



**OHIO HI-POINT**  
Career Center

**2018-2019**  
**Student**  
**Handbook**

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## Ohio Hi-Point Career Center – 2018-2019 School Calendar

|                                      |                                    |
|--------------------------------------|------------------------------------|
| August 13, 2018                      | Staff In-Service                   |
| August 14, 2018                      | 1st Day for 1st -Year Students     |
| August 15, 2018                      | 1st Day for RETURNING Students     |
| September 3, 2018                    | Labor Day - No School              |
| September 7, 2018                    | CTSO Days – In-house 2-Hr Delay    |
| September 20, 2018, 3:00-7:40        | Parent/Teacher Conferences         |
| October 12, 2018                     | End of First Grading Period        |
| October 12, 2018                     | PD for Staff - No School           |
| November 11, 2018                    | CTSO Days – In-house 2-Hr Delay    |
| November 21, 22 & 23, 2018           | Thanksgiving Holiday - No School   |
| December 6, 2018, 3:00-7:40          | Parent/Teacher Conferences         |
| December 19, 2018                    | CTSO Days – In-house 2-Hr Delay    |
| December 20, 2018                    | Teacher Work Day – No School       |
| December 21, 2018                    | End of Second Quarter              |
| December 21, 2018 to January 2, 2019 | Winter Break                       |
| January 3, 2019                      | Return from Winter Break           |
| January 18, 2019                     | PD for Staff – No School           |
| January 21, 2019                     | Martin Luther King Day - No School |
| February 18, 2019                    | President’s Day - No School        |
| March 8, 2019                        | End of Third Grading Period        |
| March 25-29, 2019                    | Spring Break                       |
| April 1, 2019                        | Return from Spring Break           |
| April 6, 2019                        | Career Center Prom                 |
| April 19, 2019                       | Good Friday - No School            |
| April 30, 2019, 3:00-7:40            | Parent/Teacher Conferences         |
| May 22, 2019                         | Senior Breakfast/Convocation*      |
| May 23, 2019                         | Last Day for Juniors*              |
| May 24, 2019                         | Last Day for Teachers*             |

**\*Calamity make-up days will be January 21, February 18 and March 29, 2019.** Additional days will be made up at the end of the school year. Students must follow the Ohio-Hi Point Career Center school calendar for the school year. Home school calendars may vary from Hi-Point’s calendar. At these times transportation to Hi-Point is provided by the home school but may differ from the normal route. Please check with your home school for busing details. These days do not qualify for “no transportation” days and absences will be unexcused. Students that drive to school are to follow the Ohio Hi-Point Career Center calendar and the normal school day.

## ***I. INTRODUCTION***

### **A. Welcome**

Students and Families:

It is my distinct pleasure to welcome you to Ohio Hi-Point Career Center for the 2018-2019 school year. We are guided by our mission, “We develop our most valuable resource – people - by providing quality career-technical and academic education” in an inspiring environment with caring people since 1974. I am proud that you chose to attend Ohio Hi-Point!

This handbook is your guide to being successful while you are here and will acquaint all students- new and returning- about many aspects of Ohio Hi-Point. In these pages, you will see descriptions of the school day, student organizations and activities, as well as our rules governing academic achievement and our Code of Student Conduct and Good Citizenship. I ask that you review these rules and the code and abide by them.

Your education, and the responsibility of preparing you for your future, is our priority. Know that we are committed to providing a learning environment that is challenging, yet supportive of your personal interests and needs. It is our goal to not only ensure that you succeed while you are here, but also that you thrive in your life and work beyond high school. As you embark on this chapter of your life, remember that you have tremendous promise, and we believe you have unlimited potential to become outstanding professionals in your program. For that you should also be most proud of your choice to attend Ohio Hi-Point!

Best wishes for a successful school year,

*Tonya N. Ramey*

Tonya N. Ramey  
High School Director

## Directory

### Superintendent

Dr. Rick Smith, Superintendent 937-599-3010 ext. 1203

### High School Administration

Tonya Ramey, Director 937-599-3010 ext. 1300

Caleb Lang, Academic Supervisor 937-599-3010 ext. 1369

Brad Richardson, Career Technical Supervisor 937-599-3010 ext. 1350

### Student Services Department

Ryin Oder, Student Services Secretary 937-599-3010 ext. 1342

Samantha Gessler, School Counselor 937-599-3010 ext. 1343

(Serves students from Benjamin Logan, Indian Lake, Kenton,  
Ridgemont, Upper Scioto Valley, Waynesfield-Goshen, West Liberty-Salem.)

Melissa Gonglik, School Counselor 937-599-3010 ext. 1344

(Serves students from Bellefontaine, Graham, Marysville,  
Mechanicsburg, Riverside, Triad, and Urbana.)

TJ Bales, Special Education Coordinator 937-599-3010 ext. 1462

Robin Harrington, Special Education Coordinator 937-599-3010 ext. 1377

Amy McCarthy, Health & Wellness Director 937-599-3010 ext. 1347

Jon Cook, Dean of Students 937-599-3010 ext. 1375

### Attendance

Attendance Line 937-599-3010 option 8

### General Information

High School Office 937-599-3010 ext. 1200

School Counselors Office 937-599-3010 ext. 1342

## B. Ohio Hi-Point Career Center’s Mission Statement

Ohio Hi-Point Career Center’s mission is to develop our most valuable resource – *people* – by providing quality career-technical and academic education.

## C. Enrollment Eligibility

AGE: Students wishing to enroll must be sixteen years of age by October 1st and must have been in high school for two years.

ATTENDANCE: Absences must not have exceeded the state truancy limit during the previous two years (combined total). Students who have exceeded the state truancy limit must provide medical documentation for extenuating circumstances.

CREDITS: Students must have earned at least eight credits in core academic classes.

GPA: Students will not be accepted with a GPA below a 1.50 on a 4.0 scale.

## II. SCHOOL DAY

### A. Regular Day Schedule

|                        |                          |
|------------------------|--------------------------|
| 1 <sup>st</sup> period | 8:15 a.m. to 8:55 a.m.   |
| 2 <sup>nd</sup> period | 8:58 a.m. to 9:38 a.m.   |
| 3 <sup>rd</sup> period | 9:41 a.m. to 10:21 a.m.  |
| 4 <sup>th</sup> period | 10:24 a.m. to 12:21 p.m. |
| 5 <sup>th</sup> period | 12:24 p.m. to 1:04 p.m.  |
| 6 <sup>th</sup> period | 1:07 p.m. to 1:47 p.m.   |
| 7 <sup>th</sup> period | 1:50 p.m. to 2:30 p.m.   |
| Morning Lab            | 8:15 a.m. to 10:21 a.m.  |
| Afternoon Lab          | 12:24 p.m. to 2:30 p.m.  |
| <b>Lunch Periods</b>   |                          |
| Lunch A                | 10:24 a.m. to 10:51 a.m. |
| Lunch B                | 10:54 a.m. to 11:21 a.m. |
| Lunch C                | 11:24 a.m. to 11:51 a.m. |
| Lunch D                | 11:54 a.m. to 12:21 p.m. |
|                        |                          |

Students will be dismissed at 2:30 p.m. After dismissal, students are to be out of the building unless under the direct supervision of a staff member.

### B. School Delays and Cancellations

Ohio Hi-Point will delay classes or close school at any time it has been determined that the safety of the students is in question. School may be delayed or closed due to severe fog, snow, ice, tornadoes, or other



situations. Parents and students are advised to listen to the following radio stations for school emergency announcements:

Bellefontaine – WPKO FM 98.3 and WBLL AM 1390

Lima – WLIO TV 35

Kenton – WKTN FM 95.3

Columbus – WSNY FM 94.7 and WBNS-TV 10

Dayton – WHIO TV 7

Delays may also be found on our web site, [www.ohiohpoint.com](http://www.ohiohpoint.com), and will be communicated through an automated calling system. In case of a delay, continue listening to the radio for any additional announcements. Below are the common scenarios that occur with weather-related delays/closings:

**My partner school is CLOSED, but OHP is open:** You do not have to report to OHP (but may do so if it is safe for you to travel). You will not be considered absent.

**My partner school is on 2-Hour DELAY, but OHP is on a normal schedule:** If you provide your own transportation to school you need to report to OHP 2 hours after **your school’s** regular start time.

**My partner school is on a regular schedule, but OHP is on a 2-Hour DELAY:** If you provide your own transportation you are to report to school 2 hours after the regular OHP start time.

Our partner districts will often have scheduled days on which students do not attend school or students report on a delayed schedule. If your school has scheduled delays or dates on which students do not have to report, the bus route for OHP students may be changed. **It is the responsibility of the family/student to communicate with the school regarding the bus route and schedule on such days (See Item N p. 14.)**

**A. Two Hour Delay Start Schedule**

|   |                          |
|---|--------------------------|
| 1 <sup>st</sup> period                      | 10:15 a.m. to 10:40 a.m. |
| 2 <sup>nd</sup> period                      | 10:43 a.m. to 11:08 a.m. |
| 3 <sup>rd</sup> period                      | 11:11 a.m. to 11:36 a.m. |
| 4 <sup>th</sup> period                      | 11:39 a.m. to 1:07 p.m.  |
| 5 <sup>th</sup> period                      | 1:10 p.m. to 1:35 p.m.   |
| 6 <sup>th</sup> period                      | 1:38 p.m. to 2:03 p.m.   |
| 7 <sup>th</sup> period                      | 2:06 p.m. to 2:30 p.m.   |
| Morning Lab                                 | 10:15 a.m. to 11:36 a.m. |
| Afternoon Lab                               | 1:10 p.m. to 2:30 p.m.   |
| <b>Lunch Periods (Two Hour Delay Start)</b> |                          |
| Lunch A                                     | 11:39 a.m. to 12:00 p.m. |
| Lunch B                                     | 12:02 p.m. to 12:22 p.m. |
| Lunch C                                     | 12:24 p.m. to 12:45 p.m. |
| Lunch D                                     | 12:47 p.m. to 1:07 p.m.  |

Students will be dismissed at 2:30 p.m. After dismissal, students are to be out of the building unless under the direct supervision of a staff member.

### ***III. SCHOOL ATTENDANCE***

#### **A. Introduction**

School attendance and academic achievement are the primary responsibilities of the student. Punctual and regular attendance is an important part of the student's training in school. *Ohio law requires that all youth between the ages of six and eighteen attend school (ORC 3321.01). In December 2016, the Ohio General Assembly passed House Bill 410 which addresses absence from school in the following way:*

##### Habitually Truant student is:

- Absent 30 or more consecutive hours without a legitimate excuse (equivalent of 5 days).
- Absent 42 or more hours in one month without a legitimate excuse (equivalent of 7 days).
- Absent 72 or more hours in one year without a legitimate excuse (equivalent of 12 days).

##### “Excessive Absence” is:

- Absent 38 or more hours in one month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Situations not specifically covered by this attendance policy will be left to the discretion of the Administration.

#### **B. Attendance Procedure**

1. The parent/guardian must notify the school by 8:15 a.m. on the day a student is absent unless previous notification has been given. Notification may be by phone between 7:30 and 8:15 a.m.
2. The school office will attempt to notify a student's parent/guardian by telephone when a student is absent. Parents/guardians should assure the school has current phone numbers for parents at all times.
3. Upon returning to school, the student must present a signed and dated note from the parent stating reason for absence (the note must be provided within 48 hours of the absence).
4. A physician's slip will be required for an illness after 12 total days of absence.
5. The student must obtain an Admit Slip from the Attendance Office before reporting to class.

#### **C. Excused/Legal Absences**

The following types of absences will be considered acceptable for excused absences providing the proper procedures are followed:

1. Personal Illness
2. Medically necessary absence
3. Driving test
4. Death in the family (not to exceed 3 days)
5. Family emergency/Illness requiring presence of the student

6. Pre-approved Vacation (see Family Vacations)
7. Observance of a religious holiday
8. Required court or professional appointments (including military)
9. Work at home due to absence of parents

An absence identified as excused allows the student to make up any class work missed that day for full credit.

#### **D. Unexcused/Illegal Absences**

Unless falling into one of the categories previously listed, an absence will be considered unexcused. Any absence without prior notification or written notification upon the student's return to school will be considered unexcused. **During an unexcused absence, students may receive a zero on all missed work.** In addition, an absence without the knowledge and approval of a parent/guardian or without any clearance/authorization from school personnel will be considered truancy. Time missed because of truancy may result in disciplinary action and ultimately can lead to unruly charges being filed with juvenile court.

#### **E. Leaving School**

1. No student will be permitted to leave school during the day without written *or* verbal permission from the parent\guardian and office permission.
2. Students must sign out in office before leaving.
3. Any student who leaves before dismissal time without following proper procedures will be considered truant and subject to disciplinary procedures.
4. Arrangements for any early release from school must be completed with the main office prior to the beginning of the student's first class whenever possible.

#### **F. Family Vacations**

Parents are encouraged to plan family vacations during non-school time to avoid prolonged student absences from school. We understand, however, that this is not always possible. Vacation days will count as days of absence. In order for the absence to be excused, thus allowing the student to make up assignments, prior approval is required. The following procedures should be followed:

1. Obtain Family Vacation Request Form from the office.
2. Have parent complete the form and turn it in to the Dean of Students at least three school days prior to requested absence for consideration of request.
3. Obtain signatures of all teachers involved.
4. Return form to office for filing.

***Consideration will be given to prior days missed & current school performance.***

Up to five days of family vacation per school year may be excused if above procedures are followed.\* It is requested that students not be taken out of school for vacation during the first or last week of school, during state testing dates or during semester and final exams.

\* Consideration will be given beyond the five-day limitation for a trip which is considered an educational experience for the student. Parent's conference with the Dean of Students must be held so that a determination can be made.

### **G. College Visitation Days**

Student visitation to a college is encouraged to assist the student in making the best choice for future plans. To ensure proper use of this day and for the safety of all students involved, the following guidelines need to be followed:

1. A visitation appointment must be made with a representative of the college or university and verified to the School Counselors Office.
2. The college visitation form must be completed and returned to the school counselor three days prior to the absence. The form must be signed by a parent.
3. No college days will be permitted during scheduled exams.
4. Up to three college visits are permitted and not considered as absences.

### **H. Extended Illness**

Students who are absent because of extended illness may be granted additional days by the Director. Extended illness is defined as one causing continuous absence of three school days or more which has been verified by contact with the home. A doctor's note will be required when requested by school officials.

Students/parents may request that a long-term illness which causes a student to miss days in a non-consecutive manner may be treated as an extended illness. The request will be reviewed by the Director if the following requirements have been met:

1. The parents contacted the office to verify each absence and have requested that special consideration be given.
2. A doctor's verification was provided if requested.
3. The student arranged to make up necessary work and accomplished this satisfactorily upon returning to school.

### **I. Extenuating Circumstances**

The Director, upon the written request of the student or parent, may review special or extenuating circumstances which created a good and just reason for absence from school. Upon receiving such written request, the Director will review the situation and make notification of the decision.

### **J. School-Related Absences**

Classes missed due to approved school-related events will not count against the student. Such events must be approved by the Director. School-related absences include such events as college visitations, field trips, college/scholarship interviews, academic competitions/performances/recognitions, military recruitment interviews/physicals and work-related absences.

**K. Tardiness**

Students who arrive to first period after 8:15 am will be marked tardy & must report to the attendance office to receive a tardy slip. Students missing more than 50% of a class period due to tardiness will be counted absent from that class.

| Arrival Times           |                 |
|-------------------------|-----------------|
| After 8:15a.m-9:55 a.m. | Tardy to school |
| 9:56 a.m.- 1:10 p.m.    | Absent ½ day    |
| After 1:10 p.m.         | Full day absent |

The difference between late to school and late to class is distinguished. Likewise, the consequences differ as follows:

Late to school:

- 3rd Tardy = Lunch Detention in the ISD room & parent notification
- 4th Tardy = One day in-school detention & parent notification.
- 5th Tardy = One day Extended School Day & parent notification
- 6th Tardy = Loss of driving privileges for one week
- 7th Tardy = Loss of driving privileges for remainder of semester. Must ride partner school bus.

Late to class:

Students are expected to be in class before the tardy bell rings. All teachers will have, as part of their classroom management plans, consequences for being late to class. Classroom consequences will lead to disciplinary action. Disciplinary progression will be enforced by the Dean of Students.

**L. Excessive Absences & Attendance Appeals**

According to HB 410, the school attendance law in the state of Ohio, a student is considered Habitually Truant when he/she exceeds 72 hours of unexcused absences from school (or 11.5 days at OHP). With that in mind, a student’s unexcused absences from school may not exceed twelve (12 days) during the course of the school year. A student may be excused up to twelve (12) times with a parent note or parent call to the office.

Any absences after the twelfth (12th) parent-excused absence will require medical, court, military or family funeral documentation to be considered excused. A student who exceeds 12 unexcused absences for the school year will be given the opportunity to serve Extended School Day in order to roll back up to five (5) absences. ***Students who fail to do so may be denied their Career Technical certificate. Students who wish to return to Ohio Hi-Point the subsequent year will be given an opportunity to submit an Attendance Appeal to the Director and submit a plan for improved attendance for the following year. If the appeal and plan are approved, the student may return the following year. If the appeal and plan are not approved, the student will not be permitted to return to Ohio Hi-Point the following year.***

## **M. Home School Transportation & Attendance**

Students must follow the Ohio-Hi Point Career Center school calendar for the school year. Home school calendars may vary from Hi-Point's calendar. At these times transportation to Hi-Point is provided by the home school but may differ from the normal route. Please check with your partner school for busing details. These days do *not* qualify for "no transportation" days and absences will be unexcused. Students that drive to school are to follow the Ohio Hi-Point Career Center calendar and the normal school day (See p. 8).

## **IV. GRADING SCALES/ACADEMIC ACHIEVEMENT**

### **A. Grading Scales**

| <b>Letter Grade</b>    | <b>Grading Scale<br/>(Numeric Score)</b> | <b>Grade Point<br/>Equivalent*</b> |
|------------------------|--|------------------------------------|
| A = Excellent progress | 90-100                                   | 4.0                                |
| B = Good progress      | 80-89                                    | 3.0                                |
| C = Average progress   | 70-79                                    | 2.0                                |
| D = Poor progress      | 60-69                                    | 1.0                                |
| F = Failing            | Below 60                                 | 0.0                                |

\*Grade point equivalent is used to determine student's grade point average (GPA), not in the calculation of semester/final grades.

1. Grades for each quarter and each semester exam will be calculated based on the numeric score.
2. Semester Courses: use numeric values for each 9 weeks, add 1st and 2nd nine weeks points, double, then add exam and divide by five.
3. Year long courses: use numeric values of each grade for each 9 weeks, add 1st, 2nd, 3rd, 4th nine weeks points, double, add both exams and divide by ten.
4. Credit for a course or a transcript of grades will not be released until all materials are returned and fees paid.
5. Students who earn a failing grade in a CTE course in their first year must meet with the program supervisor and school counselor to determine a successful placement for the next year.

### **B. Reporting Grades and Progress to Parents**

1. The school year is divided into four grading periods. Grade reports will be provided upon the conclusion of each grading period. All obligations must be taken care of before students will be entitled to receive their final grade reports.
2. Parent-teacher conferences will be held during the first grading period, parent usernames and passwords for on-line student progress reports will be distributed at this time, or earlier if possible.
3. Parents and students may check the status of grades at any time using the Progress Book link from the school's web page.

4. Parents and teachers are encouraged to keep in close communication by note, email, telephone, and/or conference.

### **C. Incomplete Grades**

1. Students may receive an "I" for incomplete work. Any incomplete work must be completed within two weeks after the last day of that nine-week grading period for the course. Any work not completed in those two weeks will receive a "0." Teachers may have course credit requirements as outlined at the beginning of the course. Failure to complete this work may result in course failure.
2. If for any reason a student does not continue a course to its completion and does not meet the requirements of the course, the student will receive a failing grade on the grade record and the failing grade will be included in the point average unless otherwise approved by the Director.

### **D. Graduation Requirements**

*Graduation requirements vary by partner district. Communication with your district of residence is essential and is the responsibility of the student.*

Students must check with their partner schools to determine specific graduation requirements. Students graduate and receive their diplomas from their districts of residence and certify and earn program certificates of completion from Ohio Hi-Point.

Credit requirements must be completed prior to Convocation. The Board of Education honors all grades given by the teachers during the school year. Any questions or concerns should be addressed to the Director.

### **E. Scheduling**

Questions regarding course selection should be discussed with a teacher, school counselor, or administration. Required courses which have been failed must be made up before enrolling in advanced work in that subject area.

### **F. Honor Roll**

A student must have all A's and B's to be included on the Honor Roll.

### **G. Superintendent's List**

A student must have all A's to be included on the Superintendent's List.

### **H. Students of the Month**

1. Each month two outstanding seniors will be selected from Ohio Hi-Point Career Center by teachers and staff.
2. Students are nominated by staff and consideration is given to: grades, grade point average, community service projects, attendance, discipline referrals, character, and accomplishment.
3. Students of the Month are eligible for consideration as Senior Students of the Year at Convocation.

## **I. Notification to Parents Regarding Student Records**

In compliance with Federal regulations, the Ohio Hi-Point School District has established the following guidelines concerning student records:

1. The school counselors are the District Records Officers and are responsible for the supervision of all student records. The School Counselors Office is located at the school and can be reached by calling the school.
2. Each student's records will be kept in a confidential file located at the school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen years of age or older), and those authorized by Federal law and District regulations.
3. A parent, guardian, or adult student has the right to:
  - a. Inspect and review the student's education records
  - b. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
  - c. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law
  - d. Challenge District noncompliance with a parent's request to amend the records through a hearing
  - e. File a complaint with the Department of Education
  - f. Obtain a copy of the District's policy and administrative guidelines on student records

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information" a student's name, major field of study, and date of graduation. The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing by September 15 that s/he will not permit distribution of any or all of such information.

## **J. Ohio Hi-Point Career Center Acceptable Use of Technology**

Please refer to "The Student/Parent Technology Handbook and Acceptable Use of Technology Agreement." The handbook is available on the student's laptop.



## **K. College Credit Plus / Credit Flexibility**

Ohio Hi-Point offers students the opportunity to take college courses while still in high school. Please see the School Counselors Office for more information on this program. Students are required to state their intent to participate in the College Credit Plus program by April 1<sup>st</sup> of the preceding school year.

Ohio Hi-Point's Credit flexibility plan offers a variety of learning opportunities to award student's credit for knowledge learned in a non-traditional setting. Any student is eligible to be considered for this alternative pathway to earn credit toward graduation. For further details please contact the School Counselors office.

## **V. SENIOR RECOGNITION**

Ohio Hi-Point Career Center does not award diplomas. Diplomas are awarded by partner school districts when students complete the requirements for high school graduation. Below is a list of honors that can be earned by seniors at Ohio Hi-Point Career Center.

### **A. One Year Certificate of Completion**

Certificate will be issued to a senior student who successfully completes two courses in a career technical area of study during his/her senior year.

### **B. Two Year Certificate of Completion**

Certificate will be issued to a senior student who successfully completes four courses in a career technical area of study during his/her junior and senior years.

### **C. One Year Certificate of Perfect Attendance**

Certificate will be issued to a student who has not missed any part of a day of school during his/her junior year or senior year.

### **D. Two Year Certificate of Perfect Attendance**

Certificate will be awarded to student who has not missed any part of a day during his or her junior and senior years.

### **E. Career-Technical Education Certificate with Honors**

The student who completes an intensive career-technical education curriculum in high school must meet any seven of the following eight criteria:

- (1). Four units of English
- (2). Four units of Mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course of a four-year sequence of courses that contain equivalent content
- (3). Four units of Science that includes Physics and Chemistry
- (4). Four Units of Social Studies

- (5). A minimum of four units of career-technical program that leads to an industry recognized credential, apprenticeship or be part of an articulated pathway which can lead to postsecondary credit
- (6). Maintain an overall high school grade point average of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year
- (7). Obtain a composite score of 27 on the ACT tests or a composite score of 1210 on the SAT tests (excluding scores from the Writing sections)
- (8). Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

## ***VI. STUDENT CODE OF CONDUCT AND GOOD CITIZENSHIP***

### **A. Introduction**

The Board of Education of the Ohio Hi-Point Career Center School requires that each student in the school system conduct himself/herself in accordance with the standards of good school citizenship. Any interference or disruption of the classroom instructional process or the safe and orderly environment and operation of the school which is caused by the misconduct of any student will not be tolerated. The Board will give full support to administration, teachers, and other school staff in requiring good conduct and good school citizenship of every student.

School discipline is the minimal level of order and control necessary for a school to achieve an effective climate for learning. The best type of discipline is self-discipline. The school staff must foster in students growth toward self-control and self-discipline by striking a proper balance between internal controls (i.e., student self-directed) and external controls (i.e., rules, limits, boundaries set and enforced by school officials). A balance between graduated student freedom and excessive regimentation in each classroom must be sought.

Ohio Hi-Point believes that quality teaching, consistently experienced by students in all their classes and courses, as well as a positive climate in the school as a whole, will produce interested, motivated, involved, successful learners and will, as a result, reduce the incidence of student misconduct.

Ohio Hi-Point understands that interest, involvement, and assistance of the parents in a supportive role with their own children is not only an obligation of parents but also a necessary condition to the success of teachers and administration in bringing about good conduct and good school citizenship on the part of students. To this end, the Board will expect parents to play their full, responsible role in guiding their children and cooperating with school staff members.

### **B. Academic Integrity**

It is our expectation that students will conduct themselves with high academic integrity and will refrain from any form of academic misconduct. Examples include but are not limited to the following:

1. Cheating: Using, obtaining or providing unauthorized assistance on assignments, papers, examinations or any other career technical or academic work
2. Plagiarism: Knowingly submitting or representing the work of others as one's own.
3. Forgery/falsification: Forging a signature or falsifying any communication with the school or any other information for one's own gain.

### **C. Student Conduct Code**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of Ohio Hi-Point must conform to school regulations and accept directions from authorized school personnel.

Individual teachers or authorized personnel may develop their own written set of rules and consequences which are consistent with this policy and approved by administration. Any student who violates or fails to follow school or classroom regulations or who performs any act which materially interferes with or is detrimental to the orderly operation of a classroom or school, a school-sponsored activity, or any other aspect of the educational process at Ohio Hi-Point Career Center, shall be subject to discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those enumerated below. In addition, students may be subject to school disciplinary action off school premises for behavior that is related to or could have an effect on the school or its educational or extracurricular activities. Further, The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, as the term is defined by law, on school grounds, on school vehicles and/or at any school-sponsored event. It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes. The following acts by a student on school premises, or off school premises at any school-sponsored activity, shall constitute sufficient cause for discipline, suspension, or expulsion. **The severity of any individual offense may be considered independently by the Director or a designee. Such individual consideration may result in immediate suspension and/or recommendation of expulsion without regard to categorization of the action.**

***Category A: Offenders may be suspended from school for up to ten school days for a first offense and may be recommended to the Superintendent to be expelled from school for up to one calendar year. The school may refer these cases to the proper legal authorities.***

1. Use or reasonable suspicion of use, possession, transmittal, consumption, or concealment of illegal narcotic, prescription/ non-prescription drugs, mood altering substances, counterfeit drug, drug paraphernalia, or alcoholic beverage. (See Counterfeit Drugs in Section D2)

2. Possessing, using, transmitting, or concealing any dangerous weapon or object or look-alike weapons or objects.
3. Threatening any group or individual, or inducing panic

**Category B: Offenders may be suspended from school from one to five school days for a first offense. The school may refer these cases to the proper legal authorities.**

1. Persistent disobedience, insubordination, disrespect of school personnel or other misconduct pertaining to any rules or regulations governing student conduct.
2. Unauthorized transportation of, or being transported by, another individual off school property.
3. Disruption of the safety or orderly operation of the school environment.
4. Directing improper/offensive language, gestures, profanity or swearing at another individual.
5. Lying, forgery/falsification of school information, documents, or correspondence directed to the school.
6. Hazing, harassing or intimidating any individual by gestures or written, electronic or verbal means.
7. Unauthorized touching of any other individual on school property or while engaged in a school sponsored/supported activity.
8. Fighting or any other act that harms, degrades, or disgraces another individual.
9. Sexual harassment or reckless language with sexual connotation.
10. Stealing, causing damage to, or destroying school or private property.
11. Failure to serve or complete assigned disciplinary action.
12. Improper or inappropriate use of school technology equipment (example: transmission of nudity/pornography) or other school equipment (including school lockers).
13. Any act or conduct that violates local, state, federal law that occurs on school property or at school activity.

**Category C: Offenders may be assigned one or more Lunch Detention (LD), Extended School Day (ESD) sessions or placed in In-School Detention (ISD) for one to five days for a first offense. Repeat offenses will result in a progression through the discipline steps up to and including the filing of unruly charges with the juvenile court.**

1. Any infractions identified in the Acceptable Use of Technology Agreement.
2. Failure to comply with the directions of teachers, aides, bus drivers, administrators, or other authorized school personnel.
3. Disruption of class including the educational environment or instruction process.
4. Tardiness, skipping class or assemblies, truancy or being out of assigned area.
5. Failure to correct dress code and/or appearance violations or repeated dress code violations.
6. Failure to conform to parking and driving regulations.
7. Consumption of food, beverage, or candy outside the cafeteria without permission of the teacher in charge.
8. Academic misconduct, including but not limited to cheating, plagiarism, or transmission of unauthorized academic information.
9. Possession and/or use of electronic equipment not authorized by teacher or administration.
10. Use of improper/offensive language and or gestures, profanity or swearing.

11. Use or reasonable suspicion of use, possession, transmittal, or concealment of tobacco or tobacco-like products. This includes e-cigarettes and vapor pens.

#### **D. Memorandum to Parents Regarding School Board Policy on Drug-Free Schools**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the Director or Student Services Office whenever such help is needed.

#### **E. Use of Drugs/Medications**

1. Drug-free zone – Ohio Hi-Point Career Center has a “drug-free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity—sale, distribution, or use of drugs, alcohol, counterfeit drugs, steroids, inhalants, or look-alike drugs, is prohibited. This prohibition also applies to any type of drug-related paraphernalia. If caught, the student could be suspended or expelled, and law enforcement officials will be contacted.
2. Counterfeit drugs - A counterfeit controlled substance is defined as:
  - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark
  - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it
  - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance
  - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale
3. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package, or deliver a counterfeit controlled substance.
4. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

5. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.
6. Medication Policy – Some students may be able to attend school regularly only through use of some medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will be permitted to administer medications only when no alternative is available.
7. No student is allowed to provide or sell any type of over-the-counter medication or prescription medication to another student. The role of the school will be one of cooperation with the parent and student. The school will dispense medication only if there is no other feasible way and all guidelines in the medication policy have been followed.
8. Some students are permitted to carry emergency medication such as inhalers, epi pens or glucagon. Forms are available and are to be completed by the parent and physician.

### **F. Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

### **G. Possession of Electronic Equipment**

Most electronic equipment necessary in school is supplied by the school. Any unauthorized use of electronic device during the school day may result in being confiscated and disciplinary action taken. Both phones sending and receiving messages during the school day may be subject to this policy. Electronic items include, but are not limited to, the following: iPods, iPads, headphones, cell phones, and hand-held devices.

Bring-Your-Own-Device (BYOD) policy can be found in the Student/Parent Technology handbook.

### **H. Personal Appearance & Dress**

Ohio Hi-Point expects students to model the professional appearance found in the workplace represented by their chosen career technical programs. Uniforms are selected by our career technical instructors with this in mind. The following are expectations based on a professional standard of dress and appearance:

What Am I Expected to Wear to School?

1. OHP lab uniforms in all classes, and worn in the manner intended (e.g., shirts buttoned).
2. OHP approved cool/cold weather gear may be worn over the lab uniform.
3. Long-sleeved shirts may also be worn under OHP lab shirts.

What Am I Expected NOT to Wear to School?

1. Hats, sunglasses, hoods and bandanas are not to be worn in the building. If a hat is part of a laboratory uniform, these hats are to remain in labs, and not to be worn outside of the program area.
2. Clothing that promotes drugs/alcohol, contains suggestive dual meanings or vulgar language.
3. Shorts of any length, sweat pants, pajama pants, jeggings, leggings, workout or yoga pants.
4. Bare midriffs or other revealing clothing with open areas including holes.
5. Bare feet, Sandals, Flip Flops, or Slippers

In addition to the building-wide expectations some programs may have additional and very specific appearance and grooming requirements that **MUST** be adhered to by students as well. While it is impossible to list all potential issues, which may arise regarding professional dress and appearance, please note that safety and professionalism are our main priorities, and appropriateness will be determined at the discretion of the administration.

### **I. Hallway, Lunchroom and Commons Conduct**

The whole attitude of the school is sometimes judged by the actions of the students in the building during the change of classes and before the school day begins. Therefore, it is important that students be courteous, considerate, and aware of others in the hall. Students should keep moving but walk and keep voices in subdued tones. Permission to be in the corridor during class time or the lunch period is required. Students may not hang/display any sign without the approval of the High School Director. Because of the potential damage to the building walls, these items are to be limited in number, and may be placed only in specified locations. The Commons is available to all students during the lunch periods.

### **J. Public Display of Affection**

Affection between students is a natural development, and the expression of this affection is proper and acceptable at certain times and places. During school-related activities, both on and off of school grounds, is neither the time nor the place. While hand-holding is permitted, students are not to use any other physical means of displaying affection in the school building.

### **K. Anti-Hazing Policy**

The policy of the Ohio Hi-Point Board of Education is that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the School District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organizations 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. All hazing incidents shall be reported immediately to the Director. Anyone who fails to abide by this policy may be subject to disciplinary action.

#### **L. Search and Seizure**

When search of the student's person or personal effects is for evidence of a violation of school regulations and not for evidence of a crime per se, such search is permissible without consent under the theory that the Fourth Amendment applies only to evidence of a criminal offense.

#### **M. Bullying and Other Forms of Aggressive Behavior**

Harassment, intimidation, or bullying behavior by any student in the Ohio Hi-Point Career Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student;

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- B. Violence within a dating relationship.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

The Director and the Superintendent have responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.



Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns to an administrator.

#### **N. Prohibition From Extra-Curricular Activities**

Participation in extra-curricular activities, including Career Technical Student Organizations (CTSO's), is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, Director, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

### **VII. DISCIPLINARY ACTION**

#### **A. Listing of Consequences**

Any of the misbehavior previously listed as well as failure to follow other school rules may result in one or more of the following disciplinary actions. Note: These consequences are not in any planned sequence, and any consequence may be assigned at any time it is deemed appropriate. In addition, alternative disciplinary action may be imposed at the discretion of the Director or a designee.

1. Administrative conference with student, Lunch Detention(s), Extended School Day(s) (ESD) and/or In-School Detention (ISD) = 1-Day to 5-Day
2. Alternative School
3. Out-of-School Suspension (OSS) = 1-Day to 10-Day
4. Loss of Driving Privileges
5. Recommendation of Expulsion (ROE)
6. Restoration/restitution/community service
7. Referral to appropriate agency for involvement in drug or alcohol abuse classes, treatment, or counseling
8. Referral to proper law enforcement officials

Each misbehavior or violation of discipline code will be evaluated separately and judged accordingly. Seriousness of violation as well as past disciplinary infractions will be considered in determining appropriate consequences. For example, a student with a record of discipline problems may find that one or more serious violations is sufficient for suspension or recommended expulsion— even though the offense may have brought a lesser action with another student or even with the student in question prior to this violation. Progression through the discipline process may also include the filing of Unruly charges with the Juvenile Court at any point after a student's conduct warrants out-of-school suspension.

**When a student has a problem or disagreement with a teacher, the following guidelines should be followed:**

1. Do not disrupt class or interfere with the teacher's authority at the time of the occurrence to discuss the problem or argue.
2. See the teacher after class and/or arrange to meet with the teacher outside of class to discuss the problem.
3. Be courteous and respectful and follow the teacher's directions at all times.
4. If the problem cannot be resolved, request a conference with the teacher's immediate supervisor to discuss the situation.
5. If a problem persists after step 4, please request a conference with the Director to further discuss the situation.

**B. Lunch Detention/ Extended School Day/In-School Detention/Alternative School Placement**

1. Students will serve Lunch Detention during their assigned lunch period in the designated area.
2. Students will serve Extended School Day from 2:30 p.m. to 4:30 p.m. in the designated area. Students are responsible for transportation.
3. Students will serve In-School Detention from 8:15 a.m. to 2:30 p.m. in the designated area.
4. Students may be placed at the Madison-Champaign Co. Educational Services Center's Alternative School, located at 1130 West Sandusky Avenue, as a part of the disciplinary progression or as an alternative to out-of-school suspension. Transportation arrangements will be made with the partner school, or a parent may transport a student. Students may NOT drive themselves to Alternative School.

**C. Out-of-School Suspension**

A student given an out-of-school suspension will be prohibited from being on school premises and from all related school activities (including School to Work hours) for a period of at least 24 hours but no more than 10 school days. The student is the responsibility of the parents during an out-of-school suspension. The student will be expected to complete all assignments for classes missed and submit them upon return to school. The student will earn credit for the work done while under suspension.

Out-of-School Suspension Procedures: Before a student will be suspended for ten school days or less, the Superintendent or Director will give the pupil written notice of the intention to suspend, and the pupil will have the opportunity to appear at an informal hearing before the Director (or a designee) to discuss the reasons for the intended suspension or otherwise to explain his/her actions.

If the administrator determines, as a result of the hearing, that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian, or custodian of the student will be notified in writing. The notice will include the reasons for the suspension and the right of the pupil, parent, guardian, or custodian to appeal the action to the Board of Education's appeal representative, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.

#### **D. Emergency Removal**

If the student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises," then:

1. The Superintendent or Director may remove the student from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his supervision and must report the situation to the Dean of Students immediately.
3. A student removed on an emergency removal will be prohibited from being on the school premises and from all school related activities until the start of the school day following his/her emergency removal.
4. A student removed on emergency removal will be prohibited from being on school premises and from all school related activities until, at minimum, the start of the school day following his/her emergency removal. The Director shall have the authority to impose further stipulations for a student's return when necessary.

#### **E. Suspension**

Suspension shall be the temporary exclusion of a student by the Superintendent, Director, or any other administrator from the District's instructional program for a period not to exceed ten school days.

Suspension may extend beyond the current school year if at the time a suspension is imposed fewer than ten days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

#### **F. Expulsion**

Expulsion shall be the exclusion of a student from school for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. Specific offenses involving firearms or knives may result in expulsion for one year as specifically provided in this policy. Only the Superintendent may expel a student.

### ***VIII. CAFETERIA***

Ohio Hi-Point has a CLOSED LUNCH for all periods. Students are not permitted to leave the school campus for lunch. The delivery of "fast food" items during the lunch periods is not permitted. Plate lunches, sandwiches, and salads are available in the cafeteria. All students are to eat in the cafeteria and remain in the cafeteria for the duration of their lunch period. Students are not permitted to remove food and drink from the cafeteria with the exceptions of closed drink containers and manufacturer, pre-packaged food items. Information on lunch prices will be provided with registration materials.

Cafeteria regulations:

1. Students should return trays and dishes to the proper area and dispose of all trash promptly when finished eating.

2. Deposits to lunch accounts are to be made directly to the cafeteria cashier. The preferred time to make a deposit is before school when breakfast is being served (from 7:50-8:10 a.m.) The recommended minimum deposit is \$5.00. Students should have money out and ready to hand to the cashier.
3. Families are able to deposit money to your Cafeteria meal account 24 hours a day, 7 days a week, using PayForIt.net. By logging onto **www.payschoolscentral.com**. To set up an account:
  - Navigate to: <http://www.payforit.net>
  - Click on **Sign Up** at the top left hand corner of the page
  - Under user information select Ohio, District is OH – Hi-Point Vocational SD
  - Enter your email and address, and then select next
  - Enter your Credit or Debit Card Information and check the box to Agree to the Terms
  - Click on Create User. You have now created your Account.
  - **You will receive an email from Pay For It that you click on to set your account password.**
  - You should now be able to log in to your PayForIt.Net account.
  - Click on Add/View Students
  - Enter your student identification number (Your ID Number is 9 digits usually starting with 8001)
  - Enter your name and grade and select Register.
  - You are now ready to add money to your account. Money added to your account usually shows up within two hours.

If you decide to put money on your cafeteria account, there is a convenience fee of 3.9% per transaction for Visa/MasterCard. If you have any questions or issues regarding the online system, please contact the Technology Department at 937-599-3010 ext. 5555

5. Vending machines are available in the cafeteria. Cash is required to use in the vending machines. Money on a student’s lunch account cannot be used for vending.
6. Refunds are available at the end of the school year.

## ***IX. TRANSPORTATION***

### **A. Student Driving Rules**

The Board of Education regards 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—and an assumption of liability on the part of those students and their parent(s).

The operation and parking of motor vehicles by students shall require students to be licensed drivers and have adequate liability insurance. The Board shall not be responsible for motor vehicles which are lost, stolen or damaged while on school property.

Students are allowed to drive to and from school under the following conditions:

1. Students shall complete the Student Vehicle Form and provide the Director with a copy of the following documents.
  - a. driver's license
  - b. insurance certificate
2. Students will not be allowed to place banners, flags or other displays on or inside their vehicles while parked on, or driving to/from the Ohio Hi-Point Career Center campus.
3. Driving to school, if approved, is a privilege. If abused in any way, driving privileges may be revoked at any time.
4. Students shall obey the parking lot speed limit of 10 mph.

All vehicles entering school property are subject to search and inspection. If a student's permit is suspended, no fees will be refunded. Failure to comply with these administrative guidelines will result in loss of privileges and/or disciplinary actions for the student.

### **B. Student Organization or School-Sponsored Trip**

Students representing Ohio Hi-Point as members of a team or organization must travel to and from the activity by the means provided by the school. The Director has the authority to provide exception to this provision.

## ***X. SUPPLIES AND EQUIPMENT***

### **A. Lockers**

Lockers are the property of the school and as such are assumed to be under the control of the school. Lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion. The school maintains the right to search and seize illegal, dangerous, or inappropriate materials. (O.R.C. 3313.20)

### **School and Lab Fees**

There are NO required school or Lab Fees to attend Ohio Hi Point Career Center. Students who attend Ohio Hi Point will be issued all necessary tools and supplies needed to carry out the curriculum in their career technical career fields. Career Technical Labs have established guidelines and procedures for tools and supplies issued to students enrolled in Career Technical Programs.

- Any tools owned by Ohio Hi Point Career Center should be used in accordance with the safety and use guidelines provided by the individual lab instructor.
- Any tools issued to a student should only be used in the lab, on school job site, or in school sanctioned career technical competition.
- Students may "check out" school owned tools for use at home, or on the job with written permission from the lab instructor and supervisor approval.

- Any tools issued to a student, must be well cared for properly. Students are expected to return tools to their designated location at the designated time.
- Students/ Parents will be charged replacement value for any tools they have been issued if they are damaged, broken, stolen, lost, vandalized, or not returned by the time agreed upon.
- Seniors must clear all records and pay all charges before participating in Convocation.

In some cases career technical instructors may permit students to purchase tools or equipment from approved vendors or bring in their own personal tools and supplies. The school does not accept responsibility for student owned tools or supplies, if lost, stolen or damaged on school property.

Some tools and supplies will be considered “consumable” meaning that after two years of use by a student, the tool no longer has any value, and cannot be re-issued to another student. In these cases program completers may take ownership of “consumable tools and supplies” with permission of the lab instructor.

No student experiencing financial hardship will be denied access to any career-technical program at Ohio Hi-Point Career Center. Any student burdened by financial hardship should contact the Superintendent at 937-599-3010 to provide information necessary to identify the level of assistance needed.

## ***XI. OFFICE PROCEDURES***

### **A. Overview**

1. Students should come to the office and state the nature of their business at office counter.
2. No student is permitted in office workroom or records room without authorization of office personnel.
3. Students wishing to see an administrator should make their requests through the office personnel.

### **B. Telephone**

1. Students' use of the telephone should be restricted to business and emergency situations.
2. Office phone is for use with permission from office personnel only.

### **C. Visitors**

1. Any student wishing to bring a visitor must receive prior permission from the Director and classroom teacher. This visit will be limited to one school day.
2. All visitors during the school day are to report to the office to complete the visitor registration process and receive a visitor’s pass.

## ***XII. DISASTER DRILLS***

### **A. Fire Drill**

Fire signals shall be given periodically by the direction of school officials by the sounding of the alarm. Teachers, pupils, and all persons in the building shall leave in an orderly manner as prescribed by school officials for fire drill purposes. Running and loitering are absolutely prohibited. Directions for exit are posted in each room.

### **B. Tornado Drill**

Tornado drills and alerts will be announced by siren or intercom. Students are to remain silent and follow instructions from teacher. Directions for protective areas and procedures are posted in each room.

### **C. Lockdown Drill**

An alert signal will be given in the event of an emergency or an intruder. Teachers, students, and staff should follow the protocol of safety drill training.

## ***XIII. STUDENT ORGANIZATIONS AND ACTIVITIES***

### **A. Overview**

Student activities shall be regarded as a vital part of the total educational program and are intended to develop wholesome attitudes as well as leadership skills and knowledge. No organization is authorized which is exclusive with respect to, or tends to foster discrimination by virtue of a student's race, creed, color, sex, or economic status. The following is a list of most student activities: Drama Club, Elements of Harmony, FFA, FCCLA, BPA, Skills USA, NTHS, and HOSA.

### **B. Study Trips**

A study trip can be a valuable learning experience beyond the confines of the school itself. However, a student may not be excused from a class in which he/she is failing, in danger of failing, or is currently behind in work to go on a study trip for another class. Field trips for extracurricular organizations are not to be taken during the school day unless special permission is granted from the Director.

### **C. National Technical Honor Society**

Students enrolled in career-technical programs are eligible for membership in the National Technical Honor Society. Students must be earning a 3.5 GPA or better at the time of their application and must have maintained at least a 3.0 GPA through the end of the sophomore year. Eligibility also requires students to be enrolled at one of the centers in all coursework necessary to earn an Academic and Technical Certificate. Membership is a privilege and is based on scholarship, attendance, character/professional ethics, citizenship, service and leadership. College preparatory classes and faculty recommendations are weighted when determining eligibility for induction into the National Technical

Honor Society. The purposes of the organization are to promote service, leadership, honesty, career development and skilled workmanship. Additionally, its purpose is to reward student achievement, to encourage and assist student education and career goal setting, to promote a stronger link between career technical institutions and business and industry, and to promote the positive image of career technical education in America.

#### **D. Organizational Activities**

1. Meetings shall not be held without proper advisor present and must be announced by bringing a written announcement signed by the advisor to the office. No decisions can be made unless a recognized meeting is held.
2. School parties/dances are semi-open. Anyone leaving the building during the event will not be permitted to re-enter the building. Students participating at events are subject to all Ohio Hi-Point rules and regulations.
3. All fund-raising activities must have the approval of the local superintendent, and all accounting procedures shall be a part of the Student Activity Fund. Activities are not to conflict with local businesses.

#### **E. Notice of Nondiscrimination And Grievance Procedures For Title II**

##### **Title VI Title VII And Title IX Section 504 Age Act And ADA**

##### **Nondiscrimination**

The Ohio Hi-Point Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies: Title VI Coordinator, Title VII Coordinator, Section 504 Coordinator and Title IX Coordinator. – 22880 State Route 540 Bellefontaine, Ohio 43311 – 937-599-3010 – [compliance@ohiohipoint.com](mailto:compliance@ohiohipoint.com)

##### **Complaint Procedure**

###### **Section I**

If any person believes that the Ohio Hi-Point School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

###### **Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:



Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-1100. Toll free phone contact is 800-421-3481. The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

Section 504 Coordinator: Tonya Ramey

Title VI Coordinator: Tonya Ramey

Title VII Coordinator: Tonya Ramey

Title IX Coordinator: Caleb Lang

#### ***XIV. DISCLAIMER***

This handbook is not all encompassing. Board Policy and/or administrative policy will supersede items not specifically covered in this handbook.

#### ***XV. DUE PROCESS***

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

**A. Student subject to suspension:**

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

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

#### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

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

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

#### **Appeal to the Court**

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

**B. Students subject to expulsion:**

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

**Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

**Appeal to the Court**

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

**C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

**D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

**E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

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

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

R.C. 3313.20, 3313.66, 3313.661

## ***XVI. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)***

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

LEAs must annually notify parents and eligible students of their rights under FERPA. 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;

- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCO's Web site-[www.ed.gov/policy/gen/guid/fpcoc](http://www.ed.gov/policy/gen/guid/fpcoc).)

If the LEA or educational institution under the LEA discloses directory information from education records without consent, it is required by 34 CFR § 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR § 99.3 "Directory information" for definition);
- The right to opt out of disclosure of directory information. (A model "directory information" notice is enclosed and is also available on FPCO's Web site-[www.ed.gov/policy/gen/guid/fpcoc](http://www.ed.gov/policy/gen/guid/fpcoc).)

LEAs must also comply with FERPA's redisclosure and recordation provisions, set forth in 34 CFR §§ 99.32 and 99.33, except for disclosures that are specifically exempted.

Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students' education records.

Suspension and expulsion disciplinary records:

- Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165, as amended by the NCLB, requires that each State have "a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school" no later than January 8, 2004. LEAs should include a notice in their annual notification of rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34 (a)(ii)). (See enclosed model notification of rights.)
- Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the *National Defense Authorization Act for Fiscal Year 2002* (Pub.L.No.107-107), require LEAs to:

give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and

provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)