

## PARENTAL STATEMENT

### SUPPORTING C-TEC POLICY AND REGULATIONS

The following page of the Handbook must be returned to the technical teacher by the end of the first full week of school. (August 26, 2016). It must have the appropriate signatures as listed below.

### ACCEPTANCE AGREEMENT

For and in consideration of the acceptance of the student named below as an enrolled student at The Career and Technology Education Center of Licking County (C-TEC) during the 2016-2017 school year, we hereby agree to accept and abide by all the rules, regulations, policies and procedures adopted or implemented by C-TEC.

Pictures and/or videotape of students may be used in district publicity such as the district website, newsletters, news media publications or district-sanctioned social media (Facebook, Twitter, and LinkedIn). These photos and/or videos are used to highlight the programs, activities and achievements at C-TEC. **If you would prefer your student not be photographed for these purposes, please contact the Director.**

We have read and agree to abide by the Student Handbook provided by the Career and Technology Education Centers of Licking County (C-TEC) for the 2016-2017 school year and any guidelines at the host program location.

I understand that I am responsible for the payment of all financial obligations such as tuition, class fees, lost books or damages to books, resulting from my son's/daughter's attendance at C-TEC.

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Student (Please Print)

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Student's Program

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Student's Signature

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Father/Legal Guardian Signature

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Mother/Legal Guardian Signature

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Parent E-mail Address

The Career and Technology Education Centers of Licking County supports equal opportunity for all people regardless of sex, race, color, national origin, creed, religious belief, or disability.

## **C-TEC Satellite Programs**

Sponsored by the  
Career and Technology Education Centers of  
Licking County  
in partnership with  
Granville Exempted Village School District  
Lakewood Local School District  
Northridge Local School District  
Southwest Licking Local School District

## **STUDENT HANDBOOK 2016-2017**

### **C-TEC District Mission**

To promote workforce development by offering leading-edge programs that provide learners with academic and technical skills needed for career opportunities and continuous learning.

## Message from the Director

Dear Students and Parents:

On behalf of our outstanding faculty and staff I **welcome you to the Career and Technology Education Centers of Licking County!** The mission of our school is to promote workforce development by offering leading-edge educational programs that provide all learners with academic and technical skills needed for career opportunities and continuous learning. Making the decision to come to C-TEC shows your dedication to be career and college ready.

C-TEC will provide facilities, technology, instructors, and the guidance to provide a meaningful educational experience. C-TEC staff members strive to provide a quality education and truly care about all of our students. We positively participate with students and parents to provide a unique successful educational experience. Through regular **Attendance**, positive **Attitude**, solid record of **Achievement** and **Professionalism**, students at C-TEC have **Success** in the workplace and college.

I urge you, as parents and students in our career and technical community, to read and become familiar with the contents of this handbook. A thorough understanding of the services, activities, student code of conduct, policies and procedures will assist you in taking advantage of C-TEC's many opportunities and will ensure a safe and positive learning environment for you.

The state of Ohio maintains a **Safe School Helpline** to help keep our school a safe place to learn. On an anonymous basis, you may report any information that could negatively impact our school by calling **844-SaferOH**.

If you have any questions at all, including questions regarding release of information, grading, or curriculum, or if you would like to review any instructional materials used at C-TEC, please don't hesitate to call me.

Congratulations on your acceptance to C-TEC, and best wishes for a productive and successful school year.

Respectfully,

Stephanie Priestnal  
Director, C-TEC District Services

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**SAFE SCHOOL HELPLINE**  
**844-SaferOH (call or text)**

Students attending a C-TEC program at a satellite location will follow the calendar of the host school.

## 2016-2017

### 2016-2017 Contact Information

<b><u>Name</u></b>	<b><u>Phone</u></b>	<b><u>E-Mail</u></b>
Stephanie Priestnal C-TEC Director of District Services	364-2274	<a href="mailto:spriestnal@c-tec.edu">spriestnal@c-tec.edu</a>
Kathy Owens C-TEC Administrative Assistant Satellite Office Fax	364-2776 364-2777 or 364-2815	<a href="mailto:kowens@c-tec.edu">kowens@c-tec.edu</a>
C-TEC Satellite Office:		C-TEC Administration Building 150 Price Road Newark, OH 43055
<b><u>Granville VCA</u></b> Matt Durst, Principal	<b>Phone: 587-8105</b>	<b>Fax: 587-8195</b> <a href="mailto:mdurst@granvilleschools.org">mdurst@granvilleschools.org</a>
Jennifer Kinsley, VCA Teacher Ryan Johnston, IT Teacher		<a href="mailto:jkinsley@c-tec.edu">jkinsley@c-tec.edu</a> <a href="mailto:rjohnston@c-tec.edu">rjohnston@c-tec.edu</a>
<b><u>Lakewood IT</u></b> Scott Coffey, Principal Kim Hall, Administrative Asst. Mark Vukovic, IT Teacher Matt Frischen, IT Teacher	<b>Phone: 928-4001</b>	<b>Fax: 928-3731</b> <a href="mailto:tcoffey@laca.org">tcoffey@laca.org</a> <a href="mailto:krhall@laca.org">krhall@laca.org</a> <a href="mailto:mvukovic@c-tec.edu">mvukovic@c-tec.edu</a> <a href="mailto:mfrischen@c-tec.edu">mfrischen@c-tec.edu</a>
<b><u>Northridge IT</u></b> Amy Anderson, Principal Chrissy Willeke, Administrative Asst. Shawn Decker, IT Teacher	<b>Phone: 967-6651</b>	<b>Fax: 967-6958</b> <a href="mailto:aanderson@laca.org">aanderson@laca.org</a> <a href="mailto:cwilleke@laca.org">cwilleke@laca.org</a> <a href="mailto:sdecker@c-tec.edu">sdecker@c-tec.edu</a>
<b><u>Watkins Engineering Technologies</u></b> 964-1480	<b>Phone: 927-3846</b>	<b>Fax:</b>
Mike Tanchevski, Principal Dale Fife, Engineering Technologies Teacher		<a href="mailto:mtanchevski@laca.org">mtanchevski@laca.org</a> <a href="mailto:dfife@c-tec.edu">dfife@c-tec.edu</a>

## NINE-WEEK SCHEDULE 2016-2017

1st 9-weeks - August 17, 2016 to October 21, 2016	46 days
2nd 9-weeks - October 24, 2016 to January 13, 2017	<u>46 days</u>
FIRST SEMESTER      Total	92 days
3rd 9-weeks - January 17, 2017 to March 24, 2017	44 days
4th 9-weeks – April 3, 2017 to June 1, 2017	<u>41 days</u>
SECOND SEMESTER      Total	85 days
Total Student Days	177 days

## INTERIM GRADE CARD SCHEDULE 2016-2017

(Mailed to students unless otherwise indicated)

1st 9-weeks	8/17/16 – 9/23/16 – 26 days	Mailed on 9/30/16
2nd 9-weeks	10/24/16 – 12/2/16 – 26 days	Mailed on 12/9/16
3rd 9-weeks	1/17/17 – 2/17/17 – 22 days	Mailed on 2/23/17
4th 9-weeks	4/3/17 – 5/5/17 – 23 days	Mailed on 5/12/17

## GRADE CARD SCHEDULE 2016-2017

(Mailed to students unless otherwise indicated)

1st 9-weeks	8/17/16 – 10/21/16 – 46 days	Mailed on 10/28/16
2nd 9-weeks	10/24/16 – 1/13/17 – 46 days	Mailed on 1/20/17
3rd 9-weeks	1/17/17 – 3/24/17 – 44 days	Mailed on 4/7/17
4th 9-weeks	4/3/17 – 6/1/17 – 41 days	Mailed in June, 2017

**Please note: The C-TEC grade card schedule only applies to Northridge IT (if applicable) and Granville VCA.**

# GENERAL INFORMATION

Students are expected to follow the host school calendar (pages 6-8). Please review your associate school schedule for additional information pertaining to when you will be attending classes.

Schedules will be determined by the associate school prior to the beginning of the school year. Every effort will be made to accommodate each student's scheduling needs.

## School Closing Procedures – for students attending an off-site satellite program

It is expected that students will attend each day the satellite program is in session unless the associate school is closed due to bad weather. Associate school disruptions such as broken water pipes or professional days will not cancel classes. Please refer to the school calendar for information about when classes are in session.

If the satellite school is closed **due to weather conditions**, there will be no program classes. When this occurs, students should report to their associate school (if the associate school is in session) at the appropriate time for academic classes.

### **Granville:**

**When Granville is on a 1-hour or 2-hour delay, only a.m. C-TEC classes at Granville will be cancelled.** When students' associate schools are on a delay/closed (due to weather) and Granville is on a regular schedule, they are not required to come to Granville classes in the a.m. If the student's associate school is closed, he/she is not required to come to Granville.

When Granville is on a 1-hour delay, we will resume C-TEC classes for the p.m. students at 1:22 p.m.

When Granville is on a 2-hour delay, we will resume C-TEC classes for the p.m. students at 1:41 p.m.

### **Northridge:**

**When Northridge is on a 2-hour delay, C-TEC classes at Northridge will be cancelled.** When students' associate schools are on a delay/closed (due to weather) and Northridge is on a regular schedule, they are not required to come to Northridge classes in the a.m. If the student's associate school is closed, he/she is not required to come to Northridge.



Students' schedules may vary due to delayed bell schedules at their associate schools. Their cases will be handled individually.

LISTEN to the local radio news broadcasts for updates. If there are no C-TEC classes in session, yet the associate school is in session, you are expected to report to your associate school for academic classes. A telephone parent notification system will also be used to notify you of delays or cancellations of C-TEC classes.

## Student Withdrawal

Any student withdrawing or transferring from a program **must secure** a student withdraw/transfer form from the satellite administrative office. Any withdrawal and/or transfer will be in keeping with C-TEC and affiliated district policy.

Students desiring to transfer to his/her home high school for first semester instruction must do so within the first ten days of school (according to each satellite site's calendar). **For the 2016-17 school year, the last day to transfer is Friday, September 2, 2016.**

Any student wishing to transfer from the program to his/her home high school for second semester instruction must do so no later than the **first day** of the second semester (associate school calendar).

Eighteen-year old students will not be permitted to circumvent this policy by withdrawing from C-TEC (dropping out) and applying for re-admission to their associate high schools.

All **transfers** to the associate school will require the approval of both the associate school Principal and the C-TEC Director.

# ATTENDANCE

## Attendance Procedures – for students attending an off-site satellite program

The Career and Technology Education Centers Board of Education and staff believe that regular attendance is one of the essential requirements for success in career-technical education and job acquisition.

At C-TEC, students must establish an attendance record that will enhance their opportunity for post-secondary education and employment. The attendance rate for students enrolled in career-technical education should be 95% or above. **ALL STUDENTS WILL FOLLOW EITHER THE Granville or Northridge CALENDAR, NOT THE CALENDAR OF THEIR ASSOCIATE SCHOOL or C-TEC.**

**The following reasons for an excused absence are established by State law and by regulation of the Ohio Department of Education:**

1. Personal illness of the student (a doctor's excuse may be required by the school for excessive absences).
2. Quarantine of the home by health officials.
3. Death in the immediate family.
4. Observance of a religious holiday consistent with the student's established creed or belief
5. Military Service

On the morning a student cannot report to school as required, it shall be expected that his/her parent/guardian call immediately and advise school personnel as to the reason. All absences will be reported to the attendance office at the student's associate school. It is critical that a parent/guardian notify the associate school and the C-TEC satellite administrative office (364-2776) of any absence.

A parent/guardian must call 364-2776 by 7:00 a.m. to report when your student will not be attending. This is critical whether the student is attending the a.m. session or the p.m. session. Parents reporting a student's absence need to also follow the associate school absence and call-in policy.

***Students who are absent from school must provide a written excuse from a parent or guardian stating the specific reason for their absence. A student who is absent and fails to provide a valid written excuse, or who provides an excuse other than those stated above (parent or guardian's approval or not) will be considered unexcused.*** This unexcused absence may be converted to an excused absence if a valid written excuse is presented **within 24 hours**. Late notes will not be accepted. Any attendance excuses may be faxed to (740) 364-2777.

## **Attendance Policy**

It is the goal of C-TEC to ensure students build a solid attendance pattern. It is also important for intervention methods that promote improved attendance to discourage students from attaining ten (10) days absence. The Director's Office sends out letters to parents when a student reaches (4) four days of absence, (6) six days of absence, and at (8) eight days of absence. The absences can be excused, or unexcused.

Students missing 21 or more days during their two years at C-TEC will not be eligible for a Career-Technical Certificate of Completion.

The parent/guardian of the student has the opportunity to contact the Director to request a review of any unusual absence situations. The Director will review any unusual or extended absence situations where an accident, severe illness,

doctor's care, hospitalization, or other problem occurs and decide if consideration should be given relative to make-up work and status of absences towards overall absence total. **Medical verification must be presented by the student upon her/his return to school.**

Credit for work from daily absences will follow the Make-up Work Policy.

**Re-Admission to Classes** - Upon returning to school following an absence, a written excuse signed by the student's parent/guardian must be presented to the instructor.

**Vacations** - Student vacations during the school year are considered to be unexcused absences; however, parents/guardians may request in writing that their son/daughter be released from school when a family vacation or other parental request for a student's absence not listed above conflict with attendance requirements. This written request **must be** submitted to the Director's Office at least five days prior to the anticipated absence. Make-up work is required, and credit will be given for the work if prior arrangements have been made with each teacher. Students will be limited to 1 family vacation, as long as those students have a solid record of attendance (no more than 10 days' absence).

## Reporting a Tardy or Absence

There will be consequences for excessive tardiness. If a student will be tardy or has a valid appointment, please call the administrative office at 364-2776 to communicate this information prior to, or on the morning of, the appointment.

C-TEC is committed to preparing students for work and college; this includes reinforcing employability skills such as attendance and prompt arrival for classes. Students arriving late for satellite classes must sign in on the attendance sheet in the instructor's lab.

All tardies will be reported to the associate school. Students arriving more than 20 minutes late for class will receive an unexcused absence for their CT course. For discipline purposes, the tardy count will restart at the beginning of each semester. Teachers will address tardies in line with school rules.

## Truancy

Truancy is defined as absence from school or class without the knowledge of the parent/guardian or school official.

A truant student will receive a disciplinary consequence assigned by the Director/associate school. In addition to the disciplinary action taken by the school, repeated trancies may result in unruly charges filed with the Juvenile Court. If a student is determined to be a habitual truant (and thus an unruly child), or is determined to be a chronic truant (and thus a delinquent child), the consequences for the student and his/her parent will be established by the Juvenile Court.

## Leaving School During the Day

**Students will not leave Granville or Northridge High School during school hours except with permission from school administration. To sign out of school for the day (for a pre-approved school event or with an approved note from a parent), students must sign out with their classroom teacher on the sign in/out sheet.** Students who become ill during the school day must notify their teacher. Once the teacher has received approval from the Director for the student to leave, the student will sign out with their classroom teacher on the sign in/out sheet in the classroom. Students who miss class time because of dress code issues will be counted as unexcused. The Director will notify the parents if the student is to be sent home.

## Make-up Work

It is the responsibility of the student to check with each of his/her instructors regarding all make-up work and hours **immediately** upon return from an absence. \*In cases where absences can be anticipated, work should be made up before the absence.

**There will be no opportunity for make-up work in cases of unexcused absence, suspension or expulsion. Students suspended in school will be counted as present for attendance purposes.**

## Eighteen Year Old Students

Students eighteen years of age or older and living at home are still under their parents' authority as far as the school is concerned. All notes, early dismissals and required school forms are to be completed by the parents. Eighteen year old students will not be permitted to sign themselves in and out of school **and all grades and discipline information will be shared with their parents.** All eighteen year old students and married students **must abide** by this student handbook.

# PROGRAM OF INSTRUCTION

## Assessments

**Industry Credentials/Certification Tests:** Technology-related certification tests may be required in selected programs. Students must attempt to pass these tests in programs where a test is available. The assessment becomes part of the student's Career Passport upon program completion.

**WebXams:** Tests are required in most career-technical areas and will be used as a means to evaluate achievement. Test results provide information for students, parents, teachers, counselors and administrators to determine mastery of competencies in each career-technical program.

## **College Credit**

C-TEC students have the opportunity to earn, through articulation agreements or College Credit Plus, college credit that may be applied to post-secondary degrees, whether at a two-year, four-year college or through an apprenticeship program. Students may also earn college credit for completion of specific industry credentials germane to their program of study. Students can obtain current Articulation Agreements from their career-technical teacher or in the School Counselor's Office. C-TEC is not responsible for changes the colleges make to courses, course titles, credits or prerequisites. Students and parents should contact the institution to ensure proper articulation and/or placement in College Credit Plus. Students participating in college credit plus who withdraw from the course after the deadline or receive a failing grade may be responsible to reimburse C-TEC for the cost of the course. College Credit Plus is available in Academics as well as select career-technical programs. College Credit Plus textbooks are purchased by C-TEC. Therefore, students must follow C-TEC guidelines to obtain textbooks used in College Credit Plus courses.

## **Textbooks**

Textbooks are the property of the C-TEC Board of Education. They are loaned to students and must be cared for in a responsible manner. When a book is damaged or lost, the student must report the fact immediately to his/her subject teacher.

Students will be assessed restitution for any loss of or misuse or damage to such books while in their possession.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held in accordance with the each satellite location calendar.

# STUDENT ACTIVITIES

## National Technical Honor Society

Membership in the National Technical Honor Society may be granted to juniors and seniors who have maintained exemplary grades, attendance, citizenship, and youth club participation. The minimum criteria for junior membership includes:

- No “C” for any quarter or semester average while in a C-TEC course
- 3.0 cumulative GPA (from transcript)
- On track to successfully complete two career technical courses
- C-TEC cumulative GPA of 3.60 or higher
- Positive recommendations of teachers, counselors and administrators.
- 95% Attendance at C-TEC
- On track to obtaining graduation points
- Active participant in the student’s youth organization at C-TEC or organization at associate school.
- Exemplary conduct and citizenship.

All National Technical Honor Society members must maintain all entrance criteria during their enrollment at C-TEC to maintain membership

The minimum criteria for senior membership includes:

- No grade below a “C” for the final yearly average of the junior year, with a final C-TEC GPA of 3.5 or higher
- No “C” for any quarter or semester average of senior year, with a cumulative GPA of 3.5 or higher
- On track to successfully completing four career tech courses
- Positive recommendations of teachers, counselors and administrators.
- 95% Attendance each year at C-TEC
- Active participant in the student’s youth organization at C-TEC or organization at associate school
- On track to obtaining graduation points
- Exemplary conduct and citizenship

## Student Leadership Team

Student Leadership Team members are selected from each career-technical program to serve as goodwill ambassadors for C-TEC. Members serve as tour guides, participate in home school presentations and assist when needed. Grades, attendance and behavior are reviewed in order to maintain eligibility. Students are responsible for make-up work when excused from class for this privilege.

## **Field Trips**

Bus transportation is arranged for all school-activity trips when possible and practical. All students participating in school-sponsored activities away from school shall ride a bus when provided. Students shall return by bus or if approved, with a parent or instructor. Driving by individual students on field trips is discouraged and the Director must approve any variation. Students participating in field trips are subject to the same rules as when they are at school. Appropriate Field Trip Permission Forms must be completed and signed by the parent or guardian in order for a student to participate in a field trip. Field trips are arranged to enhance the classroom activities, as well as provide opportunities for students to participate in Career-Technical Student Organizations and to promote, through leadership activities, C-TEC. Participation is a privilege.

## **Home School Activities**

Students are encouraged to support their home school activities by attending events sponsored by the home schools. Every effort will be made to facilitate participation in home school activities that are sanctioned by the school and that can be scheduled into a student's day. Each case will be handled individually. Students are encouraged to continue these activities as they can be arranged. Students needing released for after school practices must provide documentation for the release and students will be allowed to be released 10 minutes prior to the end of the day. The record relative to standards established by the associate school concerning athletic eligibility will be maintained at C-TEC and forwarded upon request to the associate school.

### **Commencement**

The home school conducts commencement exercises. Students will be notified as to where and when to order caps and gowns and other graduation materials. Students are encouraged to attend senior activities that are school sanctioned.

### **Pep Rally/School Assemblies**

The students will be dismissed to attend pep rallies or home school assemblies only if the home school principal requests students be allowed to attend the activity with appropriate advanced notice.

# **RECORDS AND GRADING**

## **Student Records**

C-TEC of Licking County has established the following guidelines for student records:

### **Records Control Officer and Record Access**

Stephanie Priestnal, Director of District Services is responsible for the processing and maintenance of student records. Her office is located in the C-TEC Administration Building, 150 Price Road, Newark, Ohio 43055, or she can be reached by calling (740)364-2776.

Student records will be kept in a confidential file located at C-TEC at 150 Price Road, Newark, Ohio. The information in a student's record file will be available for preview only by the parent(s) or legal guardian(s) of a student, an adult student (18 years of age or older) and those designated by federal law or district regulations.

A Copy of the Board policy and the accompanying regulations are available in the Superintendent's office.

#### Notice of Rights

- A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents, guardians or eligible students should submit to the Records Control Officer a written request that identifies the record(s) they wish to inspect. The Officer will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate or misleading. They should write the Records Control Officer, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent guardian or eligible student, the District will notify the parent, guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that applicable law authorizes disclosure without consent.
  - 1. One of the exceptions that permit disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon a request, the District shall disclose education records without consent to officials of another school district in which a student seeks to enroll.



2. The District has designated, in Policy 8330, the following personally identifiable information in a student's education record as "directory information," and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity: student's name, address and telephone number; date and place of birth; photograph, major field of study; participation in officially recognized activities; weight and height, if a member of an athletic team; dates of attendance; date of graduation, awards received; honor rolls and scholarships.

Parent(s), guardian(s) or eligible students will have ten days from the date of this notice to advise the Records Control Officer, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information.

3. Military recruiters are entitled under federal law to a list of names, addresses and telephone numbers of high school students.

4. Records that are created and maintained by the District's designated law enforcement unit for law enforcement purposes may be released to police or other law enforcement officials without the consent of a parent, guardian or eligible student.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the Federal Education Rights and Privacy Act (FERPA).

Complaints may be sent to:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202- 4605

**The Career and Technology Education Centers of Licking County Supports equal opportunity for all people regardless of sex, race, color, national origin, creed, religious belief or disability.**

## GRADING PRACTICES

### Grading Scale

<u>Percentage</u>	<u>Letter Grade</u>	<u>Quality Points</u>
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.6 – 3.9
87-89	B+	3.3 – 3.5
83-86	B	3.0 – 3.2
80-82	B-	2.6 – 2.9
77-79	C+	2.3 – 2.5
73-76	C	2.0 – 2.2
70-72	C-	1.6 – 1.9
67-69	D+	1.3 – 1.5
63-66	D	1.0 – 1.2
60-62	D-	0.6 – 0.9
0-59	F	0
Incomplete	I	0

#### **Grading Guidelines**

1. Students will be assigned grades at the completion of each nine-week period.
2. **An incomplete grade will designate a student's failure to complete assigned work for reasonable cause as approved by the Administration.** Unless completed within one week, outstanding assignments will be assigned an F and averaged accordingly within the nine-week grading period.
3. Incompletes will not be given the fourth nine-week grading period.
4. Semester grades will be determined by totaling the two nine-week grades and the semester exam grade. Grades will have the following value: each nine-week grade will equal two-fifths and the semester exam grade will equal one-fifth
5. Yearly grades will be determined by means of totaling the four nine-week grades and the semester exam grades. Grades will have the following value: four nine-week grades equal four-fifths and two exam grades equal one-fifth.
6. **A student must pass the second semester of lab in order to receive credit. No half-credits are awarded for career-technical programs.**
7. If a junior student fails in laboratory work, he/she will not be advanced to the senior year. He/she may be accepted into another career-technical program provided that the course is not over-subscribed or return to his/her associate school. Acceptance into another career-technical program will be determined by the Director after a review of a student's record of attendance and compliance with the code of conduct.
8. If a senior student fails lab, he/she will not receive a Certificate of Completion for the program. The senior student will also receive no credit for the part in which he/she failed. College credits will not be awarded for failed coursework.
9. **Teacher Comments** will be recorded on each nine-week interim report and/or grade card relative to the effort and/or performance demonstrated by the student.

## Grade Cards

Report cards will be mailed on the Friday following the end of each grading period. Interim reports will also be mailed at the midpoint of each nine-week grading period. Parents and students will have the ability to monitor grades and assignments through access to Progress Book. Log-in information will be available at the beginning of the school year. Report cards, grades and credits will be withheld for the final grading period if the student has any financial obligations.

## Certificate of Completion Standards

This section details the standards established for the various certificates and awards.

### Career-Technical Diploma with Honors

The student who completes an intensive career-technical education curriculum in high school must meet any seven of the following eight criteria, as established by the Ohio Department of Education: Four units of English; four units of mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content; four units of science that includes physical and chemistry; four units of social studies; a minimum of four units of CTE program that leads to an industry-recognized credential, apprenticeship or be part of an articulated pathway which can lead to post-secondary credit; maintain an overall high school GPA of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year; obtain a composite score of 27 on the ACT tests or a composite 1210 on the SAT, excluding scores from the writing sections; achieve the proficiency benchmark established for the appropriate OCTCA or the equivalent. Students wishing to take additional coursework may do so through C-TEC's online provider at C-TEC's cost.

### Career-Technical Certificate of Completion with Honors

0-11 days absence (2 years) (95% attendance rate)  
3.6 – 4.0 C-TEC Cumulative GPA

### Career-Technical Certificate of Completion

12-20 days absence (2 years) (93% attendance rate)  
Completion of program with passing grade

### Letter of Participation

Completion of program with passing grade  
21+ days absence (2 years)

Most students' Certification of Completion with Honors or Certificate of Completion will be awarded based on meeting qualifications for two years in the same program. Seniors who complete only one year of a program will receive awards based on the final year's competencies and standards.

The standards for notification of receipt of Certificate of Completion or Certificate of Completion with Honors are based on seven quarters of grades and attendance; however, students who do not maintain these standards during the eighth quarter may jeopardize their status for qualification for an award. Students not meeting criteria to receive a Certificate of Completion will receive a Letter of Participation.

## **Awards**

**Attendance Awards** – for One-Year Perfect Attendance; for Two-Year Perfect Attendance.

## **Student Change of Address or Telephone Numbers**

Any change in address or telephone numbers **must be** reported to the C-TEC satellite office. **Due to emergency medical concerns it is the responsibility of the student/parent(s) to notify the office** relative to changes in residency and/or telephone numbers (home and work).

# **STUDENT SAFETY & PROTECTION**

## **Safety**

Students are to learn and work in a safe environment. Students are required to follow the safety rules and regulations of each classroom. Teachers will instruct the students on safe operation of tools and equipment within the lab. Students will demonstrate safe practices and procedures before being allowed to participate in the instructional program. Students who violate safety rules and regulations are subject to the school discipline code.

## **Emergency Medical Forms**

Student Emergency Medical Forms must be turned in to the teacher the **first week of school**. Students **will not** be permitted to participate in their career-technical laboratory until the Emergency Medical Form has been submitted. Additionally, no grades or grade cards will be issued until this requirement is met.

## **Student Insurance**

All students must obtain insurance unless the parents sign a waiver. If a student is covered by a parent's/guardian's policy or medical card, proof of coverage is required on the appropriate form. If a student is not covered, insurance is available through C-TEC and information regarding this insurance will be provided. The cost is \$31.51 per year.

**Student Insurance/Waiver Forms** must be turned in to the teacher the **first day of school**. Students **will not** be permitted to participate in their career-technical laboratory until the insurance form or waiver has been submitted. Additionally, no grades or grade cards will be issued until this requirement is met.

## **Anti-Harassment and Anti-Bullying**

### **ANTI-HARASSMENT – A summary of C-TEC Board of Education Policy 3362**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or any other unlawful bias, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g. visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### **Other Violations of the Anti-Harassment Policy**

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

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

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

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, education program, or activity;

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that constitute sexual harassment include, but are not limited to: unwelcome sexual propositions, physical assault, threats or insinuations that a person's classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions may be adversely affected by not submitting to sexual advances, unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, sexually suggestive objects, pictures, videotapes, placed in the work or educational environment, which may embarrass or offend individuals, unwelcome and inappropriate touching, patting, or pinching; obscene gestures, remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and violence within a dating relationship. "Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner." A "dating partner" is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR** – A summary of C-TEC Board of Education Policy 5517.01

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

Harassment, intimidation or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This

policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation or bullying means that any intentional written, verbal, graphic, electronic or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

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

**Students or student's parent/guardian who believe they have been or are the victim of aggressive behavior, or witness aggressive behavior towards another student, should report the situation to the director, the Dean of Students, any supervisor, teacher or counselor. Complaints against the Superintendent should be filed with the Board President. All complaints will be promptly investigated and appropriate action taken.**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the finding of the investigation, and, as appropriate, that remedial action has been taken. If, after investigation, acts of bullying against a specific student are verified, the director or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and/or bullying. If, after investigation, act of harassment, intimidation and/or bullying by a specific student are verified, the director or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Anonymous complaints may be made to:  
Safer Schools Ohio  
844-SaferOH

## **Child Abuse**

A mandatory obligation is imposed by law on all school officers and employees to report cases of suspected child abuse or neglect. The statute also creates immunity from civil and criminal liability for child abuse reports made by school authorities. If any C-TEC employee has reason to believe that a child less than eighteen years of age or any physically or mentally disabled child less than twenty-one years of age has suffered any wound, injury, disability or condition as a result of abuse, the employee MUST report this information to the appropriate Children's Services Bureau.

## **Student Computer/Internet Use Policy (C-TEC, Granville and Northridge)**

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the School. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

Upon graduation from C-TEC a student's H Drive and email account will be inactive.

### **1. Personal Responsibility**

By signing the Policy and Agreement, you are agreeing not only to follow the rules in this Policy Agreement, but are agreeing to report any misuse of the network to the School Office. Misuse means any violations of this Policy or any other use is not included in the Policy, but has the effect of harming another or his or her property.

### **2. Purpose and Use**

- A. The School District is providing access to its computer networks and the internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) monitoring the



internet to help you decide if a use is appropriate.

- B. Netiquette: All users must abide by rules of network etiquette, which include:
- i. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
  - ii. Be safe. In using the computer network and internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you meet on the computer network or internet.

Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:

- iii. Uses that are offensive to others. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
- iv. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Board of Education Adopted Student Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others and download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- v. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the internet; upload a worm, virus, Trojans, time bombs or other harmful programming or vandalism.
- vi. Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, don't disclose or share your password with others; impersonate another.
- vii. Uses that access controversial or offensive materials. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils despite the use of a content filter. Every user must take responsibility for his or her use of the computer network and internet and stay away

from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person monitoring the internet usage.

- viii. Uses that are commercial transactions. Students may not sell or buy anything over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- ix. Uses that alter or delete any document on the server or school file.

3. Privacy

Network and internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

4. Failure to Follow Policy and Breach of Agreement

THE USER'S USE OF THE COMPUTER NETWORK AND INTERNET IS A PRIVILEGE, NOT A RIGHT. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his/her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. **The School District may take other disciplinary action.**

5. Updates

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use and the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges

incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

6. Updates

Users may be asked from time to time to provide new or additional registration and agreement information, which must be provided by the user if he or she wishes to continue to receive service. If after you have provided your agreement information, some or all of the information changes, you must notify the School Office. Do not assume these changes have taken place until you receive notification from the school office.

7. Pictures of school sponsored activities on Web Pages

The School District reserves the right to publish pictures of school sponsored activities on School District sponsored web pages as long as last names of students are not published in correlation with the pictures.

8. Term of Agreement

. Students will be required to complete a new form when enrolling in grades 6-12 which will remain in effect each continuing year until student graduates or withdraws from the school. A parent/guardian may change their student's user status by a written notice submitted to the school office/media center.

## Use of Medication

**No student will be permitted to carry or self-administer his/her own medication in school.** This includes all medicines prescribed by a physician and any over-the-counter medication. Designated school personnel will store and dispense medication to a student **only after** the student and parent have requested this service in accordance with the guidelines for the administration of prescriptions and over-the-counter drugs. In order for a student to possess an inhaler during the school day for medical reasons, proper authorization needs to be on file.

## Law Enforcement/Search & Seizure

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. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. The school administration reserves the right to involve law enforcement when necessary to protect the safety and welfare of students.

## **Video Surveillance Equipment**

Granville, Lakewood and Northridge High Schools reserve the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building, to help maintain a safe and secure educational environment.

If a student's actions indicate a violation of the Code of Conduct, the administration, and possibly the police, will view the video tape. The information acquired is and will remain confidential. In the event of criminal prosecution, the tape may be evidence at a criminal trial.

## **Visitors**

Students shall not arrange for visitors unless approved by the Director. All visitors/parents will be required to sign in at the reception desk.

## **Notice of Nondiscrimination**

C-TEC Satellite students, parents, and employees of the Career and Technology Education Centers of Licking County are hereby notified that it is the policy of the District that the educational activities, employment, programs and services are offered without regard to race, color, national origin, sex, religion, handicapping condition or age.

The C-TEC Board of Education has designated the Director, Secondary Education Center, as Civil Rights and as Section 504 Coordinator. The Director will coordinate the school district's efforts to ensure optimum educational opportunities for disabled persons, as well as coordinate the school's actions to eliminate discrimination, bias, and stereotyping.

The C-TEC Board of Education has designated the School Improvement coordinator, as Title IX Compliance Officer. The School Improvement Coordinator office is 101A at 150 Price Road, Newark, Ohio 43055. Phone: (740) 364-2832.

Students, parents, and employees who believe they have a grievance concerning sexual discrimination should contact the School Improvement Coordinator at C-TEC, 150 Price Road, Newark, Ohio 43055. Phone: (740) 364-2832.

Students, parents, or employees who believe they have a grievance concerning any other type of discrimination should contact the Director, Secondary Education Center at C-TEC, 150 Price Road, Newark, Ohio, 43055. Phone: (740) 364-2832.

# **STUDENT SERVICES**

## **Student Fees**

**All fees must be paid in full or time payment arrangements made by September 23, 2016. If time payment arrangements are made, all fees must be paid in full by April 28, 2017.** Financial aid is available to qualifying students

who complete the appropriate paperwork. Information/Questions relative to qualifying criteria should be directed by the student or parent to the school administration. All fees are to be paid to the C-TEC Assistant to the Treasurer. Credits and grades will be withheld for fees unpaid. Students who transfer from C-TEC must have fees paid before C-TEC will release credits earned.

Students eligible for free/reduced lunch must complete the "Sharing Information with Other Programs" form in order to be considered for fee waivers. (ORC 3313.642)

## Refunds

Since workbooks and kits are consumable materials, there will be no refund on these items. Refunds will be made at 75% of the charged fee for non-consumable items until the end of the third week of school. **No refunds will be made after that date.**

## Military Processing

It is our policy to permit students in good standing that are planning to enlist in the military to have a total of **one day** leave from normal classes during the junior **or** senior year in order to complete military processing. **Arrangements for this processing must be made in advance** to secure the permission of both the military branch, where the processing will be completed, and C-TEC personnel. The student must complete a **Military Processing Form** obtained from their teacher.

This form must first be signed by the parents/guardians and returned to the student's instructor to be approved prior to the scheduled day the processing is to take place, and then for submitted to the Director of District Services for approval. If all paperwork is properly completed, students on military visitation will be permitted to make up any work missed during that day. Students must seek the approval by C-TEC personnel in order for the absence to be excused. All military processing leaves must be completed by April 21, 2017. Students who have attendance issues or academic deficiencies may not be granted approval for the visitation. If a student plans to enter the military, one college visit day can be converted to a second military processing day.

## College Visitation

It is our policy to permit juniors and seniors in good standing that are planning to go on to college or other post-secondary training institutions to be excused from normal school classes in order to visit a school they anticipate attending. Juniors will be excused one (1) day and seniors will receive two (2) days visitation leave. **Arrangements for this visitation must be made in advance** to secure the permission of both the school to be visited and C-TEC personnel.

The student must complete a **College Visitation Form** obtained from their teacher. This form must first be signed by the parents/guardians and returned to the Director of District Services for approval. If all paperwork is properly completed, students on

college visitation will be permitted to make up any work missed during that day. All college visitations must be completed by April 21, 2017. Students who have attendance issues or academic deficiencies may not be granted approval for the visitation.

## **Student Grievance Procedure**

The primary purpose of these procedures is to clarify channels of communication available to students when they have grievances about certain actions, policies or procedures and to provide ways for students to present suggestions for improvement of the system.

**Student suggestions:** student suggestions shall be constructive in nature and contribute toward the realization of the educational goals of the district. Students may submit suggestions in writing or verbally to appropriate staff members.

**Student complaints:** Student grievances generally involve academic matters, disciplinary action and/or student social, physical or operational conditions. Students shall use the procedures outlined in Policy 9130 to resolve any complaints. Discipline matters are resolved through the Due Process Appeal Process. It is the intent of the policy to protect staff from unnecessary harassment, but also serve as a means for judging the fairness and impartiality in order to seek a remedy where appropriate. Students should contact their immediate supervisor or the Director.

## **C-TEC CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS Conduct and Discipline Student Rights and Responsibilities**

In our society students have the right to educational opportunities regardless of sex, race, creed, pregnancy, marriage or parenthood; individual conscience in religious or patriotic observance; privacy for and accessibility (at age 18) to their records; due process. Any school, if it is to operate efficiently and in the best interest of the students, must have reasonable rules and regulations to guide the conduct of the students. **At the Career and Technology Education Centers of Licking County, a student may be disciplined for violation of the student behavior code. Violation of the student behavior code may result in verbal or written warning or reprimand, referral to the school guidance counselor, parental contact or conference, detention, Saturday School, emergency removal, community service, referral to law enforcement agencies, external counseling agencies at the student's expense, removal from school-sponsored clubs and activities, restitution for damages, suspension and/or expulsion. Corrective action may be progressive for repeated violations.**

The Director or designated administrator may suspend a student from school for a period up to ten (10) days for violating the code of conduct. The Superintendent may expel a student from school for up to eighty (80) days, and in some cases, for an entire year. Expulsion may result in the loss of credit being

taken at C-TEC, at any college or university, whether under PSEO or at student's own expense.

Students who are suspended out of school or expelled may not be present on school property, or participate or attend any school activities or contests, or be present at activities or on property controlled by the District. C-TEC will honor any suspension or expulsion from any Ohio district which has not expired.

It is understood that the Director or his/her designee may request the assistance of law enforcement officials and that a canine unit may be summoned to assist in a search.

**Students may be disciplined, including suspended or expelled, for violations cited in the C-TEC Behavior Code; however, this is not intended to be an all-inclusive list. Students attending Satellite programs may receive consequences as specified by Granville and Northridge.**

## **Career and Technology Education Centers of Licking County Behavior Code**

**The Career and Technology Education Centers of Licking County Behavior Code** includes misconduct by a student that occurs off property 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.

It also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Therefore, a student, while on school premises, while on school transportation, while in the course of a school-related activity, while attending or participating in an extracurricular or co-curricular activity or while in the custody and control of the school shall not:

- A. Cause or attempt to cause damage (including damage to data storage) to school property, or private property, or school personnel's property; or fail to report damage of school property, or private property or school personnel's property;
- B. Be in possession of school property, or private property or school personnel's property without proper authorization; or fail to report the unauthorized possession of school property, or private property or school personnel's property;
- C. Cause or attempt to cause physical injury or harm to another person, or threaten, harass, embarrass or intimidate another person, or encourage others to participate in such misconduct, or personally participate in any manner; includes "cyber-bullying", use of a cellular telephone, computer, paper, personal communication device or other electronic means – whether on campus or off campus – that materially and substantially disrupts

the educational environment and discipline of the school. (Section 3313.666 ORC) Note: Cyber Speech which is found to be defamation of another could result in civil liability for damages.

- D. Possess, handle, transmit or conceal any firearm, look-alike firearm or weapon, knife, explosive, ammunition, smoke bomb, mace, kubaton or other dangerous object, or any object which might be considered a weapon or instrument of violence or harmful to the health of others (Section 2923.122 ORC);
- E. Possess, handle, transmit, conceal, exhibit symptoms of use of or show signs of any use of, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, herbs and supplements, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. Use of an over the counter medication or medication authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as a completed C-TEC Non-prescribed or Prescribed Medication Authorization form signed by both the parent/guardian and the physician prescribing (if applicable) the medication is presented to the Director's Office prior to the administration of the medication. All medication shall be kept in the security of school personnel. "Under the influence" is defined as manifesting signs of drug, chemical or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student;
- F. Sell, offer to sell, or traffic, or conceal any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, drug paraphernalia, inhalant or mind-altering substance, herbs, supplements, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement, or be involved in the company of anyone while that person is involved in the selling, offering to sell, or trafficking of any of the substances listed;
- G. Use or copy the schoolwork of another or present it as his/her own without proper attribution, or cheat in any way, or falsify any document. Presenting someone else's work as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other students' assignments, quiz or test answers, and plagiarism. This also includes electronically transmitting or using the school's logo or name without



authorization. Violation of this policy will result in zero credit for assignments or work involved;

- H. Defy the valid authority of teachers, supervisors, administrators, or other school personnel; or be disrespectful of teachers, supervisors, administrators, or other school personnel; or fail to comply with the directions/policies of teachers, supervisors, administrators, or other school personnel;
- I. Possess or use tobacco products or look-alike tobacco products in any form; \*

\*In addition to the disciplinary action taken by school officials, students possessing and/or using tobacco products will be reported to the appropriate law enforcement/juvenile court officials

- J. Be truant or absent from school or class without good cause, or be repeatedly and excessively tardy to school;
- K. Engage in any activity or manner of conduct, either passive or active, that would present a safety hazard or disrupt or interfere with the operation of the school or any part of the school process including curricular, extracurricular or co-curricular activities;
- L. Use profanity, abusive language or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material;
- M. Cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school;
- N. Plan, encourage or participate in hazing activities;
- O. Possess or transmit any underground publications, party promotions or any other unauthorized materials that could be disruptive to the school;
- P. Sexually or racially harass another person in any manner;
- Q. Promote, participate in, identify with, or be involved in any manner with gang and/or hate-group related activities;
- R. Violate the Student Computer/Internet Use Policy;
- S. Violate the Student Dress Code;
- T. Repeatedly violate school rules.

Please realize that participating in a C-TEC program is a privilege. We request you remember that this is a privilege and you may be removed from the program if you violate policies outlined in this handbook or associate school policies.

The associate school's behavior policy will apply while attending C-TEC programs. Also, Granville and Northridge HS policies will be enforced.

Any infraction of a classroom, school or administrative policy may result in a discipline referral to the director, teacher-assigned detention or referral to the associate school principal. Excessive discipline referrals will result in removal from the C-TEC program.

The C-TEC Satellite Programs Behavior Code includes misconduct by a student that occurs off property owned or controlled by C-TEC, Granville or Northridge

Schools but that is connected to activities or incidents that have occurred on property owned or controlled by C-TEC, Granville or Northridge.

It also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Therefore, a student, while on C-TEC, Granville or Northridge HS premises, on school transportation, in the course of a school-related activity, attending or participating in an extracurricular or co-curricular activity or in the custody and control of the school shall comply with the student code of conduct on page 35.

## **Dress and Grooming (C-TEC, Granville and Northridge)**

Dress and grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success and generate a safe and positive learning environment. While the satellite locations may have differing written guidelines, the overall nature of what is acceptable is consistent. The following are dress and grooming expectations:

- a. Clothing and accessories should not be distracting, disruptive or present a danger to the student health or safety.
- b. Personal articles or tattoos with writing or symbols that make a reference to sex, sexual innuendo, drugs, alcohol, profanity, tobacco, death, gang associated apparel, hate groups, violence, or illegal activities or that are disruptive to the education process are prohibited. The following are not appropriate for the school setting:
- c. Tube tops, mesh shirts (when worn alone), muscle shirts or any top which does not appropriately cover the upper torso
- d. Bare midriffs (no skin should be visible between the blouse or shirt and the item covering the lower body)
- e. Extremely short shirts or shorts
- f. Exposed undergarments (bra straps, boxer shorts, etc.)
- g. Pants must be worn above the hip.
- h. Sleepwear is prohibited.
- i. Ripped and torn clothing that inappropriately exposes a student.
- j. Students must wear shoes; slippers are not considered shoes.

Except as may be necessitated by medical, physical or established religious reasons, hats and head coverings are not to be worn inside the school buildings during school days.

Whenever there is a question regarding dress code policy, the final authority to make a determination rests with the Granville HS, Northridge HS or C-TEC administrative staff.

## Hazing

The Career and Technology Education Centers of Licking County, Granville and Northridge are committed to eliminating and preventing hazing activities from all its facilities. Hazing activities of any type are inconsistent with the educational process and are 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.

Hazing shall be defined for purposes of this policy 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.

Such improper, immoral and illegal conduct to or by a fellow student, staff member or other persons associated with the district, or by third parties will not be tolerated.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions should promptly report the behavior to a secondary school administrator or other district official. The student will be asked to put the complaint in writing. All complaints will be promptly investigated and appropriate action will be taken.

## Prohibited Materials

Any school should provide a safe, educational environment for everyone. Therefore, necessary procedures will be utilized to ensure that this type of environment is maintained. The administration shall reserve the right, upon reasonable suspicion, to inspect a students' person or property. **Any prohibited materials (including lighters and matches) will be confiscated.** Students are responsible for the contents found on their person or property (including lockers and vehicles).

## Driving and Parking Regulations – Granville and Northridge

The Boards of Education of Granville and Northridge regard the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others. The Board will permit the use of motor vehicles by students provided that such students are licensed drivers, have successfully completed an approved course in driver education and have been granted permission by the building principal to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles that are lost, stolen or damaged.

1. Students are subject to all school regulations when entering school property.
2. Students must park in the designated student parking area.
3. The parking lot is off limits during the school day except with permission from a staff member. Loitering in the parking lot or in cars is not permitted during the school day.
4. The speed limit on school property is 10 mph
5. All state and local traffic laws must be obeyed.
6. When you drive to school you must accept the consequences for your inability to get to school on time. Mechanical breakdowns, train delays, and other similar incidents will not be acceptable reasons for excused tardiness.
7. Vehicles parked on school grounds may be subject to search by the school administrators at any time.
- 8.. The High School Principal reserves the right to revoke a parking pass, at any time, based on student behavior, driving behavior on school property, attendance, and amount of tardies to school. Any student who loses driving privileges will not receive a refund.
9. If required by the local school, students may need to register the vehicle with the high school office.

## **GEVSD Student Behavior Code of Conduct**

1. **Absence and Truancy** — A student shall not be late or absent from school or any portion of a school day without proper authorization.
2. **Abuse of Computer Hardware, Software and Xerox Machine** — A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using computer facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained.
3. **Assault** — A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event.
4. **Assault on a School Employee** — A student shall not cause or attempt to cause physical injury to any school employee (1) on the school grounds during and immediately before or after school hours, (2) on the school ground at any other time when the school is being used by a school group, (3) off the school grounds at any school activity or event, or (4) on school buses. Self-defense is not to be considered a violation of this rule. This also includes verbal or menacing threats.
5. **Compliance with Board Policies and Administrative Rules and Regulations** — A student shall comply with the policies of the Board of Education and all rules and regulations promulgated by the Superintendent and/or principals.
6. **Damage to Private Property** — A student shall not knowingly or with

reckless disregard cause or attempt to cause damage to private property while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event.

7. **Damage to School Property** — A student shall not knowingly or with reckless disregard cause or attempt to cause damage to school property including but not limited to buildings, ground, equipment or materials. In accordance with State law, parents may be liable for payment for the cost of repair or replacement of any such property damage caused by the acts of their children.

8. **Dangerous Weapons** — Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored event, the superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

The definition of a firearm shall include 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 firearm silencer; or any destructive device (as defined in 18 USCA Section 921.) which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the devices described above.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored event. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to a school-sponsored activity, the superintendent shall expel the student from school, subject to the same conditions stated above.

9. **Disruptive Activity** — A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause disruption or obstruction of any lawful mission, process or function of the school. A student shall not engage in such conduct that may cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result. A student shall not urge other students to engage in such conduct that may cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result there from. This provision applies to extracurricular as well as curricular activities.

10. **False Information** — A student shall not give or assist in giving false or fictitious information to any police department, fire department, school official, or other person acting in an official and lawful capacity.

11. **Fighting** — A student shall not engage in physical or verbally abusive

provocative activities or conduct directed toward another person which leads or, under the circumstances, could lead to harm to such other person or bystander. A student violating this rule will receive three (3) days out-of-school suspension for the first offense, five (5) days out-of-school suspension for the second offense and ten (10) days out-of-school suspension and possible expulsion for the third offense.

12. **Frightening, Degrading or Disgraceful Acts** — A student shall not while on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event, engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, degrade or disgrace the person toward whom the act or conduct is directed. A student shall not, while on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event, or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such student will cause physical harm to the person or property of such other person. (Some examples of degrading acts are racial, ethnic, or religious slurs.)

13. **Gambling** — A student shall not engage in any form of gambling on school premises, under school authority (including buses), or while at any school-sponsored activity, function, or event.

14. **Hazing** — A student shall not subject any other students to do any act or coerce another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

15. **Insubordination** — A student shall not fail to comply with directions of the principals, teachers, or other authorized school personnel, nor shall a student be disrespectful of principals, teachers or other authorized school personnel, during any period of time when properly under the authority of school personnel.

16. **Leaving School Premises** — A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of an administrator.

17. **Misrepresentation, Forgery, and Plagiarism** — A student shall not, orally, or in writing, use or sign the name of another person, or falsify times, dates, grades, addresses, or other data on school records or in correspondence or other written material directed to the school or school personnel.

18. **Repeated Violations** — A student shall not repeatedly refuse to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

19. **School Bus Rules and Regulations** — All students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled athletic transportation.

20. **Theft** — A student shall not take or attempt to take into his or her possession property of the school district or property of another student, teacher, visitor, or employee of the school district without privilege to do so.

21. **Unauthorized Sale or Distribution** — A student shall not sell,

distribute, or attempt to sell or distribute any object or substance that has not been properly authorized for sale or distribution to any person on school premises.

22. **Unauthorized Use of Fire** — A student shall not cause any flame, spark, or other form of fire to be ignited without authorization to do so.

23. **Use of Profane, Vulgar or Abusive Language or Gestures** — A student shall not use, display, or wear profane, vulgar, abusive or other words or gestures which under the circumstances are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities.

24. **Valuable Personal Property and Equipment** — Cellular phones, iPods, MP3 players, and other technological devices are permitted in the building; however, they must be kept out of sight and turned off during the school day so as not to interfere with the educational process. The school is not responsible for lost/stolen phones, electronic devices, or other valuable personal property.

- First offense: Confiscated item will be returned to the owner at the end of the day, provided there are no concerns with the item.
- Second offense: Confiscated item will be returned only to parents.
- Third and subsequent offenses: Confiscated item will be returned only to parents. Student may also be assigned school discipline.

25. **Violation of Law** — A student shall not violate any law or ordinance when on school premises, while under school authority (including buses) or at any school-sponsored activity, function, or event. Conceivable action which may properly be subject to discipline, the superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

## **Northridge Student Code of Conduct**

Violation by a student of any one or more of the following rules on school grounds may result in disciplinary action, including suspension, emergency removal from class and/or expulsion. The rules listed below are in addition to the district's broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit our authority. The district has jurisdiction over students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day in school zones and any school-related misconduct, regardless of time or location.

1. **Disruption of Class/School:** A student will not interfere with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear or through disruptive means. This includes being out of an assigned seat, inappropriate interruptions, not following school or classroom rules, etc.
2. **Profanity and/or Obscenity:** A student will not use profane, indecent or

obscene language, either orally or in writing toward any student, teacher or any other person. Included in this prohibition would be use of obscene gestures, signs, pictures, publications and/or clothing with obscene words, pictures and/or messages.

3. **Insubordination:** A student will not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. Teachers are authorized to make any rules to their classrooms and study hall which may aid in the efficiency of the class.
4. **Truancy:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, the student is truant or tardy. This includes unexcused absences from study hall, class, or any other properly assigned activity (cutting class or being out of assigned area without a pass). The truant officer may be notified.
5. **Tardiness:** Repeated tardiness is also considered a serious offense as it interrupts the educational process. Tardiness may result in disciplinary action including detentions, Wednesday Schools, in-school and out-of-school suspensions and loss of driving privileges. Students have four minutes to get to their next assigned class or assigned area (lunch room, study hall, media center, etc.) and should plan accordingly.
6. **Public Display of Affection (PDA):** Students will not engage in close physical contact. Any contact beyond holding hands is not permissible.
7. **Theft and Vandalism:** A student will not steal, cause damage to, or destroy school or private property. Restitution, notification of law enforcement and/or disciplinary action may result.
8. **Encouraging a Fight:** Definition: Setting up a fight; verbally or physically encouraging a fight to start or continue; taunting.
9. **Fighting:** A student will not engage in a fight or any other type of physical altercation on school premises.
10. **Intimidation and/or Threatening Behavior:** Provocation that promotes unfriendly behavior that aggravates or irritates someone such as name-calling, obscene language, and other abusive behavior is prohibited. Intimidation through direct or veiled verbal or nonverbal assaults or who exhibit belligerent, intimidating or threatening behavior, threats, threatening behaviors, or other acts of violence executed off district property but directed at students, employees or other persons on district property or during district-sponsored activities are also in violation of the student code of conduct.
11. **Dangerous Weapons, Instruments, and Objects:** The Crime Control Act of 1990 makes it a federal offense for an individual to knowingly possess a firearm in a school zone or within a thousand feet of such grounds. The term "school zone" means the grounds of a public, parochial, or private school. A violation of this statute subjects a person to imprisonment of up to five years, a fine of up to two-hundred-fifty thousand dollars, or both imprisonment and fine. A student shall be expelled from school if the student, on school property or while attending a school-sponsored or school-related activity on or off school property, uses, exhibits, or possesses a firearm. A student will not possess, handle, transmit, or conceal any object or substance which might be considered dangerous or capable of harming another person. These



shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives (firecrackers), noxious irritation or poisonous gases, poisons, drugs (when shared with others), or other items.

12. **Failure to Serve:** A student will not fail to serve an assigned detention, Wednesday School or In-School Suspension. Transportation issues are **not** an excuse for missing.
13. **Gambling:** A student will not gamble on school premises or at school events.
14. **Inappropriate Dress:** The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of their child. There is appropriate and inappropriate attire for all of life's activities. Please help your student adhere to these guidelines. Clothing should be clean, as should the body and hair. School is the place of "work" for all students. Students will be subject to the Northridge High School discipline policy. Students who violate the dress code may be warned the first time and appropriate alternative clothing secured. Additional violations may result in assigned detentions and repeat violators may be assigned ISS if appropriate attire cannot be arranged. Class work missed while arranging for appropriate clothing will receive a zero.
15. **Drugs and Alcohol:** A student will not use, possess, transmit, conceal, sell or be under the influence of any alcoholic beverage, narcotic drug, mind-altering substance, or regulated drugs, while on school property--including buses-- or while at any school-sponsored activity. Drug paraphernalia such as pipes, pacifiers, rolling papers, drain screens, "glow sticks" lighters/matches, or other drug paraphernalia as defined by the administration are prohibited.
16. **Possession or Use of Tobacco:** A student will not use or possess tobacco in any form in school buses, school buildings, on school grounds, or at any school-sponsored activities. A tobacco product in a student's hand, whether lit or not, will result in suspension and will be treated as though it were being used. Effective March 2001, it is now prohibited by Ohio law for a minor to "use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes." It is also now prohibited for a minor to assist, pay for or share in the costs of such products. A first offense results in:
  - a. mandatory attendance at a smoking education program (if available) **and/or**;
  - b. a fine of up to \$100.Upon any subsequent violations the court may
  - (a) increase the fine;
  - (b) impose up to 20 hours of community service;
  - (c) suspend driving privileges for up to 30 days.
17. **Supplements:** Students will not use or possess nutritional supplements in any form in school buses, school buildings, on school grounds, or at

any school-sponsored activities. This includes, but is not limited to, creatine, protein drinks, muscle enhancement supplements, fat-burners, weight loss supplements, vitamins, and any other performance enhancing supplement.

18. **Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times.
19. **Out of Assigned Area:** This includes being in the halls after the bell has rung.
20. **False Alarms:** A student will not cause any false alarms or induce panic.
21. **Violation of Law:** A student will not violate any law or ordinance when on school property or while attending school-sponsored activities.
22. **Hazing:** A student will not participate in hazing ever. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing.
23. **Cheating/Plagiarism:** Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to copying others' homework assignments, quizzes and/or tests, plagiarism, and allowing another student to copy one's own work. Students who violate this policy will receive a warning and **zero credit** for assignments or work involved for the first offense. The second offense will result in ISS and **zero credit** and the third offense will result in OSS and **zero credit** with a possible recommendation for expulsion.
24. **Forgery:** A student will not falsify in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
25. **Electronic devices:** Students will not use any electronic devices to access school files and/or alter or delete the content. Electronic items (cameras, musical devices, game systems) should remain in the student lockers. Laptops, Nooks, and Kindles may be used in the classroom at the classroom teacher's discretion. *The school is not responsible for stolen items.*
26. **Cell Phones:** Students are not permitted to use cell phones on school property during the school day. Cellular devices are to remain in student lockers or vehicles.
27. **Failure to Comply:** Students will follow directions that are reasonable and support the safety, order or discipline of the classroom/school/activity.
28. **Repeat Offender:** A student will not repeatedly violate any school rule or accepted standards of school behavior.
29. **Misconduct:** A student will not engage in misconduct not otherwise defined.

