11:10 – 11:41
5	11:10 – 11:56
6	12:00 – 12:30
7	12:34 – 12:49
8	12:53 – 1:08
<i>Club Chapter Meeting 1:12-2:11</i>	

Important Dates

Grading Periods

1st	August 17 - October 13	41 days
2nd	October 17 - December 20	45 days
3rd	January 3 - March 10	47 days
4th	March 13 - May 24	47 days

Any school days missed due to inclement weather or other calamity reasons and required to be made up by law, would be made up starting May 25, 2017.

Board of Education Meetings

3rd Wednesday of each month at 5:30 p.m.

Club Chapter Meetings

3rd Wednesday of each month

September

September 5, 2016 Labor Day - No School

October

October 14, 2016 Teacher In-service – No School

November

November 9, 2016 Parent Conferences 3:45-7:30 p.m.
November 23, 2016 Conference Day - No School
November 24 & 25, 2016 Thanksgiving Break - No School
November 30, 2016 Career Awareness Day

December

December 1-2, 2016 Career Awareness Days
December 7-9, 2016 Awareness Days (snow dates)
December 8, 2016 Open House 5:00-7:00 p.m.
December 15, 2016 Open House (snow date)
December 21, 2016 Winter Break begins

January

January 3, 2017 Classes Resume
January 16, 2017 Martin Luther King Day - No School

February

February 16, 2017 Parent Conferences 3:45-7:30 p.m.
February 20, 2017 Presidents' Day - No School

April

April 14, 2017

Spring Break Begins

April 24, 2017

Classes Resume

May

May 23, 2017

Senior Recognition Ceremony

May 24, 2017

Last Day for Students

May 25, 2017

Teacher Work Day

Board of Education

Mrs. Mary Frantz, President

Bellbrook-Sugarcreek Schools

Mrs. Gail Martindale, Vice President

Cedar Cliff Local Schools

Mr. Al Nels

Beavercreek City Schools

Mr. Mike Uecker

Fairborn City Schools

Mrs. Kathy Hollingsworth

Greeneview Local Schools

Mr. William Spahr

Xenia Community Schools

Mr. Steve Conn

Yellow Springs Exempted Schools

Administrative Faculty

David Deskins

Superintendent

Jenny Adkins

Supervisor of Student Services

Ron Bolender

Public Information Administrator

Eva Anderson

Treasurer

Matt Lindley

Director of Secondary Education

Brian Hall

Information Technology Director

Pam Hunt

Curriculum Supervisor

Ryan McCoart

Supervisor of Satellite Operations

Bill Wagner

Supervisor of Operations-Maintenance Services

Secondary Career Center Staff

Joseph Bargdill

Digital Media

Janet Baughn

Career Pathways Counselor

Luke Benton

Social Studies

Aaron Bissett

Weekend Maintenance

Lisa Bricker

Cosmetology

Sherry Bryan

Assistant to Director of Secondary Education

Stephanie Buirley

VOSE Coordinator

Rick Burton

Auto Collision Repair

Beth Calhoun

CBI @ Beavercreek

John Cash

Social Studies

Elisabeth Cline

Project Search @ Soin Medical Center

Trina Cline

Special Education

Lynn Colman

Science

Jason Couse

Engineering Technology @ Fairborn

Jeff Covey

Digital Media

Rebecca Covey	English
Sandra Darby	Teaching Assistant
Kevin Darrow	Maintenance
Toni Dean	English
James DeLange	Guidance Counselor
Susan DeLong	Assistant to the Superintendent
John Demmitt	Criminal Justice
Dorcas Denger	Attendance Secretary
Nancy Early	Science
Steve Erbaugh	Automotive Technology
Thomas Ferguson	English
Tammie Grieve	English
Madelyn Harris	Guidance Counselor
Chasity Love	School Nurse
JoAnne Hodgson	Business Education
Richard Kayser	Information Technology
Robert Keller	Electrical Wiring
Rebecca King	Mathematics
Wendi Kirsch	GRADS Coordinator @ Fairborn
Jill Kraynek	Science
Gail Landis	Mathematics
Brian Lovely	Maintenance
Kaitlin Marshburn	English
Michele Martin	Special Education
Laura McCabe	Marketing Education @ Fairborn
Ben McFall	Maintenance
Lyna McKinley	Health Science Academy
Gloria Mellon	Teaching Assistant
Dewey Mitchell	Maintenance
Terri Mountjoy	Special Education
Cathy Mullen	Media Specialist
Chad Muterspaw	Carpentry
Nancy Myers	GRADS
David Oldiges	Engineering Technology @ Xenia
John Patterson	VOSE Coordinator
Dale Pemberton	Maintenance
Nancy Pederson	Family & Consumer Science @ Bellbrook
Pam Pickle	Secretary, Guidance & Special Education
Barb Pompeii	Teaching Assistant
Warren Porter	Technology Support Technician
Joanne Powell	Food & Hospitality Management
Brandon Prather	Guidance Counselor
Maureen Quinn	Mathematics
Kelly Rickabaugh	Veterinary Science
Bryan Ropp	Mathematics
Becky Smith	Inventory/Purchasing Specialist

Lori Smith
Faith Sorice
Mike Spahr
David Sproull
Heather Sproull
Beverly Strunk
Kathleen Sullivan
Katrina Swinehart
Ben Swisher
Alisa Tackett
Jessica Taylor
Mike Taylor
Michael Thompson
Kate Tiffany
Kim Torrence
Paula Trusty
Barbara Ward
Rachel Warrix
Molly Wavra
Doug Wickline
John Wilson
Ken Wolf

Special Education
Health Science Academy
Power Equipment
Natural Resource Technologies
Marketing Education @ Beavercreek
Payroll Specialist
Secretary, Curriculum Supervisor/EMIS
Agriculture Science @ Cedarville, Greeneview
Mathematics
Family & Consumer Science @ Bellbrook
Special Education
Software Support Specialist
Welding
Social Studies
Science
Teaching Assistant
Family Consumer Science @ Fairborn
Secretary, Supervision
Biotechnology @ Xenia
Agriculture Science @ Greeneview
Enrichment
CBI Coordinator @ Beavercreek

Partner School Information

Beavercreek High School
2660 Dayton-Xenia Road
Beavercreek, Ohio 45434 -- 429-7547
Susan Laws, Liaison Guidance Counselor – 458-2485

Bellbrook High School
3737 Upper Bellbrook Road
Bellbrook, Ohio 45305 -- 848-3737
Andy Hartley, Liaison Guidance Counselor
Debra Sanderman, Liaison Guidance Counselor

Cedarville High School
248 N. Main St.
Cedarville, Ohio 45314 -- 766-1871
Rick Woods, Liaison Guidance Counselor

Fairborn High School
900 E. Dayton-Yellow Springs Road
Fairborn, Ohio 45324 -- 879-3611
Sara McCarty, Liaison Guidance Counselor

Greeneview High School
4710 Cottonville Road
Jamestown, Ohio 45335 -- 675-9711
Kim Reffitt, Liaison Guidance Counselor

Xenia High School
303 Kinsey Road
Xenia, Ohio 45385 -- 374-4218
Amy Biggs, Liaison Guidance Counselor

Yellow Springs High School
420 E. Enon Road
Yellow Springs, Ohio 45387 -- 767-7224
Lynn Wooten-Mitchell, Liaison Guidance Counselor

Directory of Office Functions- Where to go if you need assistance

Main Office Home School Communications Lost and Found Visitor Sign-in	Student Services Guidance Counselors Change of Address or School Course Credits for Graduation National Honor Society New and Transferring Students Partner School Information Counseling Services, Referrals Scheduling Scholarships Testing Information Withdrawal from School
Attendance Office Early Dismissal Sign-in/Sign-out Tardy Slips Parking Permits Assembly Slips	Job and Advanced Placement Office Apprenticeships Career Passports Job Placement Job Interviews Industry Certification
Supervisors' Office Club Chapter Information Locker Problems Discipline	Treasurer's Office Free and Reduced Lunch Applications Student Fees Student Waiver
Nurse/Clinic Illness Medication	
Partner School Bus Transportation Work Permits Extra-curricular Activities Home Instruction Official Transcript	

GCCC Closed Due to Bad Weather

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

Please do not call radio and TV stations. You may also access closing or delay information on our website at www.greenecc.com and on our Facebook Page, 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 or closed.

Home School Not in Session – GCCC in Session

GCCC students should consult their home school principal or transportation supervisor in such cases. Transportation arrangements vary with each school; **However students are expected to attend the GCCC even when their home school is not in session.** Students not in attendance at the GCCC under these situations will be given unexcused absence(s). If the GCCC is open and home school is closed, and the home school does not provide transportation to the GCCC from the home school district a student is not required to attend GCCC. If the home school does provide transportation to the GCCC from its district, attendance is required. The latter is often the case during holidays and teacher conference days, and when times are observed differently at member schools.

Seniors are to maintain daily attendance at the GCCC until they graduate or the GCCC's Senior Recognition (whichever comes first).

Home School Closed/Delayed Due to Bad Weather

When a home school is closed due to weather conditions or other calamities, students from the closed school are not required to report to GCCC. Students may report to GCCC if they are able to do so safely. Students from other schools that are not closed are required to report as usual to GCCC. If the home school is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the home school delay (e.g., the partner school that normally starts at 7:30 a.m. has a 2 hr. delay, Career Center students from that school would be expected to report to the Career Center by 9:30 a.m.). GCCC students whose partner schools are not on a delay would be expected to follow the GCCC schedule. Half-Time students with morning lab are not expected to be in attendance at the GCCC in case of a partner school delay. If the student reports to the GCCC at the regular time (and discovers that their home school is on a delay), they are to remain at school and follow the GCCC schedule.

On the rare occasion that the GCCC is on delay, students should report according to the GCCC schedule. In the case of a 2-hour delay, half-time students with morning lab only do not need to attend the GCCC in the morning but may go to work or academic classes in the afternoon.

Strategic Plan

Vision- Where all students will achieve in real work and real life.

Mission- Empowering students through advanced technologies, integrated instruction, and community partnerships to succeed in career, college, and life.

Core Strategies

- A. To advance the achievement of each student through quality instruction and support services.
- B. To improve instruction through research-based practices.
- C. To foster a positive school climate.
- D. To promote our value to the community as a key partner with district schools, business and industry, service agencies and continuing education institutions.
- E. To assess and update career-technical and academic curriculum and technology to meet the needs of current and emerging occupations.
- F. To provide professional development for all staff in support of our mission.
- G. To maintain and upgrade our facilities.
- H. To offer a variety of classes for community education and personal growth.

Core Values

As a learning community, we value:

- **Students First** – By making decisions in the best interests of students and their families
- **Integrity** – By being honest and forthright in all situations
- **Respect** – By valuing self, others, and property at all times
- **Teamwork** – By collaborating and working together internally and with our partners to achieve common goals
- **Innovation** – By encouraging change and growth based on needs, best practices, and creativity
- **Achievement** – By providing a nurturing environment and culture where all can achieve success
- **Responsibility** – By being accountable for behavior and actions

Admission Policy

The Board of Education believes that the career-technical programs of the District should be available for as many qualified and interested young people as existing resources will allow.

Students are eligible for admittance to Greene County Career Center providing they meet the requirements of the particular program in which they wish to enroll. Tech Prep programs may require additional prerequisites for admission.

A Greene County resident between sixteen (16) and twenty-one (21) years of age who is two (2) or fewer credits short of 11th or 12th grade status but can qualify for graduation with a combination of Greene County Career Center and partner school courses, may petition for admittance.

The Board, after offering an opportunity for a hearing, may temporarily deny admittance to any pupil if the pupil has been suspended or expelled from school in another school district in the State of Ohio and the period of the expulsion has not expired. If a pupil is temporarily denied admission under this provision, the pupil shall be admitted to school in accordance with section 3313.64 or 3313.65 of the Revised Code no later than upon expiration of such expulsion period.

The Board, after offering an opportunity for a hearing, may temporarily deny admittance to any pupil if the pupil has been suspended, expelled, or otherwise removed for disciplinary purposes from a public school in another state and the period of suspension, expulsion or removal has not expired. If a pupil is temporarily denied admittance for this reason, the pupil shall be admitted to school no later than the earlier of the following:

- A. Upon expiration of the expulsion or removal period imposed by the out-of-state school; or
- B. Upon expiration of a period established by the Board, beginning with the date of suspension, expulsion, or removal from the out-of-state school, that is no greater than the period of expulsion that the pupil would have received under the Board's policy had the offense that gave rise to the suspension, expulsion, or removal by the out-of-state school been committed while the pupil was enrolled in the District.

Criteria for Student Admission

Students between the ages of 16 and 21 years (22 years for identified, disabled students, P.L. 94-142) and 11th or 12th grade status with actual residence in Greene County who are enrolled in an affiliate school district are eligible for admittance to Greene County Career Center. Exceptions to the aforementioned include the following:

1. A Greene County resident between 16 and 21 years of age who is two or fewer credits short of 11th or 12th grade status may be admitted if they can qualify for graduation in a two-year period with a combination of Greene County Career Center and partner school courses. These persons may be required to petition for admittance. The petition process will include a written plan for meeting graduation requirements that include:
 - A. Earning one (1) credit in area of deficiency immediately prior to attendance at Greene County Career Center.
 - B. Approval of plan by partner district principal or designee, the Director or designee, and parent or guardian if student is under 18 years of age.
2. Persons applying for Career-Based Intervention or special needs programs.

Assignments to Programs

Interest, aptitude, and ability of each student wishing to attend the Greene County Career Center must be considered before placement.

Each career-technical program is limited to twenty-five (25) students except as where otherwise designated by the Superintendent. However, some programs may have a maximum of less than twenty-five (25) students as determined by the Superintendent. Therefore, the following factors must be considered:

- A. application with parent/guardian signature
- B. date of application
- C. transcript of grades showing full junior status
- D. attendance records

Upon evaluation of the above, students will be assigned to the program and academic classes where they are most likely to achieve success. Full-time, all-day students will have first choice of programs. Students choosing a one-half (1/2) day (lab only) option will be admitted on a space available basis.

Tool Kits/ Workbooks/ Textbooks

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 will be required to rent tool kits for a fee of \$50. Rental tools are the student's responsibility. An inventory will be taken when students return the rental tool kit and they will be held accountable for any missing tools. Rental tool kits will not be permitted to leave the laboratory.

Workbooks and textbooks will be distributed by the teacher. Replacement workbooks and textbooks may be purchased through the Supply Room. Once workbooks have been issued, and after the first two weeks of school, refunds and/or credits for workbooks will not be given. The same will hold true for any supplies that have been issued.

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 parents add coverage for toolboxes under their homeowner's insurance policy.

Half-Time Student Status

Students may apply for half-time status (one-half day at the partner high school and one-half day at the Career Center) provided the approved coursework taken at the partner high school is consistent with the student's chosen career pathway. The Career Center guidance counselor and partner school counselor shall approve the student's schedule.

Half-time students must also provide their own transportation in order to shuttle themselves between buildings. Contact the Career Center Guidance Office for more information.

Transfers/Changes in Placement Understanding

Consideration of transfers to Greene County Career Center, transfers back to partner school or changes in career preparation program will only be possible at the following times after school begins:

1. Transfers only after the first five (5) days of school and changes in career preparation programs before the twelfth day of school.
2. At the end of the first semester for transfers

3. After the end of the junior year for transfers or changes in career preparation program
4. IEP students as determined by the IEP placement team conference.

Student Withdrawal from School

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 beyond the schools.

The Board directs that whenever a student enrolled through a partner 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 parent and the partner 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 Guidance Office and must complete all necessary paperwork at the partner high school.

Students over 18 who withdraw from school must pay all fees/charges and complete necessary forms in the Guidance Office. Students under 18 must contact partner high school district central office.

Students not meeting all of the above requirements will have all student records withheld until the obligations are met.

Suggestions for Parent/Guardians

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

1. Support the school when your student needs counseling, testing, remediation or other recommended activities.
2. Provide the required tools, supplies, clothing, safety equipment, etc. needed by your student.
3. See that your student has the proper rest, personal hygiene and health care necessary to function effectively in school.
4. Cooperate with the school in supporting specific club activities – Skills USA, FCCLA, BPA, DECA, HOSA and FFA.
5. Assure that your student wears the appropriate clothing to school.

6. 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.
7. Come to school for parent conferences. This may be required prior to your student's being readmitted to class.
8. See that your student completes all homework assignments.
9. Be responsible for the behavior of your student and ensure that your student be responsive to school rules and basic human rights.
10. Get your student up early enough to check road conditions and decide whether to drive or ride the bus to school.
11. 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.

Student Responsibilities and Rights

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.

Student Concerns

Student concerns will be handled through the Guidance Office. If the problem is not resolved at this level the student may be referred elsewhere based on the nature of the concern. Curriculum and instructional concerns will be referred to the appropriate teacher. If the concern is not resolved at this level the student may bring his/her concern to the appropriate program supervisor.

Discipline or policy concerns will be referred to administration. Students and/or parents have the right to appeal disciplinary measures that result in out-of-school suspension or expulsion. Should a student wish to appeal a suspension or expulsion, the student and/or parents should indicate so as soon as possible after the discipline is issued. The appeal can be requested through the office of the Director of Secondary Education for suspensions, and the office of the Superintendent for expulsions.

Greene Berets

Greene Berets are students selected by teachers to peer tutor fellow students. Greene Berets are expected to log their contact hours, be courteous and respectful to all, maintain confidentiality for students they are tutoring, and be academically honest. Greene Beret students meeting the requirements of the program may wear their green beret during the school day.

Grading System

The purpose of the grading system is to act as an indicator of a student's academic achievement and to promote awareness of the student's progress. Parents, students, and

teachers should utilize grades as a method not only to recognize achievement but as a vehicle to promote dialogue for improvement.

In order to receive credit for a semester course, the student must achieve an end-of-course grade percentage average of 60% or above. The final grade for each semester course will be determined by the two-quarter percent average for that semester course.

The following scale is used to determine equivalent letter grades:

<u>Percent Scale</u>	<u>Letter Grade</u>	<u>Four Point Scale</u>
90 – 100	A – Excellent	4
80 – 89	B – Good	3
70 – 79	C – Average	2
60 – 69	D – Below Average	1
0 – 59	F – Failing	0

Incomplete – Teachers may assign an incomplete grade “I” during the first, second, and third quarter when the student is unable to complete assigned work because of inadequate time following the student’s excused absences. As a general rule, the student will have one school day for each day of absence to make up work. Incomplete work **MUST** be made up within two weeks of receiving the mark. No incompletes will be issued fourth quarter.

No Credit – Before a No Credit “NC” grade may be recorded, it must be documented and approved by the teacher’s immediate supervisor and the Director. An NC during any quarter will result in no credit being issued for the course. An NC grade may be assigned for excessive absences (absent unexcused 18 or more days in a school year, exclusive of suspension). Documented parent/student contact must be made by the teacher in a timely manner to afford opportunity for intervention before the grade is recommended.

Interim Reports

Progress reports are distributed midpoint each quarter and inform parents/guardians of their child’s academic performance. Parental concerns should be addressed at this time and to ensure academic success, we strongly encourage frequent parent-teacher contact during and prior to the end of the quarter. Grade cards are distributed at the end of each 9-week period.

Progress Book

The Career Center utilizes Progress Book, a web-based classroom management system that encourages parent/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 and click the icon on the right. Parents and students will receive account registration information to create their own username and password shortly after the beginning of the school year.

Student Records Access

Greene County Career Center will release student records upon signature of parent, legal guardian or 18-year old student. This policy may be reviewed within the Board of Education Policy Manual located in the school's Media Center and in the Superintendent's Office at 2960 West Enon Road, Xenia, Ohio.

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

GPA Calculation

Grade Point Average (GPA) is calculated by dividing the total amount of grade points earned by the total number of credits attempted.

A= 4 grade points

B= 3 grade points

C= 2 grade points

D= 1 grade point

F= 0 grade points

Each academic semester course is 0.5 credits and each semester of a career technical lab 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 Guidance Counselor for help.

Certificates and Criteria

Students receive their high school diplomas from the partner school district. A Career Passport or Program Certificate of Completion will be awarded to students at the Senior Recognition Ceremony.

Students interested in post-secondary education (college, trade, or technical school) should work closely with the partner school and Career Center counselors in order to follow an appropriate high school academic and career-technical plan.

Career Passport

A Career Passport will be awarded to students who have completed a program. This individual credential includes the student's resume, attendance, grades, references, test results, Certificate of Completion, and a list of competencies mastered. This document is designed for statewide employer recognition and is a personal success story that outlines what the student can contribute to the workplace.

Certificate of Completion

A Certificate of Completion will be awarded to all students who have completed a career-technical program with a minimum of 2.0 cumulative GCCC GPA and 95% attendance. Exceptions for extended illness may be appealed to the Director. Students must also pass three out of four semesters of lab content.

Distinguished Student Award

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

Perfect Attendance

A certificate will be issued to any junior or senior who has not missed any day of school. Students with tardies and/or early dismissals will not receive a certificate for perfect attendance.

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, NC, F, or D grades. A nine-week honor roll will be sent to the partner high schools.

Valedictorian, Salutatorian Requirements

1. Each student must be a full-time student enrolled in the same GCCC Career-Technical Program for two full years. Full-time may include any class taught by GCCC staff at a partner school, as long as the student is considered as 100% GCCC enrollee. Half-time or part-time students will NOT be considered for GCCC Valedictorian (highest ranking full time student) or Salutatorian (second highest ranking full time student). There will only be one Valedictorian and one Salutatorian selected at the discretion of the Director using the criteria below.
2. The students with the two highest grade point averages (GPA) will be awarded these honors. 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.)
3. 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.
4. In the case more than two individuals meet the above criteria (or if there is a tie) the following Step 1 criteria will be used to narrow the candidates to two individuals, one valedictorian and one salutatorian. If both individuals meet Step 1 criteria, a committee will be formed and they will use the Step 2 criteria to further narrow the candidates to two individuals, one valedictorian and one salutatorian:

Step 1 Additional Criteria	
Attendance	95% or higher junior & senior year (less than 18 days absence in two years).
Demonstrates good citizenship	Discipline records indicate student is a good role model (no OSS or major infractions of rules/regulations).

Step 2 Additional Criteria	
* Extra-Curricular activities/	Candidate will document their involvement in activities either here at GCCC or at their home school.
* Community Involvement	Candidate will demonstrate a positive involvement in the community through volunteerism and membership in organizations such as CTSO, etc.
* Essay	A 500 word essay on a topic to be determined by the Val/Sal committee.

* In the event of a tie, Greene County Career Center's Valedictorian and Salutatorian will be chosen by a committee consisting of three teachers and two administrators using the additional Step 2 criteria.

President's Award for Educational Excellence

Requirements are:

1. 3.5 GPA (the cumulative GPA through the first semester of the senior year)
2. 95% attendance or better (18 days or less in two years)
3. Complete and attend full two-year career-technical program
4. Member of National Vocational-Technical Honor Society
5. Demonstrate good citizenship
6. No out-of-school suspensions

Career Technical Diploma with Honors

Students shall meet at least seven of the following eight criteria:

1. Earn four (4) units of English;
2. Earn four (4) units of mathematics which will include Algebra I, Geometry, and Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content;
3. Earn four (4) units of science including two (2) advanced sciences;
4. Earn four (4) units of social studies;
5. Earn four (4) units in the student's career technical education program, program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to postsecondary credit;
6. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year;
7. Obtain a composite score of 27 on the ACT or an equivalent Accuplacer score, or a composite score of 1210 on the SAT (excludes writing scores).
8. Achieve the proficient benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent.

National Technical Honor Society

Each year the Greene County Career Center will select students for our chapter of the National Technical Honor Society who demonstrate excellent student achievement and attendance, positive attitudes toward work and others, dependability, and good citizenship.

Second-year students must have:

- a. 3.5 GPA at the Career Center for three (3) semesters
- b. 95% attendance or better
- c. teacher recommendation

First-year students must have:

- a. 3.75 GPA at the Career Center for the first semester
- b. 95% attendance or better
- c. teacher recommendation

Scholarships and Grants

Career Center students are eligible to apply for a number of scholarships and grants that may provide financial assistance toward post-secondary study. See your Guidance Counselor at the Career Center and at your partner school for information, qualifications, and updates.

Greene County Career Center Credit Policy

Students may earn seven (7) credits per year, 0.5 credits for each academic semester and 1.5 credits for each semester of the career technical program. For additional information, contact your Guidance Counselor.

Additional Credits - Two-Year Programs

Any student in a regular two-year program who wants to take an additional course cannot take the additional course during any part of the regular laboratory or related class time. A situation such as this would require the granting of double credit to the student and is not a legal option.

Credit Flexibility

Overview:

Ohio high school students are eligible to earn credits in three ways:

1. By attending class and completing traditional coursework,
2. By testing out of a class or otherwise demonstrating achievement of the course content,
3. By pursuing an educational option through an approved learning plan.

The Greene County Career Center has adopted a flexible credit policy. In order for a student to earn a credit in a flexible manner, the student must submit a learning proposal (LP) to the Academic Standards Committee (ASC). If the committee accepts the proposal, the student will be assigned a faculty advisor. It is the student's responsibility to monitor his or her progress and for the completion of the plan. All evidence of content mastery required by the learning proposal will need to be submitted to the Academic Standards Committee (ASC) for evaluation. If mastery is demonstrated to the satisfaction of the ASC, credit will be issued. Credits can be partial, full, or simultaneous. The student will receive a grade on the report card and the credit will appear on the student transcript. High standards of academic achievement will be maintained for students choosing this option, and evidence of such will be required.

Proposal Submission:

Acceptable reasons for submitting a proposal are:

1. The student wants to take a GCCC course that will not fit into his or her daily class schedule. The student can propose to master the content in a way other than sitting in the class.
2. The student has already mastered the content in the course and would like to demonstrate that mastery to earn credit for the course.
3. The student would like to develop an alternative method for meeting the requirements of a GCCC course.
4. GCCC does not offer the course for which a student would like to earn credit.

Credit flexibility proposals will be accepted on a continual basis; however, proposals must be received within 10 school days of the start of the semester in which the student wishes to obtain credit. This deadline is to ensure that the Academic Standards Committee has adequate time to review the curriculum and work with the student to revise the plan if needed.

The development of a plan to gain knowledge and skills through an educational option begins with the individual student. It is expected that plans will be thoroughly and thoughtfully researched.

Students are not limited in the number of credits earned and credits will appear on the student's transcript in the same manner as a traditionally earned credit. A learning proposal cannot be used to earn additional credit for courses in which credit has already been obtained. The Greene County Vocational School District is not responsible for the development of a learning plan for a student or for the cost incurred by a student's participation in an educational option.

Athletic Eligibility Considerations for Credit Flex:

The Ohio High School Athletic Association (OHSAA) and the National Collegiate Athletic Association (NCAA) set specific eligibility rules for participation in high school and college sports. Students and parents should discuss OHSSA and NCAA eligibility requirements with the Guidance Office or Curriculum Director prior to the development of a learning plan to ensure compliance.

According to the OHSAA by-laws, a student must be currently enrolled and must have been enrolled in school in five full credit courses during the immediately preceding grading period. A student enrolled in credit flex courses must, at the conclusion of the school's grading period, be "passing" their credit flex course in order for the course to count toward the five credit equivalent courses used to establish athletic eligibility. The student may not have yet completed the course, but it must be determined that the student was "passing" the course at the end of the grading period. If it is determined that the student is not "passing", the course cannot be used to meet the five full credit requirements.

According to the NCAA by-laws, only courses submitted by the high school and approved by the NCAA are permitted to meet athletic eligibility. The NCAA does not allow “credit by exam” courses to be applied to the core course requirements.

Guided Education Considerations for Credit Flex: Students with disabilities must have in place at all times an Individual Education Plan (IEP) that sets measureable goals and objectives, accommodations and modifications required for the student to successfully access the general curriculum, and methods of assessment that determine if the student is making progress in meeting the goals and objectives on the IEP. The IEP requirements are ideally suited to allow schools to implement the flexible award of credit to students with disabilities.

The IEP team should assist the student and parent in the development of a learning plan for flexible credit if the student chooses to exercise this educational option. The learning plan should align to the IEP goals and objectives. Every effort should be made by the team to use credit flexibility to insure that every capable student be allowed to meet core graduation requirements. For example, a learning plan could be used to extend the time a student needs to complete course requirements. Twice exceptional students (gifted with a disability) may need accommodations to access dual enrollment or advanced courses. These students could be considered for post-secondary options by including university personnel on the IEP team. After the IEP team has assisted the student and parent in developing an appropriate learning proposal, the proposal is submitted to the ASC for final approval.

Final Evaluation Guidelines for Credit Flex:

While completing an educational option, students are required to adhere to the Greene County Career Center Student Code of Conduct.

A learning plan may include a variety of learning experiences; therefore, there is no single method for the final evaluation of completion of the learning plan and mastery of the content. The methods for the final evaluation will be determined during the proposal process and will include more than one means of assessment. For example, a student may be required to make a presentation, write a paper, do a demonstration, take a final exam, submit a portfolio, et cetera. Assessments will be evaluated by the ASC using a rubric that will be made available upon proposal approval. A copy of all submissions will become the property of GCCC.

In order to ensure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. Failure to complete an approved learning plan will result in no credit being issued and may appear on the student’s transcript as a failed course. The student can submit for an extension to the ASC, which will approve or deny extension requests at their discretion. In any case, a student may not receive more than a one-semester extension. In the event that a student fails to complete or withdraws from an approved learning plan, the Greene County Career Center cannot guarantee placement in an equivalent course.

Students who withdraw or transfer from GCCC to another school while in the process of a learning plan may be issued no credit or partial credit as determined by the ASC.

Appeals of all decisions must be made in writing to the Superintendent or designee for review no later than 10 calendar days after notification of the decision by the ASC.

Examples of Final Evaluations- Credit Flex

The following are examples of learning plan final evaluations. Students may use one or more of these summative assessments to demonstrate learning from the experience.

- A. **Panel Presentations:** The student will be required to explain his/her project and its outcome in detail to the panel. Student learning as well as presentation skills will be part of the evaluation.
- B. **Research Paper:** The student will be required to submit to the panel a research paper which meets the specific criteria (to include content, reference, and format) agreed upon at the time of the learning plan approval.
- C. **Demonstration:** The student will be required to make an outward display or show by example to the panel what knowledge and/or skills were acquired through the learning plan.
- D. **Course Grade:** The student will provide an official transcript from the accredited school. A minimum grade determined at the time of plan approval is required in order for the student to earn credit and/or be promoted to the next course in the sequence.
- E. **Project or Artifact:** The student will present a culminating project or artifact of their learning opportunity to the panel and answer questions specific to the process and the final product.
- F. **Portfolio:** The student will submit artifacts, reproductions, productions, learning log, and/or reflections in an organized and focused format to provide evidence of learning that meets the criteria established at the time of plan approval.
- G. **Performance:** The student will demonstrate learning through a performance assessment determined by the review panel at the time of plan approval.
- H. **Core Competency:** In courses where there is an existing core course competency, the student may demonstrate learning through the final competency assessment such as a final exam.

College Credit Plus

College credit opportunities are offered to students at the Greene County Career Center at no cost to the student. Students may also participate in College Credit Plus (CCP) Options at the home district, 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 to qualify. For additional college-credit courses, students may review course catalogues of other institutions of higher education at that institution's website, at the home district, or in the counseling office at the Greene County Career Center.

Students graduating with college credits from 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.

After graduating from high school, students can use CCP credits to continue 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

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 prior to enrollment (to be scheduled at a later time)

Post-Secondary Enrollment Options

The law provides for student participation in the postsecondary enrollment option program and permits students to enroll at any participating college/university on a full- or part-time basis and complete nonsectarian courses for high school and/or college credit. The Board of Education recognizes the value to students to participate in programs offered by accredited colleges and universities in Ohio.

Any student who meets the criteria and wishes to participate in the postsecondary enrollment option should contact their participating high school guidance counselor by

March 24 to make application. Failure to notify the participating high school guidance counselor by this date will result in ineligibility to participate in the program during the next academic year. After such date, the student must obtain written consent of the participating school superintendent in order to participate. Counseling services will be provided to students and parent(s) prior to participation in the program.

The Board may deny high school credit for postsecondary courses for any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for courses toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

Make-Up Work

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.

Students whose absence is **unexcused due to out-of-school suspension** will receive credit at the discretion of the administrator for make-up work if they complete the work satisfactorily within timelines established by the teacher **and** make-up detentions as assigned by administration. Make-up detentions may be assigned during the time of suspension, outside of the normal school day. Make-up detentions will be assigned at the rate of two (2) detentions for each day of out-of-school suspension.

As a general rule, students will have one (1) school day for make-up work for each day of 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 and providing documentation of make-up time served.

Procedure to complete make-up detentions and receive credit for make-up work due to suspension:

1. Make-up detentions (if available) will be assigned by administration at the time of suspension. Make-up detentions may be assigned outside of the normal school day during suspension days, at the discretion of administration.
2. Make-up work will be made available in the detention room only for make-up detentions assigned during a suspension. This will be coordinated through the In-School Suspension Monitor.

3. Obtaining make-up work for make-up detentions after a suspension is the student's responsibility. Work should be requested from the teacher immediately upon return from suspension.
4. Failure to serve make-up detentions as assigned will result in loss of option to receive credit for make-up work completed.
5. Students must complete all make-up work and must have served all make-up detentions within a timeline established between the administrator and/or teacher and before the end of the day on the last day of the grading period, unless further extension is approved by administration.

Media & Technology Information Center

The Media Center/Technology Center is a place for reading and research. All school rules apply. Students must sign in, state the purpose of their visit, and sign out when using the Media Center.

Hours of operation are from 7:30 a.m. until 3:00 p.m. Students must have passes from their teachers to use the Media Center **for academic purposes only**. Before and after school, students may come to the Media Center without a pass.

The computer labs are to be used by appointment only. **No student is allowed to use the computer labs without permission and supervision.**

All books may be checked out for two (2) weeks and renewed for an additional two (2) weeks. Patrons need their student ID's to check out books.

Students with outstanding books will not be allowed to check out books. Grade cards will be held for students with outstanding library books.

With an appropriate teacher pass, students will be allowed in the Media Center without a teacher. Passes must be signed before students leave the library to return to class. Teachers may make reservations for classes through the Media Specialist.

Electronic Research

To use the Internet a student must:

1. Have a curriculum need for the Internet.
2. Have an acceptable use policy signed by the student and the student's parents/guardians.

College Resource Center (CRC)

The College Resource Center is sponsored in partnership with Sinclair Community College and helps students prepare for ACT/SAT/PSAT and Accuplacer testing. Students have opportunity to increase skills in math, writing and reading before taking a college placement test.

Home Instruction

When circumstances dictate that a student be placed on long-term home instruction, the student may be recommended for home instruction administered through the partner school district. This process should be initiated through the student and Career Center counselor.

An Individual Education Plan (IEP) will be established for any student approved for home instruction. Following approval for home instruction, a meeting will be held with the student, parents, teachers, program supervisor, tutor and Career Center counselor to establish the education plan during the home instruction period. Credits may not be feasible for all career-technical laboratory and related coursework during home instruction. This includes job placement assignments. Placement students are not usually permitted to be employed during home instruction.

Intervention Assistance Team

The Intervention Assistance Team (IAT) 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 Guidance Office

Guidance

The Guidance Office is Room 102 (near the Lobby across from Attendance). The Guidance Secretary is present from 7:30 a.m. to 4:00 p.m. and Counselors are available from 7:45 a.m. to 3:15 p.m. Students desiring counseling services should fill out a *Request for Conference with Counselor Form* located on the counter in front of the secretary's desk. The completed form should be placed in the clear receptacle beside the appropriate Counselor's door. The Counselor will call for the student as soon as possible.

Services and Information available in the Guidance Office includes:

- Counseling for school or personal concerns
- Graduation information
- Career planning information
- Post high school education- Technical schools, Colleges and Universities
- Financial aid for further education
- Armed services
- School Social Worker and Agency Referrals

Job Placement Service

Greene County Career Center has a full-time Job Placement Specialist to work closely with the business community and develop job opportunities for both youth and adults enrolled in career-technical programs. Job placement is a combined effort of career-technical teacher, student, and the Job Placement Office. It is recommended that each student participate in at least one Day-on-the-Job Experience to facilitate transition from school to the world of work. Students being considered for job placement must have a valid driver's

license and adequate transportation. Students should be aware that job placement for students under the age of 18 may be difficult in some programs due to liability and insurance consideration of prospective employers.

Apprenticeship Program

The School-To-Work Apprenticeship Program is designed to bridge the gap between the Greene County Career Center and apprenticeship in the industry-labor market. This program is a cooperative venture between the Bureau of Apprenticeship and Training, the Ohio Department of Education Office of Career and Technical Education, and Greene County Career Center.

The purpose is to effectively utilize the existing career-technical system to assist students in making the transition from school to apprenticeship, thus creating an orderly transition from the learning environment to an apprenticeship program.

Eligibility Criteria Include:

1. Attendance -- 95% or better
2. Grade Point -- 2.5 GPA or better and passing ALL classes
3. Skill Status -- Must meet minimum skill competencies as established by teachers and industry in each subject area.
4. Transportation -- Must have available, reliable transportation.
5. On Schedule for Graduation -- Must have no deficiencies or other obstacles that would prevent receiving a high school diploma.
6. Parental Approval -- Parent or guardian and student must sign a Student Apprenticeship Awareness Contract.
7. Subject to teacher recommendation and administrative approval.
8. If a student receives a failing grade for the quarter, placement status will be reviewed by the student's teachers and administration.

Advanced Job Placement

Seniors who are enrolled in a full-time career-technical program may become eligible to participate in the Career Center's advanced job placement program by meeting and maintaining the required standards. **Participation in this program is a privilege not a right.**

The date of eligibility will be determined by the student's attendance, grades, and teachers' evaluations. Students with better attendance and grades will be given priority in job placement opportunities if they meet teacher recommended criteria. Grades, attendance, attitude, and job performance will be reviewed and evaluated on a regular basis. If the student's performance begins to decline, advanced/early job placement will be re-evaluated. (This does not necessarily mean that the student will lose the job.)

There will be two (2) separate dates for job placement eligibility. The first eligibility date is **January 3, 2017**. To qualify for advanced job placement students must meet the following guidelines:

1. Students must be recommended for job placement by the career-technical teacher. This recommendation will be based on: work habits; personal appearance; attendance; attitude; grades; conduct; human relations; following directions; following safety procedures; employability skills; and career-technical competence (theory, technical knowledge, and skill application).
2. Attendance: Students must have perfect attendance for the first and second semesters of the junior year and the first semester of the senior year. Eligibility for job placement will be delayed one day for each day of absence in the previous three semesters, inclusive of in-school suspensions and out-of-school suspensions.
3. Grade Requirements: Students who have maintained an overall cumulative average of 2.5 or above for the last three semesters will be eligible for advanced job placement. Students should be passing in all academic and career-technical subjects before being considered for advanced job placement. Grade point average will be calculated by the Job Placement Specialist. Placement may be delayed for a student who has not passed all parts of the Ohio Graduation Tests.
4. Students meeting the above qualifications who wish to participate in the advanced job placement program must complete an application form. Credits must be verified by the counselor. A training agreement plan must be on file with both the Job Placement Office and the employer.
5. Students must have evidence that they will graduate by August to be eligible for advanced job placement.
6. Students participating in job placement must submit a weekly hour and wage report to their lab teacher.
7. Applicants should be completing the second year of a two-year program. Upon teacher recommendation, seniors in a junior program may be considered for job placement at the lab teacher's discretion.
8. Students identified as handicapped/special needs will be eligible for job placement on the basis of the teacher's recommendation after evaluation of their credentials and review of their individual education plan goals.
9. Senior students who have met the eligibility criteria for the advanced/early job placement program may be permitted to leave school after March 1 one day a week, during lab time only, to participate in their job searches.
10. Students are required to complete an Early Dismissal/Job Search form when leaving during school hours for job interviews/job searches. The form is to be signed by the career-technical lab teacher and the Placement Specialist. Students are required to obtain the signature of the visited employer and return the form to the Placement Specialist. Time away from school will not be recorded on the attendance records. If the signed dismissal slips are not returned, the absence is recorded the first offense. Detention will be issued the second offense. ISS will be assigned the third offense. Permanent loss of early dismissal privileges begins after the third offense.
11. Advanced job placement students will follow school rules and policies as outlined in the Student Handbook. Students must be in attendance at school before leaving for a placement job, unless obtaining prior approval from their lab instructor or an administrator.
12. Students who work morning hours must report to the Attendance Office before they proceed to their afternoon classes.

13. Status for advanced job placement students who do not maintain passing grades in all career-technical and academic subjects may be reassessed.
14. Students separated from employment will be rescheduled into the career preparation lab.
15. The career-technical lab teacher will consult team members (academic teachers, counselor, VOSE) but will make the final recommendation to place his/her students in related employment. The Director of Secondary Education retains final authority for waivers and disputes. Because students participating in job placement will no longer be in lab, only the lab teacher is permitted to detain or deny eligible students from placement between quarters. Because students remain in academics until graduation, those who have earned the privilege of participating in the placement program should continue to receive passing grades for every subject each quarter
16. Any exception to these criteria must be approved by the Director or designee.

Early Placement

The early job placement program will go into effect **March 13, 2017**.

Qualifications are:

1. All advanced job placement guidelines apply to early job placement students except grade requirements listed below.
2. **Grade Requirements:** Students who have maintained an overall point cumulative average of 2.0 or above for three semesters will be eligible for early job placement. Students should be passing in all related subjects and lab before they are considered for early job placement. Grade point average will be calculated by the Placement Office.
3. Students who have a 1.5 or below cumulative average must have the approval of the Director or the designee before they will be released for early job placement.

Senior Community Experience

Students will be required to complete and document **15** hours of community service experience by **May 1, 2017**. Seniors obtaining the 15 hours of community service will **not** be in attendance at Greene County Career Center from May 19 – May 23, making their last day as seniors on May 18th. All students **MUST** complete their Senior Community Service Experience as one of the requirements in order to receive their Certificate of Completion. The time frame acceptable for the Senior Community Service Experience Program begins **July 1, 2016 through May 1, 2017**.

Students completing community service hours over the summer will be entered into gift certificate drawings throughout the year.

Approved community service examples (**all must be completed without being paid**):

- Visit a nursing home and read to an elderly or help out in other ways
- Call the local Humane Society and offer to help them
- Ask an elderly neighbor if you could do yard work, or pick up items at the store for them

- Call the local parks and recreations and see if they could use your help

Unapproved community service:

- Cannot be completed for relatives
- Not to be completed during school hours unless requested by an administrator
- Babysitting will not be permitted unless preapproved by an administrator

General Operational Procedures

1. Visitors

Visitors to GCCC are permitted to attend for educational purposes or by prior appointment with a staff member. Visitors are not permitted for social reasons or during lunchtime without specific administrative approval. All requests for visitation should be made at least two (2) days in advance through the Director or Designee. This two-day notice may be waived if the teacher is available and wants to accommodate the request. Upon approval the secretary/receptionist in the Main Office will be notified by the administrator granting permission. All visitors must report to the front office upon entering the building to register. Students who are missing a day of school without the approval of their principal or administrator will not be granted visiting privileges at the Career Center. No visitation will be permitted the two (2) days preceding school vacations or two weeks preceding the close of school.

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

2. Emergency Medical Authorization Form

The Ohio Revised Code 3313.712 requires that the Career Center have information regarding ailments, conditions, or disabilities in order to take essential steps to aid the student in an emergency. The Emergency Medical Authorization Student Information/Parental Permission Form must be completed, signed by parent or guardian, and returned to the school nurse.

3. Health Services/ Illness While at School

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.

- A. Students may not call parents to pick them up from school due to illness. They should first be seen by the school nurse. The nurse will make contact with parent/guardian if it is necessary for the student to leave due to illness or injury.
- B. Students who make the decision that they are too ill to stay in school must accept the responsibility for the consequences to their schoolwork.
- C. Students who are dismissed must have a dismissal slip and sign out with the Attendance Office.

- D. Students may not leave school except with persons authorized by the parent/guardian.
- E. Students will not be permitted to drive home without permission from the parent/guardian.
- F. Students may rest in the clinic for one class period, and then are expected to return to class.
- G. If the clinic is closed, students are to report to the Attendance Office or the Supervisors' Office.

4. Administering Medication to Students

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 parent(s) and licensed health professional so that students do not require administration of medication during the school day. Parents 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 parent(s) and licensed health professional of the pupil, prescription and nonprescription medication may be administered during the school hours under the following guidelines:

1. The unauthorized dispensing of oral nonprescription (over-the-counter) medication to pupils is prohibited.
2. A parent of the pupil 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 parent(s) and/or licensed health professional.
3. The Release and Request Form will expire thirty (30) days from receipt for short-term medication. Students who are taking long-term medication 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 parent's responsibility to notify the school nurse and a new form must be submitted.
4. 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 name of the student, licensed health professional, date, dosage instructions, and the name of medication.
5. Medication may be administered by the school nurse, any building Administrator, Secretaries to Directors, Supervisors, and Health Occupations Teachers. 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.
6. 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 parent(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.

7. 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.
8. The school nurse should advise the Director of Secondary Education, Instructional Supervisors, 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.
9. 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 a medication to a student unless Board regulation establishes a requirement. Furthermore, the Board shall not require an employee to administer a medication to a student if the employee objects, on the basis of religious convictions, to administering the medication.

Students requiring medication during the 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.

5. Emergency/ Fire Drills

Emergency drills will be held on the average of one a month. Directions are posted in each room. Students and teachers should stay together as a class. Students will walk to the nearest exit and proceed from there as directed by the teacher. 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.

6. Directory Information

Upon request, certain information designated as "Directory Information" may be released by GCCC to the members of the public. Items designated as "Directory Information"

include: 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.

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

Parents and adult students may refuse to allow the District to disclose any or all of such "Directory Information" upon written notification to the District by September 15 of each school year.

7. Partner School Property

Students are only to be on the partner school's property for official business. For other than prearranged activities, students are to report to the principal's office immediately upon arrival to that school. Students are subject to the disciplinary procedures of that school when under the jurisdiction and control of the partner school, including bus transportation to and from school. GCCC will support any discipline issued by the partner schools.

Student attendance at partner school assemblies is encouraged when the partner school officials have notified the Career Center and proper procedures are followed for attendance. A ticket is issued to the student through the Attendance Office. The ticket must be turned in to the designated individual at the partner school. Failure to attend assembly will result in detentions or one day ISS being assigned.

8. Unauthorized Areas

Students are not permitted to go east beyond a line parallel to the front of the metal buildings or beyond the north boundaries of the student parking area and north drive unless they are under the direct supervision of school personnel. Students are not permitted beyond the walk in front of the building except when arriving/departing school. Students are not to walk or hitchhike from school property. Students are not to leave school property at any time without proper authorization and will be subject to the discipline procedures outlined in the Code of Conduct for violation of any school policies occurring in the immediate vicinity of the school. All students will park their vehicles in the morning and will go immediately into the school building. Students are not permitted to be in the parking lot or sit in their vehicles during the school day.

9. Providing Identification

Students are issued GCCC identification cards each school year. ID cards from previous years are not valid and may not be used. ID cards **must be worn at all times** and are a source of identification in promoting school safety, as well as accessing other services within the building. Teachers are required to check for ID cards each day.

- A. Identification cards must be worn with a break-away lanyard (around the neck). ID cards must be visible at all times when the students are in the building. Teachers may give permission for the students to remove ID's for safety purposes.

- B. Temporary ID badges will be issued from the Attendance Office before first period begins each day for those students who occasionally forget their ID badge. There will be a limit of two (2) temporary badges issued per quarter. After two temporary badges have been issued each quarter, or for temporary ID badges issued after first period begins, a detention will be assigned for each badge issued. Temporary ID badges should be worn on the left side of the chest and are good only for the day issued.
- C. If students have lost, broken, or defaced (e.g., no stickers [other than GCCC Advanced Placement stickers], and no other marks, not broken, bent or cut) 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 are required to show their ID to any staff member requesting such.
- D. Students who have their ID's but fail to wear them properly will be subject to disciplinary measures.
- E. Any student who wears another person's ID card will have both cards confiscated and both parties will be referred to the office.
- F. 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.

10. Changing Classes

Four (4) minutes will be allowed for changing classes. All students are to remain inside the building during class changes. **Students are not to cross the parking area.** Students are not permitted to be in the parking lot or to sit in their vehicles during the school day.

11. Attendance

Ohio law requires that all youth between ages six (6) and eighteen (18) attend school (O.R.C. 3321.01). The purpose of Greene County Career Center is to educate for the world of work and the Board of Education believes that excellent attendance is an important part of that education. Therefore, students are expected to attend school every day.

Students will follow the GCCC school calendar, not the partner high school calendar. Consult the calendar printed in this handbook for the year's schedule.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school without legitimate excuse during a semester, s/he will be considered *habitually absent*. The Board authorizes the Superintendent to inform the student and his/her parents, guardians, or custodians of the record of excessive absences 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 excessive absences.

A student will be considered *habitually truant* if the student is absent without legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered *chronically truant* if the student is absent without legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one month, or fifteen (15) or more school days in one (1) year.

If a student is *habitually truant* and the student's parent, guardian or custodian has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Greene County Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is *chronically truant* and the student's parent, guardian or custodian has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Greene County Juvenile Court.

Parents, guardians, or custodians of students or students of compulsory school age may be cited into court for failure to comply with compulsory attendance laws.

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 parent, 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 parent/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.*** Parent notes will be limited to no more than ten (10) in a school year. In order for parent note to make an absence excused it must fit within the parameters of the "Reasons for Excused Absence." Parent notes for absence or tardiness should contain the following information:

- A. The student's first and last name
- B. Date(s) of absences, or tardiness
- C. Reason, including documentation, if appropriate
- D. Signature of parent, guardian, or custodian (if applicable)

Excused/Unexcused Absence

Any absence for which a note is not properly submitted will be considered unexcused.

Students who have missed more than ten (10) days of school for any reason, except suspension, will be required to have written medical/legal verification in addition to a

parent note in order for subsequent absences to be considered excused. Dismissals by the School Nurse may be considered excused under certain circumstances.

A student, who has an acute or chronic medical condition that may contribute to excessive absences or tardiness, will be required to submit an Extended Medical Excuse Form, signed by a physician or other healthcare provider. This form will be considered valid for a 30-day period.

Reasons for Excused Absence

- Personal illness. The approving authority may require the certificate of a physician if the authority deems such advisable.
- Serious illness in the family.
- Quarantine of the home. The absence of a student from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- Death of a relative. The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant student for a longer absence. A parent note or funeral home documentation is required upon return to school.
- Needed at home due to absence of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which parents or guardians are absent. This may also include necessary work on a farm, as approved by administration.
- Observance of religious holidays. Any student of any religious faith shall be excused if the absence is for the purpose of observing a religious holiday consistent with personal creed or belief.
- Required Court appearance.
- Service as a precinct officer at a primary, special, or general election, with administrative approval.
- Emergency or special circumstances which in the judgment of the Supervisor or Director constitutes a good and sufficient cause for absence from school. Special circumstances must be preapproved by administration. Submit request in writing for consideration.

Examples of unexcused absences:

- Mechanical problems with student's or parent's vehicle when bus transportation is available from the partner school.
- Vacation or out-of-town (non-emergency)
- Oversleeping
- Friend failed to pick up student
- Suspension from school

18 Years or Older

Students who are 18 years old or over and living at home must present a note signed by a parent, guardian or custodian stating the date(s) of the absence and the reason. Students who are 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. Guidelines for excused/unexcused absence apply to notes submitted by 18 year or older students.

Tardies to School and Late Entry

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

Tardies for these reasons are excused:

- Late Bus
- At partner school 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, there is ample time after school for scheduled appointments.

Tardies to Class

If a student arrives late to class or is not in class when the bell rings, the student is considered tardy. If a student arrives late to class but misses more than **15 minutes** in the related or academic period, the student will be counted absent from that class. Teachers are responsible for assigning discipline (detention) to a student arriving late to class per classroom procedures. Repeated offenses should be referred to the office. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Discipline assigned for tardiness and late entry to school:

An accumulation of unexcused tardiness or late entry to school will be grounds for disciplinary action. Excessive unexcused tardiness and late entry (beginning with the 3rd occurrence) will result in one or more of the following disciplinary measures:

- Detention
- In-school suspension
- Loss of driving privileges
- Administrative detention
- Saturday school

NOTE: Students who drive to school may have parking privileges revoked for excessive tardiness and late entry.

Partial Day Absence

For official attendance reporting purposes, the following guidelines will apply (based on our regular bell schedule):

Missing 1-2 periods = Late Entry or Early Dismissal

Missing 3-6 periods = ½ day absence

Missing 7-8 periods = full day absence

Student Arrival

8:00 – 9:46 = Tardy

9:47 – 12:44 = ½ day absence (3-6 periods)

After 12:45 = full day absence (7-8 periods)

Student Dismissal

There are times when it may be necessary for students to leave school early. The following procedures should be followed:

- A. It is required that the student bring a note before 8:00 a.m. to the Attendance Office from parent, guardian or custodian stating reason, time to leave, telephone number and name of doctor/dentist, time of appointment, and telephone number of parent, guardian or custodian. Appointments and requests for dismissals may be verified by a school representative.
- B. 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.
- C. 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 parent, guardian or custodian, before a student is granted an early dismissal.
- D. Dismissal before 9:46 = absent all day
- E. Dismissal 9:47 – 12:44 = absent ½ day
- F. Dismissal 12:45 – 1:55 = Early Dismissal
- G. Dismissal after 1:55 p.m. = no absence
- H. Students being dismissed must sign out in the Attendance Office.

Please note: Early dismissals will not be permitted 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.

Excused absence, 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 parent, guardian or custodian visit may be made to the Guidance 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 Guidance Office.

Parent Request for Absence & Vacations

Absence requests, if different from the aforementioned reasons, must be made by parents in writing two (2) days before taking a student out of school, and must be approved by administration. 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 two days in advance may receive unexcused absences and face disciplinary consequences.

Compulsory School Attendance Law states: No permit for the absence of a child for a future limited period may be issued for a period of more than five (5) school days. The teacher will record a zero (0) for each day of the vacation, and it will only be changed if and when missed work is completed following the guidelines for excused absence.

Certificate of Completion

Please note that after 18 days of absence in two years or missing more than nine days in a one-year program, the student will not receive a Certificate of Completion. (See Certificate of Completion on page 18.)

Attendance Incentives

In order to promote consistent attendance to school, drawings may occur throughout the year for students with perfect attendance. Winners will have their choice of many different rewards as determined by the administration. The administration is committed to recognize individual labs on a quarterly basis for 95% or better lab attendance.

Job Placement 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 Coordinator with the 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 by in cases of suspension:

- Upon notification by administration that a student has been suspended, the Placement Specialist 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 ISS may report to work after 2:11 p.m.

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:

1. 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.
2. 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.
3. Complete the information in the top table of the College Visitation Request Form.
4. You must be passing all classes and have class work up to date in order to be eligible for the visit.
5. After obtaining all the required signatures make a copy of this form in the GCCC Guidance Office. Your counselor will keep a copy of your form and notify the Attendance Office that you will be going on a college visit.
6. Take your completed form with you when you visit and ask a college rep to sign the bottom of the form.
7. Bring the completed form to the GCCC Attendance Office the day following your visit in order 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.

Dress and Appearance

Greene County Career Center provides educational experiences necessary for success in the world of work and education. The GCCC Administration will make the final determination of what constitutes acceptable Dress and Appearance and may make changes to the Dress and Appearance requirements at any time. General Dress and Appearance requirements are in force at all times a student is under the care and control of GCCC, on or off school property, including before and after school.

Safety is always our first consideration. All clothing must conform to safety standards dictated by the educational setting, as established and enforced by the person in charge of the activity, in accordance with Board Policies, industry standards, and common sense. In order to establish and maintain a school environment that is conducive to and appropriate for teaching and learning, as well as to foster development of pride, professionalism, self-discipline, and the ability to make discriminating choices, GCCC has established the following Dress and Appearance requirements.

Uniform and Professional Dress Code will be in effect for all programs as defined in the following sections:

A. Cosmetology, Allied Health, Nurse Assisting, and Criminal Justice - Students are to wear the designated uniform and shoes throughout the school day Monday through Friday. Proper dress must be worn beginning the first day of school for Cosmetology and as directed for Allied Health, Nurse Assisting, and Criminal Justice. If questions arise, contact the program teacher for additional information.

For all other programs, uniform dress will be in effect the second week of school.

B. GCCC uniform shirts are to be worn at all times. The official polo shirts, long-sleeved t-shirts, and sweatshirts included in fees will be ordered and available the first week of school. Students will have the option to purchase extra shirts through the Supply Room.

C. Uniforms and shirts are not to be written on, drawn on, or otherwise defaced. Uniforms should be laundered on a regular basis.

D. Pants and skirts are to be worn at the waist. Full-length skirts, shirts, and blouses are to be worn. Mid-calf length capri pants are permitted. Students should NOT be wearing any type of sweat pants or warm up pants unless it is part of a uniform that they are wearing for game day associated with home school athletics.

E. 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 "dress" safety 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: Students in career-technical programs that include the use of heavy equipment or materials are required to wear industrial safety shoes while in lab and when doing job assignments outside the lab. All shoes should be leather, thick-soled, lace-up work boots. Cowboy boots and athletic shoes are not acceptable. In addition, certain programs require steel-toed safety shoes. Any student failing to cooperate with these safety standards will not be allowed to participate in the laboratory or outside activity.

Proper footwear is the responsibility of the student. These safety shoes can be purchased for a reasonable price at many discount and department stores. The students of GCCC are also eligible to receive a discount at Xenia Shoe & Leather and Red Wing Shoe 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 "pony tail" 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 activity.

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 activity.

F. Acceptable outerwear for when the building is cool is as follows:

The only hoodies that students are permitted to wear Monday through Thursday are GCCC hoodies. Students are permitted to wear jackets or zip ups as long as a GCCC logo shirt is underneath. Students are NOT permitted to wear any type of button up, pull over, or flannel over top of a GCCC shirt. Students should NOT be wearing any type of sweat pants or warm up pants unless it is part of a uniform that they are wearing for game day associated with home school athletics.

G. **Professional dress days** will be allowed in the business department, with appropriate guidelines established by each business lab instructor, and approved by the Supervisor of the program. General dress regulations below will apply.

H. School Spirit Days, Game Day dress, and casual dress days will be permitted during the school year. Administration will notify students when partner school sports, spirit wear, and casual clothing may be worn. General dress regulations below will apply.

12. General Dress Regulations:

a. Language or images which do not promote a positive image will not be permitted to be worn or displayed. This would include items that may be considered obscene, offensive, profane, suggestive, pro-drug/alcohol/tobacco, symbolic of or related to gangs, contains sexual connotations or innuendo, or themes of death or violence.

b. Shirts or tops worn must be long enough to be able to be tucked into a waistband of the garment covering the lower body (worn at the waist), with no skin showing between the two garments. The shirt or blouse should have a modest neckline or be buttoned to a modest height, so that it does not expose the chest, or bare the back. Examples of clothing not permitted include: halter-tops, tube-tops, mesh-shirts, tank-tops, spaghetti straps, bare-midriff tops, sleeveless shirts, crop-tops, harem pants, and shorts.

c. Undergarments should not show through clothing and body parts should not be revealed. No skintight or transparent clothing is to be worn. Spandex and leggings are not permitted by themselves.

d. Shorts (of any kind), miniskirts, swimming attire, pajamas, blankets, house shoes/slippers, sunglasses, bandanas, buffs, doo rags, hoods, and headbands are not to be worn at school, unless part of a pre-approved activity. On days shorts are permitted, they are to be of modest length. Short-shorts and other types of short clothing are not permitted. Students should NOT be wearing any type of sweat pants or warm up pants unless it is part of a uniform that they are wearing for game day associated with home school athletics.

e. The wearing of hats or other head coverings is prohibited except as permitted by lab teachers during career-technical lab and students serving in the Greene Beret program. Students should remove hats or other head coverings upon entering the building, and hats are to be left in lockers during the school day.

13. Book Bags or Duffel Bags

Book bags may be used as long as they do not interfere with classroom activities or create a safety hazard. Students are encouraged to carry the smallest bag necessary to carry school materials. Duffel bags are not permitted.

14. Food and Drink

Food and beverages (excluding plain water) are not permitted outside of the cafeteria, unless given prior approval by an administrator. Water may not be permitted in some

areas, due to safety concerns, as determined by the classroom instructor or administration. Food/beverages brought into the building for lunch or an approved school activity in unopened containers should be taken directly to the student's locker upon entry in the building. Any food/beverage items purchased in the cafeteria (excluding plain water) are intended for immediate consumption and may not be taken out of the cafeteria, unless given prior approval by an administrator. Food/beverages brought into the building before school (other than for lunch or an approved activity) should be taken directly to the cafeteria or disposed of in the nearest trash container.

15. Transportation and Parking

Each partner school provides bus transportation to and from Greene County Career Center for students. The Career Center prefers that all students ride the bus. If for some reason this is not possible, a student must have permission to drive and park on school property.

Students who choose to drive to school rather than to ride the bus provided accept the following responsibilities:

School rules for driving:

- A. Arrive at school on time regardless of weather or driving conditions. Get up in time to check the weather and decide whether to ride the bus or drive. Note: Student parking privileges may be revoked for excessive tardiness.
- B. Drive safely at 10 MPH- No reckless driving.
- C. Students are prohibited from riding in the back of pick-up trucks.
- D. Park in the **Designated Student Parking Area**, using one car space. All cars should face south. Exit by entering traffic at end of line.
- E. Only students with hanging parking permits or temporary passes, and staff, may enter the parking area. Persons delivering or picking up students must do so at the front of the building. After school wait for buses to depart before exiting, and follow instructions of school staff.
- F. Visitors must park in the front and report to the Main Office for a visitor pass.
- G. All vehicles parked on the campus must be registered and display a hanging parking permit on the mirror of front windshield. If a vehicle is driven to school and has not been previously registered, upon arrival student should report to the Attendance Office to obtain a vehicle registration form, or purchase a temporary permit from the staff member on duty in the parking lot. Unregistered vehicles may be subject to being towed at the owner's expense.
- H. Students must complete a vehicle registration form. Students who lose their driving permit tag must pay a replacement charge of \$5.00
- I. No students are 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 in a job placement program.
- J. Students must vacate cars immediately after parking in the morning.
- K. Students are required to wear seat belts when in a moving vehicle (State Law).
- L. All vehicles must stop before exiting on West Enon Road.
- M. The 20 MPH speed limit on West Enon Road will be enforced by school personnel or appropriate authorities.

- N. At the end of the school day, students are not to loiter in the parking lot. Students are to get into the car, put on seat belts, and be ready to exit. Cars will be dismissed by row. Cars must stay in their parking space until it is their turn to exit- do not move up to empty spots.

Any problems arising from students' driving will not be tolerated on campus and may result in discipline and/or loss of driving privileges.

16. Students Exiting the Building

At the end of the school day, students are not to exit via large shop doors or shop personnel doors. When students' cars have been repaired during lab, they must be returned to the student parking lot before the bell rings at 2:11 p.m.

17. Student Operation of School or Customer Service Vehicles

The following procedures will be followed for any Career Center student assigned to drive either school-owned or customer service vehicles:

1. The student must have a valid Ohio driver's license. The teacher will periodically check each student's license to ensure it is current.
2. Students will only drive vehicles when specifically assigned that duty by the teacher in charge. No vehicle is to be driven without the express permission of the teacher.
3. All lab safety and school traffic rules will apply. (For school driving rules refer to section in student handbook.)
4. No vehicle is to be driven off school property.
5. No vehicle is to be driven on the school road in front of the building. Any student not complying with these procedures will be disciplined in accordance with school policy.

18. Student Customer Services

On occasion students may have a need for some of the services available through the various career preparation programs. These may be provided under the following circumstances:

1. Permission is obtained from the program supervisor and teacher in advance along with a work order signed by parent or guardian.
2. The desired work request fits into the instructional pattern at the time.
3. The student can show evidence of ability to pay the cost of repairs.
4. There is a clear understanding in writing between the student and the teacher of the work to be performed.
5. The student realizes that the work is being completed by learners not professionals. Even though the teacher checks the job, mistakes may occur for which the school cannot be responsible.
6. A vehicle being repaired may be unavailable for an extended period of time because instruction, rather than production, is the goal. The vehicle will remain in the shop until the authorized repairs have been completed.

Please note: Greene County Career Center is not responsible for loss or damage to equipment, cars, or articles left in cars in case of fire, theft, or any other cause beyond our control.

19. School-Sponsored Activities

At various times during the year, educational study activities will be scheduled. Most will be scheduled during the regular school hours. A written parental 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.

- A. 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.
- B. Any student who, in the judgment of the teacher, parent, or driver, violates this trust through inappropriate actions will be reprimanded by the chaperone(s).
- C. Acts such as: drunkenness, immorality, rowdiness, smoking, or insubordination may be cause for the immediate return of the student to home. If such action becomes necessary, the parents of the student will be notified; and the student will be returned by public carrier at the student's expense.
- D. Further disciplinary action may be taken by an Administrator upon return to school.
- E. The Greene County Career Center Code of Conduct applies to all school-sponsored activities on or off school grounds.

20. Student Insurance

Student accident insurance is available to all Career Center students. Forms are distributed to each student at the beginning of the school year. Although every precaution is taken to prevent accidents, a certain risk is involved due to the nature of the career preparation experience, the age of the students, and the learning environment. Career Center students also have additional transportation requirements. Student accident insurance includes coverage for accidents that occur during transportation to and from school and to and from job placement experiences. The Career Center strongly urges all students and their parents to consider this low cost coverage.

21. Student Safety Agreement

All 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 parents are asked to read and sign a Student Safety Agreement designed to help protect the health and safety of the student.

22. 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, pick up the forms and instructions in the Career Center or participating high school guidance office. Upon completion of these

forms, take them to participating high school principal's office for the work permit to be issued. A work permit is valid for only **one employer**.

23. Announcements

Partner school information will be made available each day and will also appear on the bulletin boards by the cafeteria. Persons having announcements must submit them to the front office for approval by an Administrator two days before the day they are to be announced.

24. Athletic Eligibility

Career Center students are eligible and encouraged to participate in the athletic programs at the partner schools. Schools will be notified by the Career Center counselor if any athlete is failing a course at Greene County Career Center.

25. Extracurricular Activities

Students are eligible and encouraged to participate in extracurricular activities at the partner schools. Students may attend only those assemblies at their partner high school that have been previously authorized by the administration.

26. Youth Organizations

Career-technical student organizations are an integral part of each program. Class time is directed to club activities that contribute to the social, citizenship, and leadership development skills of students. All students are expected to participate in such organizations as appropriate to their career preparation programs: National FFA Organization - Agriculture programs; Family, Career and Community Leaders of America (FCCLA) - Home Economics programs; Business Professionals of America - Business Education programs; Distributive Education Clubs of America (DECA) - Marketing Management programs; SKILLS USA- Trade and Industrial programs; Health Occupations Students of America (HOSA) - Health Science Academy. **Club Chapter meetings will be the third Wednesday of each month.**

Purpose

The purposes of career-technical student organizations (CTSOs) are:

1. To assist local chapter members in leadership and development.
2. To unite in a common professional bond without regard to race, creed, sex or national origin of student enrolled in classes.
3. To develop leadership abilities through participation in vocational education, civic, recreational, and social activities.
4. To assist student in establishing realistic employment objectives.
5. To create enthusiasm for learning.
6. To promote high standards in ethics, workmanship, and scholarship.
7. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.
8. To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free-enterprise system.
9. To develop competent, assertive leaders.
10. To develop and strengthen members' confidence in themselves and their work.

11. To provide social and recreational activities.
12. To foster practical application skills through competition.

Constructive student involvement can be a resource for the improvement of the school and community as well as a valuable educational experience for students.

Attendance/Academic Standards

No Career Center academic or attendance prerequisite exists for becoming an officer or official with the clubs at the Greene County Career Center; however, once elected (selected) the student must comply with the following requirements:

- A. Passing grades in all subjects in each quarter
- B. 95% attendance during tenure of office
- C. No out-of-school suspensions
- D. Compliance with articles of the organization's constitution

Elections

- A. Students may be nominated by self, member, or teacher
- B. All candidates must meet their individual organization eligibility rules as stated in their constitution
- C. Each candidate must complete teacher approval form and have the recommendation of at least three Career Center teachers (DECA-two teachers)

Attendance at or participation in extracurricular activities sponsored by the student youth organizations is optional; however, when a student chooses to take part, the student must also choose to follow the same rules, regulations and precedents in place during the regular school day. Club Advisors and other faculty members will address issues rising from disregard of rules and regulations. Administration may also be notified.

27. Lunch

The Career Center has a "closed lunch". This means students may not leave campus to go to lunch. Students may purchase a full school lunch or a la carte items. Food and/or beverages are not permitted outside of the cafeteria unless given prior approval by an Administrator. This includes unopened containers. Milk cartons and other trash are to be deposited in trash containers. 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.

28. Change of Address, Name, etc.

If name, address, or telephone number changes anytime during the school year, please notify the Guidance Secretary or the Attendance Secretary.

29. Early Graduation

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

30. Student Fees

Fees may be assessed for academic and program/lab materials and dues.

Exception: Students eligible for free lunch are also eligible to have fees waived except for the portion of the fees that are for materials they may 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.

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. 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."

Procedure to Determine Disability for Financial Assistance

The Treasurer's office will determine needs based on established guidelines used for the free/reduced lunch program. Students identified as eligible will have their program fees waived or reduced and will be provided with adequate tools with no fee for the duration of their program participation.

31. Fund Raising

Occasionally, GCCC clubs or programs may sponsor fund raising activities that involve students selling items, or collecting money. Students participating in such activities will be responsible for money or sale items under their care. Failure to meet that responsibility could result in referral to the office for administrative intervention and /or discipline.

32. Safe School Helpline

The Public School Works safe school hotline and online reporting is provided for students, parents, 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 --- this is a toll-free call), or go to website www.greeneccc.com, follow the Health and Safety link to the Safe School Contacts, and click on Safe School Help Online. After you submit your report, your issue will be investigated by our district if necessary. You will remain anonymous.

33. Technology Acceptable Use and Network/Internet Access

We are pleased to offer students of Greene County Career Center access to district computers, technology, and the computer network for electronic mail, video conferencing, and the Internet, to use for educational purposes only. To gain access to these services, all students must obtain parental/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. Our intent is to make Internet access available to further education goals and objectives; however, students may find ways to access non-educational materials as well. As a result, Greene County Career Center employs the use of Internet filters. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information resources. Greene County Career Center supports and respects each family's right to decide whether or not to apply for network access.

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. Greene County Career Center handbook rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Computers and e-mail are to be used for educational purposes only. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Network access is a privilege – not a right.

Network storage areas/e-mail may be treated like school lockers. School officials may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored.

The following are examples of behavior not permitted:

- Playing of music without teacher permission
- Playing non-educational computer games and/or importing gaming files
- Downloading or importing files
- Inappropriate behavior on virtual field trips
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Changing computer settings
- Violating copyright laws
- Using another's password/account
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (i.e. printing non-school related items, saving non-school related items to the network)
- Employing the network for commercial purposes

- Using e-mail for non-school related items
- Sending mass emails to large groups of students and staff (such as “all”)

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

Network Accounts are assigned to students for their convenience and use with the following understanding:

1. Student network accounts are the property of the school.
2. It is the student's responsibility to ensure his or her network account has a password for the protection of his or her data.
3. School administrators retain the right to search network accounts and their contents at any time.

34. Possession and Use of Electronic Equipment

Students are discouraged from bringing electronic devices to school (including but not limited to electronic/digital storage, processor, camera, recording, entertainment, controller, and communication devices) and are prohibited from using them during school unless given specific permission by an administrator or their designee, the use of the item is part of an organized class activity, or as indicated in this guideline. This would include (but not limited to) radios, digital or analog audio and video equipment, "boom boxes," CD players, portable TV's, pagers, beepers or other paging devices, text messaging devices, PDA devices, laptop computers, digital notebooks, games, laser pointers, digital storage devices, etc. Students assume all responsibility for items brought to school and bring them at their own risk. All devices (and their contents) brought to school must conform to the GCCC Code of Conduct. Any inappropriate device or content will be subject to disciplinary action under the Code of Conduct. All items are subject to search by GCCC administration (according to Search and Seizure Policy). Students may listen to personal music devices before or after school, during class changes, or during their lunchtime (content must be appropriate for school and students must use personal headphones), unless directed otherwise by a school official. Cell phones may be used for approved educational activities and outside of class time. Students disregarding regulations regarding the use of electronic equipment will have the property confiscated until the end of the day. For additional violations, the property will be confiscated until a parent/guardian can come to pick up the item; and disciplinary action will be taken.

35. Lockers

Lockers are assigned to students for their convenience and use with the following understanding:

- A. Student lockers are the property of the school.
- B. Lockers are to remain clean at all times.
- C. Lockers will be cleaned out and inspected by staff at the end of each quarter.
- D. It is the student's responsibility to ensure his or her locker is locked when unattended.
- E. Locker problems are to be reported by the student to the Supervision Secretary.

F. Sharing lockers is prohibited.

School administrators retain the right to search lockers and their contents at any time.

36. Safety Threat

In the event a threat endangering the health and safety of students and personnel at Greene County Career Center is reported and a determination is made to delay the start of school or to dismiss school, time lost due to such threat will be made up in accordance with State law.

Code of Student Conduct

Student Discipline Code: Reference Section 3313.66 OHIO REVISED CODE

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all students of the District.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained by all students.

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

1. Allows teachers to communicate effectively with all students in the class;
2. Allows all students in the class the opportunity to learn;
3. Has consequences that are fair and developmentally appropriate;
4. Considers the student and the circumstances of the situation; and
5. Enforces the student Code of Conduct/Student Discipline Code accordingly.

Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" for violent, disruptive or inappropriate behavior by its students. In addition, the Board will not tolerate excessive truancy.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or off school property at school-related events is subject to student discipline.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

Students and parents will annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event (the Student Code of Conduct/Student Discipline Code). The information will include the types of conduct that are subject to suspension or expulsion from school and other forms of disciplinary action. The Board directs the administration, through its teaching staff, to review carefully with students the Student Code of Conduct/Student Discipline Code to make them aware of the Code itself and the fact that any violations of the Student Code of Conduct/Student Discipline Code are punishable. The review shall take place during the first week of school (or a new student's first week of attendance).

If a student violates this policy or the Student Code of Conduct/Student Discipline Code, school personnel, students or parents should report the student to the appropriate building administrator. Parents may contact the appropriate building administrator if they have information related to, knowledge of, or witness a violation of this policy or the Student Code of Conduct/Student Discipline Code. In order to reduce repeat offenses, a building administrator or designee may meet with a student returning from an out-of-school suspension in excess of five days to discuss, clarify and reiterate the District's expectations concerning the student's conduct/behavior.

The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Teachers are responsible for the maintenance of the educational process, the safety and wellbeing of each student, and the school equipment and property under their jurisdiction. They may make reasonable rules, which serve a valid educational purpose. These written rules, when approved by the administration and provided to each student, become an addendum to the student conduct code for Greene County Vocational School District. However, it is recognized that administrators have the right to require that practices be modified when they are demonstrated to be ineffective, inappropriate, or abusive to students.

The administration has made every attempt to develop rules and regulations in the "Code of Student Conduct" which would address most of the situations occurring at school.

If a situation occurs which is not covered in the "Code of Student Conduct," it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff.

Zero Tolerance

The Board has "zero tolerance" for violent, disruptive, or inappropriate behavior by its students; i.e. the Board will not tolerate violent, disruptive or inappropriate behavior by its students on school property or at interscholastic competitions, extracurricular events, or any program or activity sponsored by the Board or in which the Board is a participant. The Board also has a "zero tolerance" for student misconduct, regardless of where it occurs, that is directed at a District official or employee or the property of a District official or

employee. Such behavior is prohibited as set forth in the Student Code of Conduct. The Board also has a "zero tolerance" for excessive truancy, and truancy from school will result in disciplinary action as set forth in the Board's Student Attendance Regulation.

A student may be expelled for one (1) year if he/she engages in conduct that causes serious physical injury to persons or property, would be a criminal act if committed by an adult, and occurs on school property or at interscholastic competitions, extracurricular events, or any program or activity sponsored by the Board or in which the Board is a participant.

Student Behavior Expectations

1. Students and staff will demonstrate self-respect, respect for others and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom, lab, or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior into acceptable behavior.

Positive Behavior Referrals

In order to promote positive behavior and a culture of positive relationships, teachers have the ability to give students a positive behavior referral. The referral is turned into the main office secretary and given to the supervisor in charge of discipline. Students who receive a positive behavior referral may be eligible for rewards and a letter will be sent to the parent, guardian or custodian notifying them that their student received a positive behavior referral and what they did to earn it.

Plagiarism Policy

Rationale

The faculty at Greene County Career Center is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Greene County Career Center or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy. Students will be provided a software tool for checking their assignments against a plagiarism database to assist compliance.

Definition of Plagiarism

- The submitting of original work that previously received credit for another course

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper
- In-text documentation that is not reflected in the Works Cited / References / Bibliography page

Student Responsibilities

- Submit authentic work
- Follow the project instructions and deadlines assigned by the teacher
- Ask questions and seek help from appropriate persons (teachers, Media Specialist, peers)
- Follow teacher's direction, APA, MLA, or other style guide
- Cite in-text or in-project sources correctly and accurately
- Format Works Cited / References / Bibliography pages correctly and accurately

Teacher Responsibilities

Greene County Career Center teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions and/or
- A rubric or expectation sheet outlining assessment at all points of the process and for the final product
- Assisting students who are having difficulty in the location and evaluation of information
- Assisting students in how to manage time and deadlines throughout the research process
- Assisting students with formatting and composing the project or paper

Plagiarism Violations

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.

Plagiarism Reversal Plan

In all cases of plagiarism a teacher will 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.

Plagiarism Discipline Plan

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 an office discipline referral will be submitted.

Students who develop a repeated history of plagiarism and refusal to correct it will ultimately be tracked by office referrals. Administration will deal with the infraction in accordance with policies outlined in the student handbook.

Disciplinary Procedures:

Disciplinary actions may include but are not limited to the following, which are not required to be used consecutively. Administration follows a progressive discipline plan in which continued offenses will result in more severe consequences.

From least to most severe

1. Looking in the direction of the misbehavior
2. Walking toward the direction of the misbehavior.
3. Verbal correction cues
4. Informal talk
5. Isolation in class
6. Parent contact
7. Emergency removal to ISS for the remainder of the period
8. Teacher initiated conference
9. Detention
10. Referral to administrator
11. Administrator initiated conference
12. Apology to others involved
13. Clean, repair, etc., area and/or equipment
14. Restitution
15. Intervention (Social Worker, drug/alcohol counselors, anger management, parenting class for parents of student offender, etc.)
16. Exclusion from field trips, contests, or other activities including partner school activities
17. Withdrawn from leadership roles, holding office, etc.
18. Behavior contract
19. Saturday School
20. In-School Suspension (ISS)
21. Parent, teacher, administrator conference
22. Loss of Internet privileges for the remainder of the year
23. Loss of computer privileges for the remainder of the year
24. Loss of driving privileges
25. Notification of local law enforcement
26. Public services
27. Vehicle towed
28. Alternative school (on- or off-site)
29. Out-of-School Suspension (OSS)
30. Expulsion
31. Permanent exclusion per state law.

Any student disciplined by an employee of this Board which results in suspension or expulsion shall have the right to notice of the infraction and a hearing before s/he is disciplined, and may appeal the determination thereof.

Prohibition from Extracurricular Activities

Participation in extracurricular activities is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, administrative personnel, or other authorized personnel employed by the District to supervise a student activity program to prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the Student Conduct Code/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Conduct Code/Student Discipline Code took place.

Teachers are authorized to establish criteria for student participation in field trips and other special one-time classroom or student activities, which take place outside the regular school day, and for which the teachers are responsible. Such criteria are subject to review and approval by the Director or other administrator.

Detention

Teachers choosing to use detention as a form of discipline in their classrooms will be responsible for supervising their own detention periods or may assign student to the detention room if the detention increment is the same as office assigned detentions (40 minutes). Detention is to be served the following school day or as directed by a person assigning detention. Students must have at least 24 hours' notice to make transportation arrangements. If a student is asked to report before school or to remain after school for detention, meeting that obligation is the student's first responsibility. Teacher-issued detentions typically terminate no later than 3:15 p.m. daily. Failure to report for an assigned detention will result in more severe disciplinary consequences as determined by administration. Teacher detention is a disciplinary issue that needs to be resolved between the student/teacher/parent or guardian, and needs to be resolved at that level.

If student is absent the day of assigned detention, the student will serve detention on the day he/she returns to school. School detention will be held every school day from 7:10 a.m. to 7:50 a.m. and 2:15 p.m. to 2:55 p.m. In case of GCCC delay or early dismissal, starting time for detention will be moved accordingly (e.g., on a 2-hour delay, detention will begin at 9:10 a.m.). Administrative Detention is held from 2:20 p.m. to 4:20 p.m. in an assigned classroom.

Rules for Detention

1. Students will not have access to lockers, restrooms, or any other area of the building during or after detention. Failure to leave the building or wait in the front for a ride after serving detention may result in disciplinary consequences.
2. Talking, leaving seat without permission, horseplay, sleeping, or putting head down on desk will not be tolerated. Violation could result in a student being sent home with an additional detention or other disciplinary consequences.
3. Failure to serve a teacher assigned detention will result in administrative referral.

Emergency Removal

Emergency removal shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.

In-School Suspension

In-school suspension (ISS) is the removal of a student from the normal schedule of classes and activities with reassignment to special programming within the school. A student will receive credit for satisfactory work performed during in-school suspension.

1. 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.
2. Students will be permitted to complete assigned work from classroom teachers for credit. Assignments completed in ISS must be turned into the classroom teacher immediately following the completion of ISS days assigned.
3. Students must be on time and report to the ISS room before the 8:00 a.m. bell.
4. Students will be on task with school-related work at all times. If a student does not bring work, ISS monitor will assign work. Student will be responsible for keeping up with all school assignments missed while in ISS.
5. Students must have the necessary material to begin working—pencil, paper, etc. Reading material needs to be approved by ISS monitor. No magazines allowed.
6. Students will work in silence at all times, no sleeping, and no talking. There is no off-task time in ISS.
7. Personal listening devices are not permitted without permission.
8. All program dress code rules apply to students in ISS.
9. No placing or receiving phone calls. Cell phones MUST be turned off while in ISS.
10. No participating in any school activity, unless approved by administration.
11. Students will eat lunch in ISS.
12. Students will have one restroom break in the a.m. and p.m.
13. No talking or communicating with any other student at any time.
14. Students will stay in assigned study area at all times and keep it clean.
15. No ½ day dismissal for advanced job placement or apprenticeship is allowed.
16. Obey all school and other posted rules for ISS. Violation of school or ISS rules may result in additional ISS time, court action, out-of-school suspension, or expulsion.
17. ISS days are to be served consecutively until complete. If absent on day ISS is assigned, the day will be served on the next day of attendance.

Appeals of ISS will follow procedures outlined in the OSS appeal process. Failure to attend ISS on day assigned must have prior written approval from administration or may result in assignment of additional ISS or Saturday School.

Out-of-School Suspension

Suspension shall be the temporary exclusion of a student by the Superintendent, Director, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. Any or all of the period of suspension may be applied to the following year.

Students on out-of-school suspension are not permitted on school grounds and are not permitted at any school related activity until the next school day following the completion of the suspension/expulsion, unless given permission by the Director. If the school is closed for a calamity day, the OSS day will be extended.

Out-of-School Suspension is considered unexcused absence, and credit for make-up work will only be given if work is completed satisfactorily within timelines established by the teacher **and** make-up detentions as assigned by the administration are served.

Expulsion

Expulsion shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, or for one (1) year as specifically provided in this policy, and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. Students who are expelled from the Greene County Career Center will not be able to return or re-enroll in the Greene County Career Center. Student must contact their home district for re-enrollment or re-admittance procedures. While under expulsion, a student may not re-enroll at the partner high school.

Permanent Exclusion

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

1. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
2. possessing, selling, or offering to sell a controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
3. rape, gross sexual imposition or felonious sexual penetration
4. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, or aggravated assault
5. complicity to commit any of the above offenses, regardless of where the complicity occurred.

A student may be suspended or expelled prior to being permanently excluded.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Board's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

Students subject to suspension

When a student is being considered for an out-of-school suspension by the Superintendent, Director, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension, the Superintendent, Director, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request a hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed in writing with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent.
 - b. Board Treasurer.
 - c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Director, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) years of age or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee by delivering written

notice to the Superintendent within five (5) days of receiving notice of suspension. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed in writing with the Treasurer or the Superintendent within five (5) days after the notice to suspend.

Appeal of Suspension to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Students subject to expulsion

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days or later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee; such notice of appeal shall be filed in writing with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to expel. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee by delivering written notice to the Superintendent within fourteen (14) days of receiving notice of the expulsion. The Student and/or his/her parent(s) or guardian(s) may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A

verbatim record will be kept of the hearing that may be held in executive session at the request of the student, parent or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal of Expulsion to the Court

Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

The student and/or his/her parent or guardian shall be provided a brief description of the student's rights and of the hearing procedure. Any hearing before the Superintendent shall be conducted in private. Any hearing before the Board may be conducted in private, unless the student or parents request otherwise, but the Board must act in public.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all parent-student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspension. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular or extra-curricular activities.

Suspension and Expulsion of Handicapped Students

Handicapped students may be suspended during a school year for not more than a total of ten (10) days or expelled only after the administration has made the following determinations:

1. The student has been appropriately placed;
2. That the IEP (Individualized Education Plan) is reviewed for handicapping condition;
3. That there is no causal relationship between the misconduct giving rise to the discipline and the student's handicap.

Select Applications of the Student Code of Conduct:

Use or Possession of Tobacco by Students

The use or possession of tobacco in any form including and not limited to, cigarettes, electronic, "vapor", or other substitute forms of cigarettes, cigars and cigarillos, hookah smoke products, pipes, oral products (e.g., spit and spit-less, smokeless, chew, snuff" and nasal products (e.g. snus) and look-alike products intended to mimic tobacco/nicotine products are not permitted.

Paraphernalia includes but is not limited to devices used to conceal, inject, ingest, inhale or otherwise introduce into the body a tobacco/nicotine product. Also included are rolling papers, items used to ignite tobacco, and items for use with a look-a-like product including and not limited to, electronic cigarettes or hookah smoke products, or parts of these products.

Possession includes but is not limited to: devices or products found to be; on the person, with personal items, in a locker, or in a vehicle on school property. Also, the intent to introduce into the body, (ex: a cigarette in the hand or in the process of putting a device or product in the mouth, smoke/vapor coming from the mouth, or spitting of a tobacco/nicotine containing product).

The Surgeon General has determined that use of tobacco is dangerous to your health. Therefore, the Greene County Career Center Board of Education has adopted a policy that secondary students shall not possess, consume, purchase, or attempt to purchase and/or use tobacco products in school buildings, on school grounds, on school buses or vehicles, and at any interscholastic competition, extracurricular event, or other school-sponsored activity. No smoking is permitted in vehicles while on school property. Students who serve as "lookouts" will receive the same discipline as those students who are smoking. Students should be aware if there is smoke in the restroom, they could be disciplined based on evidence, due process and investigation.

- 1st offense - 3 days Out-of-School Suspension**
- 2nd offense - 5 days Out-of-School Suspension**
- 3rd offense - 10days Out-of-School Suspension with recommendation for expulsion**

Student Drug Abuse

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio Statute;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. Anabolic steroids;
6. Any substance that is a "look-alike" to any of the above.

The Board prohibits:

1. The use, possession, concealment, sale, purchase or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, and at any school-sponsored event, or
2. The solicitation, or facilitation or participation in the use, possession, concealment, sale, purchase, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.

Students who have the odor of alcohol/drugs on or about their person or clothes may be disciplined under this policy.

Consequences for Violation of Drug Abuse Policy

Once it has been determined there has been a violation of the drug abuse policy, the following procedures will be followed:

Procedures:

1. The student will be suspended for ten (10) days in compliance with due process procedures.
2. A recommendation will be made to the Superintendent that the student be expelled from school.
3. Charges will be filed with the Sheriff's Department against the student for possession and/or use of narcotics, alcohol, or illegal drugs.

Gang Related Activity and Behavior

Students displaying or engaging in any kind of gang related activities will be subject to immediate discipline up to and including 10 day out of school suspension with recommendation for expulsion.

Care of District Property

The Board of Education believes that the educational program should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student of this District with the responsibility for the proper care of District property and the school supplies and equipment entrusted to his/her use. A reward may be offered by the Board for apprehending any person who vandalizes District property.

The Board reserves the right to offer a reward to persons other than District employees and their immediate family for information leading to the arrest and conviction of any person who commits any violation of law on property owned or under the control or management of the Board.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of district equipment, apparatus, musical instruments, library material, textbooks, and for damage to

District buildings. The Board may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned.

The Board shall report to the appropriate juvenile authorities any student whose damage of District property has been serious or chronic in nature.

Damage to Private Property

A student shall not cause or attempt to cause damage to private property on school premises or at any school activity on or off school grounds.

Vandalism

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. Parents and students will be made aware of the legal implications involved. Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control.

Search and Seizure

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that a student may be searched with reasonable suspicion and in reasonable manner.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board permits the school administrators to conduct a routine inspection of all storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Administrators are permitted to conduct a random search of any student's locker and its contents at any time.

Student computer/Internet network accounts are the property of the school. School administrators retain the right to search network accounts and contents at any time.

Administrators are authorized to arrange for a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the

test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or illegal or explosive devices. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Dress Code Violations

Any student in violation will be given the opportunity to correct the problem immediately after school begins. If they are unable to do so, they should be removed to In-School Suspension until the problem can be corrected or for the remainder of the school day. Students will not be permitted to go home to change; parents 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 been in compliance 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.

Student Conduct on School Buses

1. It is the right and privilege for Greene County Career Center students to be transported to Greene County Career Center from their partner high school (or place of departure) on school buses.
2. All rules and regulations of their partner school shall apply.
3. The Superintendent or designee will cooperate with administration and bus drivers as requested.

Suspension of Bus Riding/Transportation Privileges

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.

Suspension and Revocation of Licenses of Minors

Driving privileges may be denied, suspended, and/or revoked under Section 4507.061 of the Ohio Revised Code, for ten (10) consecutive absences or fifteen (15) days absence in any school term or semester.

The Superintendent of Schools 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.

Underground Student Activities and Secret Societies

Underground student activities and secret societies are prohibited.

Violation of the Law and Unacceptable Behavior

1. **Violations of the Law:** It is expected that Greene County Career Center students exhibit good citizenship practices and abide by the current statutes of the State of Ohio. Local law enforcement agencies may be called to assist investigations. Such assistance may include, but are not limited to, the use of canines or more discreet forms of investigation.
2. **Delinquent Bills, Fees, Fines:** Students are required to pay for outstanding school financial obligations. Parents will be notified of delinquencies and of obligation for payment. No records will be released until all obligations have been met.
3. **Gambling:** The school leadership discourages the playing of gambling or risk games by students. Since these are often the source of contentions and strife, the restraint from their use at school is expected. Gambling material will be confiscated, and the student may be suspended pending a parent conference.

Defiance of Teacher Authority, School Authority and Insubordination

1. **Teacher Rule Violation:** A student shall not violate reasonable rules properly established for the conduct of a specific career preparation program or class.
2. **Defiance of School Authority:** A student shall comply with school rules and regulations, directions of teachers, student teachers, substitute teachers, teacher assistants, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel or on school property.
3. **Insubordination:** A student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel or on school property. Any action judged by school officials to involve misconduct and not specifically mentioned in other section may be dealt with as insubordination.
4. **Falsification of Information - Verbal and Written or Electronic:** Falsification of either written or verbal information will be considered intentional defiance of school authority.

Bullying and Other Forms of Aggressive Behavior

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. Aggressive behavior 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. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. 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, sexting, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building Director, Superintendent, or other staff member. Complaints against the Director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage or engage in any hazing.

Hazing is defined as 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 policy.

Harassment

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonable interfering with learning performance or

creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin, age, disability, and/or any other characteristic.

The harassment of a student by a school employee, another student, or third party is strictly forbidden. Harassment by a student of a school employee or another student is strictly forbidden. Any student who is found to have harassed a school employee or another student will be subject to discipline in accordance with law and the Code of Conduct.

Any student who believes that he/she is the victim of verbal, non-verbal, or physical harassment or has observed such actions taken by another student, staff member, or other persons associated with the district, or by third parties, should promptly take the following steps:

Alleged Discrimination and Harassment Grievance Procedures

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally at the supervisor level within five (5) days of the date the incident occurred. The Supervisor will notify the Title IX/504 Coordinator of any discrimination or harassment complaints. If the alleged discrimination/harassment complaint cannot be resolved informally by the Supervisor, the following procedure shall be followed:

Step 1. An alleged formal discrimination grievance/harassment complaint shall be made to administration within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and to determine reasonable solution. A copy of the discrimination/harassment complaint must be forwarded to the District Title IX/504 Coordinator.

Step 2. If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504 Coordinator, within five (5) working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI.)

Title IX/504 Grievance Officer

Matt Lindley, Director of Secondary Education
Greene County Career Center
2960 W. Enon Road, Xenia, Ohio 45385
(937) 372-6941 or 426-6636

Step 3. If the issue is not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Step 4. If the alleged issue is not resolved at Step 3, it may be forwarded to the Office of Civil Rights, U.S. Department of Education, OCR, Bank One Center, 600 Superior Ave. East, Suite 750, Cleveland, Ohio 44114-2611.

Complaints may be handled through the District's procedure stated above or may be filed directly with the U.S. Department of Education, Team Leader, Office for Civil Rights, 600

Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611 in lieu of the district procedure.

PDA – Public Display of Affection

Public displays of affection (PDA) such as kissing, embracing, and other physical contact of this manner are in poor taste and do not have a place in the hallways or any part of the school campus. Students who violate this policy will be subject to disciplinary action.

Sexual Harassment

Sexual harassment is inappropriate, offensive and detrimental to the creation of a healthy educational and work environment. All students have a right to be educated in an environment free from sexual harassment. In addition, all persons coming in contact with the District have a right to experience an environment free from sexual harassment.

The Greene County Vocational School District Board of Education prohibits sexual harassment of or by any student or Board employee. This prohibition encompasses sexual harassment, which may occur between students, between a student and an employee, or between a student and a member of the public coming in contact with the District. This Policy applies to conduct during and relating to school and school-sponsored activities.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic development, status, or progress;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with or having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment for the individual; or
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, opportunities or activities available at or through the school.

Sexual harassment may occur between persons of the same sex or persons of the opposite sex.

Reporting Procedure

The Superintendent shall appoint a Sexual Harassment Grievance Officer who will have the responsibility and authority to investigate all sexual harassment complaints involving Board employees.

Administration has the responsibility and authority to investigate all alleged incidents of student-to-student sexual harassment. The Board encourages and expects any student or employee who feels that he/she has been subjected to sexual harassment to promptly report the incident. Employees should report incidents of sexual harassment to the Sexual

Harassment Grievance Officer. Students should report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.

The Superintendent shall develop administrative guidelines for the reporting and investigation of sexual harassment complaints.

School administrators, teachers, and all other Board employees who witness and/or experience sexually harassing conduct are required to report such conduct to the Sexual Harassment Grievance Officer.

All complaints will remain confidential to the maximum extent permitted under law.

Nothing in this reporting procedure shall relieve any Board employee from the reporting obligations under R.C. 2151.421. Any report of sexual harassment of a student by a Board employee must be immediately reported as suspected child abuse.

Investigation

Unless withdrawn by the complainant, all complaints of sexual harassment will be immediately investigated and promptly resolved.

Upon receipt of an allegation of student-to-student sexual harassment, administration will initiate an investigation into the complaint. Upon receipt of an allegation of employee-to-student or student-to-member of the public sexual harassment, the Sexual Harassment Grievance Officer will initiate an investigation into the complaint.

Investigations of alleged incidents of sexual harassment shall be confidential and conducted in a manner that respects the privacy of all parties to the extent permitted by law and to the extent practical and appropriate under the circumstances.

If the investigation yields insufficient evidence to conclude sexual harassment has occurred, the matter will be recorded as unresolved and the parties will be so notified. A written record of the investigation will be maintained by the Board separate and apart from any student or personnel file.

Discipline

Any employee who permits or engages in sexual harassment of any student may be subject to disciplinary action up to and including termination/dismissal.

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee who receives a complaint of sexual harassment from a student and who does not promptly report the complaint to administration or Sexual Harassment Grievance Officer shall be disciplined appropriately.

The range of discipline for employees includes, but is not limited to: demanding an apology; counseling the parties involved; requiring attendance at appropriate seminars/workshops; issuing an oral or written reprimand; transfer or reassignment;

suspension; and recommendation to the Board that the individual against whom the claim is made be discharged.

The range of discipline for student includes, but is not limited to: demanding an apology; issuing an oral or written warning; conducting a conference with the student's parent(s)/guardian(s); detention; in-school suspension; out-of-school suspension; and expulsion.

Rights of Individual Who Is the Subject of a Sexual Harassment Claim

An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the Sexual Harassment Grievance Officer and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/her interview with the Sexual Harassment Grievance Officer by a representative of his/her choice. The individual may also submit his/her response to the complaint in writing.

Retaliation Prohibited

The Board prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student or employee who initiates the complaint nor will it affect the individual's academic standing or employment status, rights, or privileges.

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing pursuant to this Policy, or because that individual exercised, enjoyed, aided, or encouraged any other individual in the exercise or enjoyment of any right granted or protected by this Policy.

Files and Record of Investigation

Sexual harassment complaints and investigation results shall not be made a part of a Board employee's personnel file or a student's academic record unless disciplinary action is taken against the individual.

Dangerous Weapons

The Greene County Vocational School District Board of Education is committed to providing the students of the District with an educational environment, which is free of the dangers of firearms, knives, and other dangerous weapons. The Board will not tolerate the possession of weapons, including a concealed weapon in a school safety zone or other devices designed to inflict serious bodily harm by anyone while on Board property, at interscholastic competitions, at extracurricular events, at any other program or activity sponsored by the School District or in which the District is a participant, or while en route to or from school whether on a school bus, walking, or in a private vehicle.

The definition of a firearm shall include: (a) any weapon (including a starter gun) which 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 silencer; or

any destructive device (as defined in 18 U.S.C.A. Section 1921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device similar to any of the devices described above; (b) any type of weapon by whatever name known which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter; and (c) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled.

Students are prohibited from bringing a firearm, including a concealed weapon in a school safety zone or knife on school property, in a school vehicle or to any school-sponsored activity, including interscholastic competitions, extracurricular events, or any other program or activity in which the District is a participant. The Superintendent shall expel a student from school for a period of one (1) calendar year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Any student who possesses a firearm or knife, which was initially brought onto property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board by another person, may be expelled by the Superintendent, at his/her discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities if a dangerous weapon is found or is suspected to be in the possession of a Board employee, student, or a visitor.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

The definition of a knife includes, but is not limited to, any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for or can be used for cutting, slicing, piercing, or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, switchblades, and automatics.

The Board also prohibits students from knowingly bringing or possessing an object that is indistinguishable from a firearm in a school building or on any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board if the student

indicates that s/he possesses the object or knowingly displays or brandishes the object and indicates that it is a firearm. This prohibition applies regardless of whether the object can be fired. "Object that is indistinguishable from a firearm" means an object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a weapon as defined herein, the Superintendent shall notify the Registrar of Motor Vehicles and the Greene County Juvenile Court within two (2) weeks after the discipline.

The prohibition of dangerous weapons shall also encompass look-alike items and actions such as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to: metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, ice picks, night sticks, nunchaku (nun chuck), mace, electronically charged devices, brass knuckles, explosives (including firecrackers), chain belts, tear gas, ammonia, bow and arrow (regardless of condition or purpose), smoke bombs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion. The Superintendent shall have final determination as to what constitutes a weapon.

Use of weapons, firearms, and ammunition provided by the designated training facility as part of the Ohio Peace Officers Training Academy curriculum for the Adult Education Criminal Justice Training Academy is specifically authorized under this policy ("Authorized Use). Authorized Use is limited to scheduled instructional periods held at the designated training facility under the supervision of a training coordinator or instructor. Authorized Use does not include horseplay or threats of physical violence made to another person.

This section does not apply to officers, agents, or employees of this or any other state or the United States, or to law enforcement officers, authorized to carry deadly weapons or dangerous ordnance and acting within the scope of their duties, to any security officer employed by a board of education during the time that the security officer is on duty pursuant to that contract of employment, or to any other person who has written authorization from the board of education or governing body of a school to convey deadly weapons, dangerous ordnance, or object indistinguishable from a firearm into a school safety zone or to possess a deadly weapon, dangerous ordnance or object indistinguishable from a firearm in a school safety zone and who conveys or possesses the deadly weapon, dangerous ordnance or object indistinguishable from a firearm in accordance with that authorization.

Theft/Attempted Theft/Receiving Stolen Property/Breaking and Entering

A. Theft

No person shall knowingly obtain or exert control over property of another without consent of the owner/person authorized to give consent. No person shall knowingly obtain or exert control over property of another by deception or by threat.

B. Receiving Stolen Property

No person shall knowingly receive, retain, or dispose of property of another knowing it to have been reasonable cause to believe that it had been obtained through the commission of a theft offense.

C. Attempted Theft

No person shall knowingly attempt to obtain or exert control over property of another, which, if successful, would have constituted the offense of theft. **NOTE:** In all cases of theft, the complainant (one of whose property was taken) has the right to file charges against the offender.

D. Breaking and Entering

A student who is guilty of breaking and entering a locked or secured school district building or other school facility or hacking into the school's computer system at any time may receive up to ten (10) days suspension from school and be recommended for expulsion.

Disruption of School

No person shall by use or employment of violence, force, noise, coercion, threat, intimidation, passive resistance, or through any other conduct cause or attempt to cause the material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall any person engage in conduct aimed at causing or attempting to cause disruption or obstruction of the school.

Neither shall any person encourage others, either by urging or suggestion, to engage in any act that might reasonably be interpreted to be provocative aimed at disrupting or obstructing the school in its lawful mission, process, or function.

Examples of such prohibited behavior are as follows:

No person shall:

1. occupy any school building, transport, school grounds, or part thereof with the intent to deprive others of its use;
2. block, barricade, or entrap any entrance, exit, corridor, or room in the school with the intent to deprive others of its lawful use;
3. set fire or attempt to set fire to damage school property;
4. commit any act that incites or could be reasonably considered to be an act to incite others;
5. block normal pedestrian or vehicular traffic on school campus.

False Fire Alarms, Bomb Threats, Unnecessary Discharge of Fire Extinguisher and Unauthorized Fire

A student shall not be involved with or initiate a false fire alarm, bomb threat, ignite combustible materials (start a fire), or unnecessarily discharge a fire extinguisher.

A. Fireworks, Explosives, or Other Detonative Devices

No person shall knowingly possess, handle, or transmit any fireworks, explosives, or detonative devices to include ammunition on school property at any time.

B. Arson

No person shall deliberately start or assist in starting a fire in the school building or on school grounds or at a school-sponsored activity at any time. Attempting or assisting in an attempt to start a fire is similarly prohibited.

1. A student who starts or assists in the starting of a fire at any time in the school building, or the school grounds, or at a school-sponsored activity will be suspended and recommended for expulsion. Restitution for any related damage must also be paid. Additionally, all cases of arson or attempted arson will be reported to the Fire Marshal.
2. No student shall ignite an open flame in the school building at any time.
3. No student shall apply an open flame to the clothing or body of another person on school property or at a school activity at any time.

C. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis per provisions of Board Policy 5610. The student need not be prosecuted or convicted of any criminal act under this provision.

Assault, Fighting, Threats and Violent Conduct

A student shall not cause physical injury or behave in such a way which could threaten or cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.

A. Fighting

Student fights are infrequent, but they have profound effects on both the participants and on the total school atmosphere. Because of the seriousness of fights, it is necessary to classify the type of fight according to the circumstance as well as the intent. The classification of fights and the penalties involved are follows:

1. **Fight**—A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation or prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant.

2. **Assault**—An assault, according to our definition, is the type of fight where one student, with little or no provocation, physically attacks another student.
3. **Exceptions**—In the event that a student becomes involved in a fight on first offense and later becomes involved in an assault (or the reverse), it will be the judgment of the administration if the student is to be expelled on the second incident. The student's past disciplinary record will be a deciding factor in the final decision. If it can be clearly established that a student in a fight was merely defending himself/herself, he/she will receive a lesser penalty or no penalty depending on the circumstances. There are many ways for students to resolve their differences without resorting to a fight. Classroom teachers, counselors, and administrators are all available and are used by most students to prevent a fight.

Students who are aware of the possibility of a fight but do little to prevent it from occurring often share equal guilt with the individual who participates in the fight.

1st offense - 10 days Out-of-School Suspension, report to police authorities
2nd offense - 10 days Out-of-School Suspension, with recommendation for expulsion, report to police authorities

B. Assault on a School Employee

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee:

1. On the school grounds at a school activity, function, or event;
2. Off the school grounds at a school activity, function, or event;
3. On school vehicles at any time or on carriers rented by school organizations.

C. Threat Made on School Personnel

A student shall not make what may reasonably be interpreted as a threat to do bodily harm to a school employee nor threaten to damage the personal property of an employee.

D. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program or activity and the act would be a criminal offense if committed by an adult **and** results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01 (A)(6), the Superintendent may expel the student for a period of up to one (1) year per provision of Board Policy 5610.