

SPRINGFIELD-CLARK  
**CTC**  
CAREER TECHNOLOGY CENTER

**STUDENT HANDBOOK**

*Adopted by the CTC Board of Education August 2023*

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**NOTE:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website by clicking on "Board of Education Policies", under the Board header.

**WELCOME TO THE CTC!**

As administrators and Board of Education members at the Springfield-Clark Career Technology Center, we welcome you to your career opportunity! We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights and responsibilities.

Parents are encouraged to review and discuss the information in the Handbook with their child. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. We hope your experience with us is a rewarding one and hope you will leave as employable, positive, and productive citizens. If you have questions, please contact any of the administrative staff.

Sincerely,

Ms. Michelle Patrick, Superintendent

Mrs. Julie Wallace, Treasurer and CFO

Mr. Christopher W. James, Executive Director

Dr. Pamela Noeth, Senior Director of Curriculum, Instruction, and Innovation

Mr. Nathan Lasso, Director of CTE & Student Services

Mrs. Jennifer Shaffer, Director of CTE & Student Development

Mr. Jeff Thoman, Director of Information Technology

Mrs. Christy Wilbur, Assistant Director of Student Development

CTC Board of Education:

President - Mr. Jamie Callan, Springfield City School District

Vice President - Mrs. Corinne Scott, Tecumseh Local School District

Ms. Jill Acuff, Northwestern Local School District

Mr. Ben Galbreath, Clark-Shawnee Local School District

Mr. Dennis Henry, Greenon Local Schools

Mr. John Kitchen, Southeastern Local Schools

Mr. Chris Thompson, Northeastern Local School District

Mr. Stanley Wenclewicz, Clark County ESC

Mr. Chris Williams, Springfield City School District

Adopted by the CTC Board of Education August 2023

## **FOREWORD**

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or one of the Directors.

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the CTC's rules as of the adopted date listed at the bottom of the previous page. If any of the policies or administrative guidelines referenced herein are revised after the adopted date, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building Directors and on our website at [sctc.org](http://sctc.org).

## **OUR MISSION**

At SCCTC, our mission is to **Strive to create Contributing Citizens Through Careers**

## **OUR VISION IS SUCCESS**

Students

Understanding

Critical thinking

Community involvement

Education for life

Skills in technology

Strategies to succeed

## **OUR GOAL IS TO ACT**

Achieve academic success

Collaborate with community

Teach technical skills

## **ADMINISTRATIVE TEAM BELIEFS, GOALS, AND GUIDING PRINCIPLES**

Guided by our mission statement, both our thinking and our actions will reflect the following fundamental beliefs:

- Family is the primary influence in the development of the individual.
- Success depends upon working as a team to build a strong foundation for optimal learning.
- Continued partnerships among SCCTC, businesses and colleges are important.
- Every student has the right to an education, but not the right to interfere with others.
- SCCTC must be a leader in Career and Technical Education for the Career Technical Education Planning District, the state, and the nation.
- The learning environment must be safe and secure.
- The curriculum must be relevant and applied.

- All individuals can learn, are unique, and have worth.
- Quality requires consistent review and improvement.
- Decisions should be made in the best interest of the students, the school and community.
- Learning is a lifelong process.
- High expectations are the foundation of high achievement.

We have identified four major goals that will be the focus of our work. Achieving these goals is essential if we are to fulfill our mission.

- Develop and implement a marketing plan to communicate quality education.
- Provide continuous professional development opportunities to promote awareness, knowledge and application for improvement.
- Communicate more effectively with all stakeholders.
- Constantly improve the environment to provide a safe, appropriate and technologically advanced quality education.

SCCTC strives to create relationships with and around the student that exemplify the guiding principles listed below. These principles will be instrumental in preparing the child for success in all aspects of life. These principles are consistent with those from the character-centered teaching initiatives that exist in the United States. They are:

**Respect**  
**Initiative**  
**Courage**

**Responsibility**  
**Adaptability**  
**Loyalty**

**Contemplation**  
**Optimism**  
**Perseverance**

**Compassion**  
**Trustworthiness**  
**Honesty**

## USEFUL CONTACTS

Springfield-Clark Career Technology Center  
1901 Selma Road  
Springfield, OH 45505  
(937) 325-7368

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### Main Office

**Office Extension: 245**

Administrative Assistant:	Mrs. Tammy Ridgeway
Associate Schools Coordinator:	Mr. Michael Rice
Executive Director:	Mr. Christopher W. James

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### Attendance Office

**Office Extension: 127**

Administrative Assistant:	Mrs. Melissa Oroszi
Administrative Assistant:	Mrs. Karen Rice
Director of CTE & Student Development:	Mrs. Jennifer Shaffer
Director of CTE & Student Services:	Mr. Nathan Lasso
Assistant Director of Student Development	Mrs. Christy Wilbur
School Resource Officer:	Deputy Adam Anderson

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### School Counselors' Office

**Office Extension: 118**

Administrative Assistant/Cashier:	Mrs. Angela Holstein
School Counselor:	Ms. Amy Cross
School Counselor:	Mrs. Lynn Phares
School Counselor:	Mrs. Claire Spangler

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### Technology Department

**Office Extension: 258**

Director of Information Technology:	Mr. Jeff Thoman
IT Support Specialist:	Mr. Matthew Bower
IT Support Specialist:	Mr. Nicholas Kersh

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### Central Office

**Office Extension: 159**

Administrative Assistant/EMIS:	Mrs. Laurel Lemmer
Assistant to the Treasurer:	Mr. Brian Hibbs
Payroll Specialist:	Ms. Tonya Bailey
Superintendent:	Ms. Michelle Patrick
Treasurer/CFO:	Mrs. Julie Wallace
Senior Director of Curriculum:	Dr. Pamela Noeth



## **SECTION I: GENERAL INFORMATION**

### **ANNOUNCEMENTS**

The CTC public address system will be used to announce time sensitive information as it arises. Students are expected to remain quiet during announcements.

### **ARRIVAL TO SCHOOL**

Upon arrival to campus, students are expected to proceed directly to the cafeteria. The main doors and back cafeteria doors will unlock at 7:00am. Students must find a seat in the cafeteria, and remain in the cafeteria until the 7:42 bell. The serving area will be open for students who wish to purchase breakfast. Food should be consumed in the cafeteria prior to the bell. Students should only be in the cafeteria, and should not be loitering in hallways, the parking lots or outside.

### **ASSOCIATE SCHOOL NOT IN SESSION/LATE START**

Days when the associate school is not in session and SCCTC IS in session, CTC students are expected to attend CTC at the regularly scheduled time. Bus service is provided from the associate school to CTC whenever CTC is in session except during inclement weather. **Students are expected to follow the SCCTC School Calendar.** Students whose only means of transportation is by bus will need to make alternative arrangements on days when the associate schools only provide bus transportation from the high school to SCCTC. THIS SECTION DOES NOT APPLY TO WEATHER EMERGENCIES. CLOSINGS DUE TO BAD WEATHER ARE COVERED IN THE FOLLOWING SECTION.

### **ASYNCHRONOUS DAYS**

When SCCTC is operating on an asynchronous or virtual schedule for any reason, students will be required to complete work assigned in each class. If students do not complete the work assigned for the asynchronous learning day, the day will be counted as an Unexcused Absence.

### **CAREER EXPLORATION DAYS**

The SCCTC holds Career Exploration Days during the first semester as recruiting days for incoming students. CTC Students are not required to be on campus on Career Exploration Days, but students will be required to complete work assigned from their lab instructor for each day of Career Exploration. If students do not complete the work assigned for Career Exploration, the day will be counted as an Unexcused Absence.

### **CLOSING FOR BAD WEATHER**

When SCCTC is closed on authority of the administration and/or the Board of Education due to weather conditions or other calamities, no student is required to report to the school building. When such a decision is made, the media and TV newsrooms are immediately notified, parents and students will receive an automated phone call, and Facebook, Twitter, and the SCCTC website will be updated. Please do not call personnel, the school offices, or the media. When an associate school is closed due to weather conditions or other calamities but the CTC is in session, students from the closed school are not required to report to the SCCTC building, however it will

be counted as an Excused Absence and students will have to make up missed assignments. Students from other schools that are not closed are required to report as usual to SCCTC. If the associate school is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the associate school delay. If the student reports to the SCCTC at the regular time (and discovers that their associate school is on a delay), they are to follow the SCCTC schedule. If SCCTC is operating on a virtual or asynchronous schedule for any reason, students will be required to complete work assigned in each class, regardless of their home school schedule. If they do not complete work assigned for the asynchronous learning day, it will be counted as an Unexcused Absence.

### **COMMUNICATION WITH ASSOCIATE SCHOOL**

It is extremely important that our students be kept informed about activities at their associate schools. We make every effort to communicate with those schools and keep the students up-to-date. In case of short notice, communication will be made via our school intercom (PA); but in the majority of cases, homeschool information will be transmitted via email. It is the student's responsibility to access and read their email on a regular basis before school, at lunch, and other times as allowed by teachers.

### **CONVOCATION**

Students who have earned their Certificate of Completion (see Section III) will be eligible to participate in the CTC convocation ceremony, which celebrates their achievement. Students will receive their Certificate of Completion and their Career Passport at the convocation ceremony. *Students who earn the Letter of Participation **will not** participate in convocation.*

### **EMERGENCY MEDICAL AUTHORIZATION**

In accordance with Section 3313.712 of the Ohio Revised Code, an emergency medical form is provided to the parent or guardian for every pupil enrolled in the school. This online form must be completed by the parent or guardian and submitted to the school for filing no later than the second week of school operation. A complete Emergency Medical Authorization Form must be on file in order for a student to participate in their career technical lab, or any activity off school grounds, including field trips, spectator trips, and extra- and co-curricular activities. Any student not fulfilling this responsibility may not be permitted to participate in program activities and may face academic and/or disciplinary repercussions. If any information changes at any point during the school year, please revise and submit the updated EMA through the online portal.

### **EXTRA-CURRICULAR PARTICIPATION AT ASSOCIATE SCHOOL**

Extracurricular activities at the associate school are a real part of the high school experience for SCCTC students. Cooperative planning between SCCTC and the associate schools is essential, and students will be able to take care of opportunities after school and, on occasion, during the school day. SCCTC is proud to support the extracurricular endeavors of our students. Many extra-curricular activities are individual interests (sports, music, theater, etc.). In those cases where a student has an obligation to the associate school activity, the parent needs to contact the SCCTC attendance office to make arrangements. ***SCCTC needs to have prior notification from the associate school and from the parent/guardian to attend.*** Phone calls and notes the day of the activity may not be accepted. A director will consider special circumstances. Pep rallies: it

is recommended that students at SCCTC limit participation in pep rallies at the associate schools to 2 per year.

## **FEES**

Fees are primarily for consumable supplies, resource books, uniforms, and required tools. College Credit Plus courses are generally free, however failing a college course or not following school policies may result in fees for tuition and books. Participation in convocation, and possibly associate school graduation ceremonies, may be denied until all student fees are paid in full. Below is a list of fees for all students.

SCCTC School Fee	\$75.00
Chromebook Usage Fee	\$50.00
Registration Fee	\$25.00
ID Badge Fee	\$5.00

Payment of fees, in the form of credit card, cash, or check will be made in one of the following ways:

- In person at the cashier's office
- Via the school website

**There is no refund of fees after the beginning of the second semester.**

Employers report that, in addition to skills, a basic set of good tools is required for employment; therefore, we feel that the tools purchased are an investment, not an expense. Tools, in this sense, refer to any materials, instruments, or other items required for the course. Required tools will be purchased by the CTC and added to the school fees. Students who qualify for free and reduced lunch will have access to a set of tools as needed. Students, on fee assistance, who successfully complete their program and earn a Certificate of Completion (see Certificate of Completion in Section III), will be eligible to keep the tools after Convocation.

Special problems regarding the payment of fees should be brought to the attention of a director, who will report any special circumstance to the treasurer. An alternative course of action might be considered.

## **FINANCIAL HARDSHIPS**

Based on Ohio Revised Code, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of the technology owned or rented by the district. If this School Fee creates a financial hardship on the student or parent which may affect their ability to attend the SCCTC, please contact the treasurer's office for Financial Aid information.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time

- Allow reduced payment or waiver of the fee

### **FIELD TRIPS**

Field trips are generally accepted as enhancements to the learning process. SCCTC programs utilize these learning experiences to build on classroom and laboratory instruction. Student grades and behavior will affect the approval of a field trip. Participation will be determined by a director as the need arises. In the event of an overnight field trip, all luggage and personal items are subject to search.

### **FUTURE READY FRIDAYS**

When SCCTC has a Future Ready Friday, students may be required to attend a session. These sessions may include, but are not limited to, Certification assessments, study sessions, Competition practice, Curriculum Field Trips, CTSO meetings, and Required EOCs. Students will also be required to complete work assigned in each class, regardless of in-person attendance. If students do not complete the work assigned for the Future Ready Friday, the day will be counted as an Unexcused Absence and will impact their grade.

### **HALL PASSES**

Hall passes are issued for the purpose of making students accountable. Students need a hall pass assigned to them when outside their scheduled classroom during the school day. This must be obtained from their instructor using the district specified system. Students must obtain prior approval/permission from any/all instructors when absent from class. Hall passes are for the purpose of travel to and from the assigned destination, students should never be loitering in any area that is not supervised by a staff member.

### **HEALTH SERVICES/MEDICATION AT SCHOOL**

Students who become ill at school should get a pass from their teacher to report to the clinic to see the school nurse. If it is determined by the school nurse that a student is too ill to remain in school, the parent or guardian will be notified about the illness, and arrangements can be made for the student to be picked up or drive home. A parent/guardian should only pick up their students after they have been notified by the nurse. If arrangements are made for the parent/guardian to pick up their student prior to nurse assessment, a parent note will be needed to excuse the absence.

All student injuries must be reported to the clinic and must be reported on a completed accident report. If a student appears to be seriously ill or has been seriously injured and the parents are unavailable, the emergency squad will be called. Treatment and/or need for hospitalization will be decided upon in accordance with instructions on the Emergency Medical Authorization form. Students attending the CTC must have on file at their associate school all health immunization records required by Ohio statutes. Failure to comply could result in the student being removed from school. Students with specific health care needs should deliver written notice about such needs, along with physicians documentation, to the School Office.

Any student who is required to take prescribed or over-the-counter medication during regular school hours is to comply with the following school regulations:

- The SCCTC designee will supervise the secure and proper storage and dispensing of medication for students. Students are not permitted to keep or store any medication.
- Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported, and signature of physician. A written permission form is to be provided by the parent or guardian requesting that the school comply with the physician's orders. ("The Medication Form" can be located on our website [www.scctc.org](http://www.scctc.org) or from the Main Office).
- Medications are to be brought to school in a container appropriately labeled by the pharmacy or physician.
- Students and parents are encouraged to consider the demands of their individual program when taking various medications. Students will log in the time, date and medication for each dosage.
- Unused medication not picked up at the end of the school year will be destroyed.
- Non-prescription medication (example: aspirin, ointments, and cold tablets) require written permission from a doctor indicating times to be taken and reason for taking the medication.
- Non-prescription medication must be brought to the office in the original factory sealed container when the student arrives at school.
- A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. This may occur at school or any school activity, events, or programs sponsored by the school and where the student may participate. Written permission from the parent or guardian must be provided with the physician's orders.
- No student may bring to school, possess or distribute any type of prescription or over-the-counter medication.

## **ID CARD**

For safety and identification purposes, students will be issued an official SCCTC ID card. Wearing these ID cards is required each day. These cards are to be visible and appropriately worn on the student's clothing as directed by staff. If a student does not have their ID, they will be sent to the tech office to obtain a new ID, and students will be charged a \$5.00 replacement fee. ID cards are the property of the school.

## **INSURANCE-STUDENT (ACCIDENT, PERSONAL PROPERTY)**

Student safety is a priority at SCCTC. While attempting to provide experiences that promote skill development, students may be exposed to any number of situations where injury could occur. Parents are strongly urged to ensure that students are covered for such occurrences as the SCCTC does not provide student accident insurance. SCCTC will offer a student insurance plan through an outside company at the beginning of the school year. Announcements will be made as to the availability of insurance, and students will be informed as to procedures for enrollment.

**Personal Property, i.e. tools, toolbox, etc.: By law, the Board of Education is not permitted to insure personal property. We suggest that each parent/student purchase insurance as protection for personal property that might be damaged, lost or stolen.**

## **LOST AND FOUND**

SCCTC maintains a lost and found service. Students are warned that school is not a good place for expensive personal possessions. Lockers are provided for moderately safe storage of personal items brought to school. SCCTC is not responsible for lost or stolen personal items. Any unclaimed items will be discarded at the end of each semester.

## **LUNCH/FOOD SERVICES**

Food service will be available before school and during lunch periods. Students are encouraged to pre-pay for lunches by putting money on their lunch account, which can be done online or in the cashier's office before school. Money added to accounts may be done using cash, checks, or credit cards.

The school participates in the National School Lunch Program and makes lunches available to students each day. Ala carte items are also available for purchase. Applications for the School's Free and Reduced-Price meal plan can be located on our website [www.scctc.org](http://www.scctc.org) under the Food Services Tab. Applications can be filled out online or paper copies may be picked up from the Cashier's office.

- Students may bring their lunch to school to be eaten in the school cafeteria at the time indicated on their schedule.
- Students are NOT permitted to leave school grounds during the one-half hour lunch period.
- Students must follow the instructions of all Cafeteria Staff
- Students caught stealing from the cafeteria will face immediate disciplinary action.
- To ensure safety and equity, pushing, running, or cutting in line is not permitted.
- Students may **NOT** have any food from outside restaurants delivered.
- Students are expected to display appropriate table manners at all times in the cafeteria.
- Students are to remain seated at their tables until the end of the lunch period and not wander from table to table.
- Students are expected to clean their area and discard all trash into proper receptacles and encouraged to utilize the "Share Table" for uneaten items before leaving the cafeteria.
- Food and beverages are to be kept and consumed in the cafeteria. Exceptions may be made for class activities/meetings and need approval of a director prior to the event.
- Students may not leave the lunchroom without permission other than to use the restroom.
- Students are not permitted to use the vending machines during the school day except during lunch.

## **MOMENT OF SILENCE**

The Board of Education may provide for a moment of silence for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. Those who do not wish to participate in the Moment of Silence will refrain from any act that would interfere with the participation of others.

## **PLEDGE OF ALLEGIANCE**

The SCCTC Board of Education believes that the salute to our nation's flag and Pledge of Allegiance helps to reinforce within students and staff the principles of liberty and democracy. In support of this belief, and pursuant to section 3313.602A of the Ohio Revised Code, an oral recitation of the Pledge of Allegiance may be a part of the program of SCCTC and at special functions. The Board recognizes that some students and/or faculty members' beliefs may prohibit their participation in these patriotic exercises. Those who do not wish to participate in the Pledge of Allegiance will refrain from any act that would interfere with the participation of others.

## **PUBLIC INFORMATION**

Information which is deemed newsworthy and would reflect positively on the SCCTC should be submitted to a director.

## **SIGNS & POSTERS**

Students may not hang/display any sign or poster without approval from a director.

## **STUDENT RECORDS**

While the student attends the SCCTC, the school will maintain a set of student records. The SCCTC will add to these records the appropriate evaluations of the student's performance. However, official records are maintained at the associate school and requests for transcripts should be directed to the associate school. In accordance with Section 438 of Public Law 93-380, known as the Family Education Rights and Privacy Act of 1974, parents and students have the right to inspect and review official records directly related to their child and must, with certain exceptions, give written consent before any information is released by the school to outside agencies. The school district follows all guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Detailed FERPA guidelines may be acquired at the end of this planner.

## **TEXTBOOKS AND ELECTRONIC DEVICES**

School-issued textbooks, electronic devices, media materials and other items are considered the property of the SCCTC and are provided to students for use in academic and career technical subjects. While normal use is expected, excessive wear, damage or loss may result in assessment of charges for repairs or replacement to the parent/emancipated student and the withholding of the student's report cards and/or credits. Students may be expected to purchase some books for their personal use through assessment of program fees.

**VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and other valuable items are tempting targets for theft. SCCTC is not liable for any loss or damage to personal valuables.



## SECTION II: BELL SCHEDULE

Classes at SCCTC begin promptly at 7:50am and dismissal is at 2:16 pm. Students who use associate school transportation and must remain on campus after 2:16 pm will be required to wait in a supervised designated area. All school rules apply during this time.

\*Bell schedule is subject to change

<b>Regular Schedule</b>			
	<b>Start</b>	<b>End</b>	<b>Lab</b>
First Bell	7:42		
1st	7:50	8:58	AM Lab (7:50 - 10:44)
2nd	9:02	10:10	
3rd Lunch/Ready	10:14	10:44	
4th Lunch/Ready	10:48	11:18	PM Lab (11:22 - 2:16)
5th Lunch/Ready	11:22	11:52	
6th	11:56	1:04	
7th	1:08	2:16	
<b>Two Hour Delay</b>			
	<b>Start</b>	<b>End</b>	<b>Lab</b>
First Bell	9:42		
1st	9:50	10:28	AM Lab (9:50 - 11:44)
2nd	10:32	11:10	
3rd Lunch/Ready	11:14	11:44	
4th Lunch/Ready	11:48	12:18	PM Lab (12:22 - 2:16)
5th Lunch/Ready	12:22	12:52	
6th	12:56	1:34	
7th	1:38	2:16	

### SECTION III: ADMISSIONS, ACADEMICS, GRADING

The SCCTC works to prepare students for career and/or college readiness. Students are trained to maturely adapt to employment requirements, which includes the knowledge of responsible attendance, and being technically and academically proficient.

#### **CAREER PASSPORT**

A Career Passport is a SCCTC issued, school-validated, student-developed portfolio containing formal documents that identify marketable skills, strengths, and knowledge a student has attained through their career technical program. It is designed to assist students in making the transition from school to college and their career. It also serves as a job seeking and career planning instrument by presenting skills and knowledge acquired while enrolled at SCCTC. Students receive their Career Passports at convocation.

#### **CAREER TECHNICAL CERTIFICATE OF COMPLETION/ CONVOCATION REQUIREMENTS**

##### **Certificate of Completion**

This certificate is awarded to students who meet the following criteria:

**Attendance:** Student absences do not exceed 144 hours (equivalent to 24 school days) over the course of their two year program (all absences, including tardies and early dismissal, are counted toward the total absences, both excused and unexcused).

**\*\*Half day students - absences do not exceed 72 hours over the course of their two year program.**

**Grades:** Students must have a minimum of a passing average for their career technical program. The average is calculated according to the credits earned in the various courses of their career tech program.

If a student fails the 4th quarter of their CT Program their senior year, they will need to meet with the Executive Director and may forfeit the opportunity to participate in the CTC convocation ceremony.

**Only students who earn the Certificate of Completion will be eligible to participate in the CTC Convocation Ceremony.**

##### **Certificate of Completion with Honors**

This certificate is awarded to students who qualify for a Certificate of Completion and meet the criteria to earn a Career Technical Education Honors Diploma in the state of Ohio.

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

**Letter of Participation**

This letter is issued to students who have not met the criteria for the Certificate of Completion, due to excessive absence (exceeding 144 hours or 72 for half-day students), career technical course failure, and other factors as determined by the Executive Director. **Students receiving a Letter of Participation will NOT be able to participate in Convocation.**

*\*\*\*WebExam and/or Business/Industry Validated Testing Programs: The Executive Director may use participation and exemplary results from state and business/industry validated testing programs to move a student from a "Letter of Participation" to a "Certificate of Completion."*

*\*\*\*If a student fails the 4<sup>th</sup> quarter of their CT Program their senior year, they will need to meet with the Executive Director and may forfeit the opportunity to participate in CTC convocation ceremony.*

\*\*\*If a student is receiving a Letter of Participation, they may meet with the Executive Director to appeal and request consideration to participate in the CTC convocation ceremony.

### **Convocation**

Students who have earned their Certificate of Completion will be eligible to participate in the CTC Convocation Ceremony, which celebrates their achievement. Students will receive their Certificate of Completion and their Career Passport at the convocation ceremony. Letter of Participation recipients **will not** participate in Convocation.

### **CHANGE OF PROGRAMS/SCHEDULES**

Any change to a student's career technical or academic schedule will require parental permission and must be approved by the Executive Director. Students wishing to make a change should first discuss the desired change with their CTC counselor to ensure they will still meet graduation requirements.

### **COLLEGE CREDIT PLUS**

College Credit Plus (CCP) is a program that allows students to enroll in courses that will earn them both high school credit and college credit at the same time. Students have many options to access this program, including attending approved courses at the CTC, taking college courses online, or driving to one of the area's college campuses. Taking CCP courses will affect both college and high school transcripts, and while participating is free, there may be a cost if a student fails a course, does not order books according to school policy, or does not return the books and/or materials after course completion. Students must see a school counselor if they are interested in participating in this program to receive important information. A letter of intent is required to participate and is due by April 1st. The CTC does accept letters of intent that were submitted to a student's home school by this deadline.

### **CREDENTIAL, CERTIFICATE, AND LICENSE TESTING**

SCCTC is dedicated to ensuring students who participate in career technical programs are prepared to meet the rigors of entering the workforce. Programs at SCCTC will participate in business, industry, and state/national testing programs to earn credentials, certificates, and licenses.

### **EARLY PLACEMENT, INTERNSHIPS, AND APPRENTICESHIPS**

Students interested in Early Placement, Internships, or Apprenticeships should see their career technical instructor. Students will complete an application/approval process and continuation on job placement will be based on skill, grades, attendance, and behavior. Students must also be a member of Ater's Drug Free Clubs of America.

### **EXAMS**

Semester and final exams are given at the discretion of each teacher.

### **EXTRA-CURRICULAR ELIGIBILITY**

All students are encouraged to participate in their associate school's extracurricular offerings. Students may participate, but must meet associate school eligibility requirements.

### **GRADING POLICY**

SCCTC uses a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning and skills. Students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

SCCTC uses the following grading system. The letter grade is posted on the grade card and percentages are used to calculate the final grade each semester:

<b>Letter</b>	<b>%</b>	<b>Value</b>
A+	98-100	4.0
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 & Lower	0.0

Grades will be determined each semester by averaging the quarter percentage grades.

**College Credit Plus grades** will be included in both college and high school transcripts, and will affect GPA calculations accordingly. CTC grades will be updated at the completion of a college course to reflect the grade that was earned.

**Grades for virtual/online classes** will be updated when the course is completed. CTC grades will reflect the final grade for the course. Grades posted on interims and gradecards before completion are representative of a student's progress through the course. Communication with the Virtual Education Coordinator is encouraged.

### **GRADING ADDENDUMS RELATED TO WORKFORCE DEVELOPMENT**

Preparing for the world of work, post-secondary education, and careers are enhanced by the fact that one must be conscious of and compliant to rules for attendance, personal appearance, and acceptable workplace behaviors.

Student employability will be incorporated into the quarterly grading plan, weighted at 10% of the quarterly grade. Student employability includes:

- *Daily Attendance:* Being on time and in class daily.
- *Professional Dress:* SCCTC requires specific uniforms within all programs. Students must adhere to uniform requirements (including student IDs) and professional dress at all times during the course of the school day and at school events. Exceptions require administrative approval.
- *Preparedness:* All programming at the CTC focuses on developing skills necessary to succeed in every work environment. Being "*Ready for the Day*" by having the appropriate tools, texts, technology and other materials, is expected.

Compliance with Behavior Expectations and Standards of Behavior: As teachers work with students to reinforce positive workplace behaviors, teachers will also determine if misbehaviors are matters that will be handled as a part of the program or if they will be referred to as an administrative matter. **Teachers and support staff have a number of steps in their classroom management plans to handle minor discipline occurrences.** In a career center setting, these minor occurrences may be a factor in determining the student's quarterly grade if warnings and/or directives are not followed. When disciplinary offenses merit administrative intervention, the steps under the code of conduct will be administered.

### **GRADUATION ELIGIBILITY AND SCHOOL DISTRICT TRANSFERS**

The student and parent/guardian are responsible for reviewing credits and graduation status with the associate school counselor. Likewise, students who transfer to a new associate school while attending SCCTC are responsible for reviewing credits and their graduation status with the new associate school counselor. Eligibility for graduation is determined by each associate school based upon course credits earned. A student may be considered credit deficient when they need more courses than they have space for in a regular senior schedule. Students who are credit deficient will meet with counseling staff and/or directors at the end of their junior year to explore options which may include, but are not limited to, returning to their associate school, summer credit recovery, or alternate arrangements.

The current pathways to graduation can be found on the Ohio Department of Education’s website using this link:

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/GradReq2023.pdf.aspx?lang=en-US> .

## **GUIDANCE AND SCHOOL COUNSELORS**

The school counselors are the contact between the students and the associate school. Counselors are available to students and parents for discussion of educational, personal, and social issues. If students desire to meet with a counselor, they should first obtain permission from their teacher and sign in the counseling office. Signing in will result in an appointment for that student to meet the counselor responsible for their particular program.

## **HOMEWORK**

The assignment of homework is a part of program or course completion requirements to enhance the student’s learning potential. Student grades will reflect the completion of all work, including outside assignments. Homework will not be used for disciplinary reasons. Homework policies and expectations will be further outlined in each teacher’s classroom expectations.

## **HONOR ROLL**

Juniors and Seniors who maintain “A’s” and “B’s” in academic and career technical programs are eligible for the Honor Roll, which is updated each quarter. An “A” average will be designated with an asterisk (\*).

## **MAKE-UP WORK**

Students who are absent from school are required to complete work missed in each class. Due dates for make-up work should be arranged in cooperation with the teacher, but students will have days equal to the number of days missed to make-up assignments. Students who have unexcused absences do not receive credit for make-up work. Students are expected to contact the teacher at the earliest opportunity to make arrangements to make-up missed work. Lengthy absences may facilitate an IAT meeting (where work assignments and make-up requirements are determined), alternative assignments, and in some cases exemptions. A director may consider special circumstances.

## **ONLINE PROGRAMMING**

SCCTC provides students additional educational opportunities through online courses available through InnevAto. Online courses are available for credit recovery, initial credit, and enrichment. Students participating in online courses must consult with their CTC school guidance counselor and complete the necessary registration forms. Student registrations are reviewed by a director and the Virtual Coordinator. **Grades for virtual/online classes** will be updated when the course is completed. CTC grades will reflect the final grade for the course. Grades posted on interims and gradecards before completion are representative of a student’s progress through the course. Communication with the Virtual Education Coordinator is encouraged.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the year are recognized for their accomplishments by the staff and through activities coordinated by the administration. Areas of recognition include, but are not limited to academics, citizenship, and volunteerism.

- Diploma- Diplomas are granted by the associate school.
- National Honor Society Cord - This award is presented to students who are inducted into and maintain good standing in the SCCTC Chapter of the National Honor Society.
- National Technical Honor Society Cord - This award is presented to students who are inducted into and maintain good standing in the SCCTC Chapter of the National Technical Honor Society.
- One Year Certificate of Perfect Attendance - This certificate will be issued to a student who has not missed a day of school or been tardy during their junior or senior year (all absences/tardies are counted toward the total, both excused and unexcused.)
- Two Year Certificate of Perfect Attendance - This certificate will be issued to a student who has not missed a day of school or been tardy during their junior and senior year (all absences/tardies are counted toward the total, both excused and unexcused.)
- Honor Roll Recognition - This certificate will be issued to students who carried a 3.0 GPA during the course of the year.
- Jaguar Award - This award is given to an outstanding senior in each program who has met the criteria to earn the Certificate of Completion. This award is chosen by the program instructor.
- Rising Star Award - This award is given to a senior in each program who demonstrates the most improvement and has met the criteria to earn the Certificate of Completion. This award is chosen by the program instructor.

## **REPORT CARDS/INTERIM REPORTS**

Report cards and interim reports will be prepared by the CTC at the middle and end of each grading period. Parents can also check our online grading program to see up-to-date student performance at any time. SCCTC also encourages parents to contact teachers/counselors and/or arrange conferences when a student is at risk of failure to discuss actions to improve poor grades.

End of Grading Periods

1<sup>st</sup> Quarter – October 13, 2023

2<sup>nd</sup> Quarter – December 15, 2023

3<sup>rd</sup> Quarter – March 8, 2024

4<sup>th</sup> Quarter – May 23, 2024

## **SENIOR PROJECTS AND/OR CAPSTONE**

Teachers may incorporate these projects as a percentage of the 4<sup>th</sup> quarter grade. The weight of these projects will be at the teacher's discretion for the 4<sup>th</sup> quarter. In the future, and when these types of projects are school-wide, this policy will be re-examined for the possibility of added weight for the capstone project in calculating the final grade.



## **SPECIAL EDUCATION SERVICES**

Special educational services that are a part of a student's IEP are coordinated by SCCTC in conjunction with the associate school district in compliance with SCCTC Board of Education policies. SCCTC cooperates with the associate school in situations where home instruction is required.

## **STUDENT ASSESSMENT**

To measure progress, students will be tested in accordance with state standards and district policy. Additional group tests are given to students to monitor program progress, determine educational mastery levels and used to help the staff determine instructional needs. These tests are selected or prepared by teachers to assess how well the students have achieved specific instructional objectives. Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. SCCTC will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **TRANSCRIPTS**

Student transcripts should be requested from the associate school that holds complete academic records.

## **TRANSFER PROCEDURE BACK TO ASSOCIATE SCHOOL**

After a student registers and is accepted, the student is considered a SCCTC student. All registered and accepted students are encouraged to begin the school year at the CTC. Once a student has started at the CTC, a return to the associate school may be initiated in either of two (2) ways:

- (a) after the designated 5<sup>th</sup> school day of the school year, per the CTC School Calendar;
- (b) as permitted by the associate school.

*If a student still desires to return to their associate school after the 5-day requirement, the first step is to contact one of the SCCTC counselors, who will initiate the procedure. It is suggested that students exercise a great deal of thought prior to initiating such a change, and have honestly given SCCTC and their program a good try before withdrawing. A decision made after the 10th day of school is not likely to be approved. Requests of this nature will be handled through the Executive Director. When the SCCTC and an associate school are not in agreement regarding the return of a pupil, the SCCTC will initiate a meeting among (a) the Executive Director (b) a SCCTC Counselor, (c) a representative from the associate school, (d) the parents or legal guardian of the student and (e) the pupil. The placement of the student will be determined by the above mentioned meeting.*

Students finishing the junior year program who plan to return to their associate school the following year need to go through the withdrawal procedures. The student may be asked by the administration to return to the associate school after recognizing that a student is not finding success in the career technical program or academic courses and/or the associate school may request that the student return to their associate school.

## **WORK PERMITS AND LABOR LAWS**

Students can secure information about work permits and labor laws from the Main Office.

## SECTION IV: ATTENDANCE

A student who is at least five, but under twenty-two years of age is entitled to attend public school free in the school district in which their “parent” resides as per Ohio Revised Code - Section 3313.64B. All children between the ages of six and eighteen years of age are required to attend school regularly unless excused by law. At such time as a school administrator/county attendance officer has reason to doubt a parent or guardian’s statement that a child has been absent from school due to illness or when an illness has caused an excessive number of days of absence, the school administrator/attendance officer may require the parent or guardian of such child to secure a reason for absence from a licensed Ohio physician. If parents refuse to comply with this regulation, the attendance officer or their designee may initiate legal action to assure compliance with the attendance laws of the State of Ohio. Pursuant to enforcing our attendance policy via state law, “Habitual Truant” issues will be handled by our attendance staff and court officials.

### ABSENCES

Employers on the Springfield-Clark CTC Advisory Committees specify they need employees who are at work and on time every day. We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of the completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students, who attend school with a high degree of regularity, increase the likelihood of their academic success. Thus, we believe that the best attendance policy is one that places a high emphasis on students being in school, holds students accountable for “poor” attendance, rewards students for “good attendance,” and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations. Based on these beliefs, we expect students’ attendance to be 100%. However, realizing that circumstances arise which prevent students from meeting this expectation, we will encourage attendance for all students to be an integral part of their educational goal.

To ensure that these goals are met, the following guidelines have been established:

- Parents/guardians are responsible for reporting their student’s absence and the reason(s) for the absence. This should be done on the morning of the absence to the SCCTC attendance office: **937.325.7368 ext. 127**, emailed to the office at [attendance@scctc.org](mailto:attendance@scctc.org); or reported on our website under the parent tab (Report An Absence).
- School personnel are responsible for implementing a process whereby parents/guardians are contacted regarding an absence, if parental notification has not occurred.
- School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips, and/or such things as guidance appointments, administrative conferences, CTSO event participation, and other school related functions (includes approved associate school activities). **Students do not lose points or grades when on these types of school related assignments.**

- Teachers and the attendance secretary are responsible for recording student absences and based on the reasons for the absence, will record the absences as being excused or unexcused as established by the standards set forth by the State of Ohio.
- Students are responsible for making up work due to any absence. Students will be given the same amount of time to make up the work as the amount of time that they were absent from class. Alternate assignments may be given in lieu of certain assignments due to the nature of laboratory activity. However, for absences for unexcused reasons or truancy, students may not be given credit for the makeup work.
- Teachers are responsible for creating and maintaining a daily attendance and a participation point system to be used in their class that may influence the quarterly grade.
- When SCCTC is in session, students are expected to attend school.

### **EXCUSED AND UNEXCUSED ABSENCES**

State law requires that all students be in school all days and hours that school is in session. Depending on the reason, a student's absence may be classified as excused or unexcused.

Parents **MUST** contact the Attendance Office to inform the school of the reason for the absence. If no parental communication has been made, the absence will be considered truant.

Absences considered excused, include, but are not limited to:

- Personal illness (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- College visitation\*
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to a student being homeless ??????
- Associate School Activities
- All other "special" absences must be submitted to the administration for consideration (special absence paperwork completed in advance).

\*A maximum of two (2) days may be granted for college visits or a School-to-Work activity by a director through completing and submitting the appropriate documentation.

+ Like other excused absences, this is not used as a factor in determining quarterly grades  
 ADDITIONAL NOTE: Teachers may use attendance in their criteria for quarterly grades (see Grading Policy). Excused absences and in-school reassignment are not counted against the quarterly grade. However, failure to make-up work will be factored into the graded portion of all classes.

## **SPECIAL ABSENCES**

Every effort should be made by parents/guardians to schedule vacations during the summer or when school is not in session. A special absence/pre-approval request form, which can be obtained in the attendance office, must be completed and submitted at least 3 days in advance in order for the request to be considered for a legal absence. Academic, attendance, and behavior records will be taken in consideration when determining approval for legal absences for vacations. A student may be required by the teacher to complete work to be missed prior to departure. Students with failing averages, those who are on pace to exceed 72 hours for the school year, or have already used their allotted parents excuse notes may not be approved for the excused absence.

### **Medical status:**

**Parent notes may excuse their students up to seven (7) days for an excusable reason, as listed above.** After that, the student will be put on “Medical Status”. When a student is put on “Medical Status,” student absences will only be excused with appropriate medical, legal, and/or school documentation. Once a student is on “Medical Status” notes from a parent/guardian will not excuse an absence.

## **RETURNING TO SCHOOL FOLLOWING AN ABSENCE**

Students must comply with the following procedures:

- Bring a note to the Attendance Office the day following the absence. This note has to be from a parent or guardian, doctor/dentist, or other appropriate official explaining the nature of the absence.
- The Attendance Office will give the student a pass with the appropriate designation for the absence.
- Attendance discipline is handled by the Director of CTE & Student Development after receiving information on truant/unexcused or excessive absences from the attendance office and/or from teachers.
- **All absences are considered truant until communication has been made to the Attendance Office.**
- **All notes must include the dates/times and reason for which a student is absent.**

## **ADDITIONAL PROCEDURES FOR UNEXCUSED ABSENCES**

Improvement of student attendance will also involve parents and the proper authorities. Referral may be made to the proper authorities in Accordance with Compulsory School Attendance Laws, Sections 3321.01 to 3321.13 ORC, and/or may result in suspension and expulsion.

Each unexcused absence	-	Progressive Discipline may include Lunch Detention, After School Detention, ISR
Each truancy occurrence*	-	Progressive Discipline may include Lunch Detention, After School Detention, ISR Two days ISR

**\*Multiple occurrences will result in meeting with the Director of CTE & Student Development, creation of an Absence Intervention Plan, and possible filing of charges with juvenile court.**

## **SUSPENSION OF DRIVER LICENSE**

The Superintendent of SCCTC may notify the Registrar of Motor Vehicles and Clark County Court when students are absent without legitimate excuse for 42 or more consecutive hours in a month or 72 hours in a school year. This rule also includes students who withdraw from school before the age of 18, or if suspended or expelled from school under certain provisions. Upon receiving notice from the superintendent, the Registrar will suspend the temporary permit or driver license under Ohio law.

## **ASYNCHRONOUS/VIRTUAL DAY ASSIGNMENTS**

In the event that extra instructional hours allotted in the school calendar year are exhausted due to school closings and delays, asynchronous/virtual day assignments (equivalent to one instructional day) will be assigned. If assignments are not completed, this will result in an unexcused absence, and discipline will be determined in the same manner. Parents and students will receive an automated phone call when asynchronous/virtual day are assigned.

## **COLLEGE VISITATIONS, ARMED SERVICES, JOB INTERVIEWS**

Prior appointment and prior approval by the Director of CTE & Student Development is needed for college and Armed Services visits with appropriate form. Students are eligible to miss two days per year to visit a post-secondary institution. Students who do not clear these absences at least two days in advance may receive unexcused absences and face disciplinary consequences. To be eligible, a student must be on course to graduate and passing all current classes. (On a case by case basis, permission may be denied by the respective director). Job interviews are to be scheduled after school. Exceptions must be approved in advance by the respective director and may be counted as excused absence(s).

## **PM HALF-DAY STUDENTS**

All PM half-day students are to report to the attendance office at SCCTC each day prior to going to class. They are to sign the half day (PM) attendance sheet on the counter of the attendance secretary.

## **PERMISSION TO LEAVE SCHOOL DURING THE DAY/ EARLY DISMISSAL**

Permission to leave the building during the school day will be granted only through the Attendance Office. Verification from home is necessary and **students must sign out at the Attendance Office**. Students failing to follow proper procedures will be considered truant. All notes requesting early dismissal must be turned in to the Attendance Office at the beginning of the day.

All physician/dentist appointments should be scheduled well in advance and during after-school hours. Notes for early dismissal for medical appointments should include doctor's name, phone number, and time of appointment. The telephone number of parent/guardian to be contacted for verification should also be included on the note. Arrangements for make-up work necessitated by an early dismissal are the responsibility of the student.

If appointments must be made during school hours, a medical excuse slip must be returned to the school from the physician or dentist.

**No student shall leave school without permission from the attendance office.**

### **SCHEDULED LATE ARRIVAL/EARLY DISMISSAL**

Students may be assigned a class schedule for Late Arrival or Early Dismissal. This schedule is determined by the school counselor based on courses offered and Academic needs, and a student's schedule may differ between 1st and 2nd semester. A student will only be granted Late Arrival/Early Dismissal after the school counselor has determined it is appropriate, a permission form has been signed by the parent/guardian, and then approved by an administrator. Students will then be informed by the Attendance Secretary, via email, that their Late Arrival/Early Dismissal has been approved. Once approved, Late Arrival students **MUST** sign in at the Attendance Window upon their arrival. Students should not loiter in any part of the building, but must remain in the cafeteria until the bell has rung for class. Early Dismissal students **MUST** sign out at the Attendance Window upon their departure. Students should not loiter in any part of the building, but should exit the building after signing out. If a Late Arrival/Early Dismissal student does not have transportation to get to or leave school at their assigned time, a class may be added back onto their schedule.

### **TARDIES**

Any student not in their assigned class at 7:50, will be considered tardy. Students should sign in at the Attendance window upon their arrival tardy to school. Beginning at a student's third unexcused tardy of each quarter, they will be assigned discipline for each tardy. Car trouble, oversleeping, missing the bus, picking up a friend, etc. are NOT excused tardies.

## **SECTION V: CAREER TECHNICAL STUDENT ORGANIZATIONS**

Career Technical Student Organization (CTSO) activities at SCCTC are associated directly with student's areas of study. Their main purposes are to develop leadership skills, foster cooperation, develop an awareness and appreciation of good citizenship, and to upgrade students' skills in group social activities. They are an integral part of the curriculum, and all students will be considered members of their program's designated CTSO.

### **BUSINESS PROFESSIONALS OF AMERICA**

BPA is the SCCTC youth club that serves the Business and Information Technology students. Members take pride in participating in activities that promote leadership, citizenship, academic, and technological skills. All students in the Business and Information Technology department are members of Business Professionals of America and have opportunities to participate in leadership activities and workplace skills assessments at the local, regional, state, and national levels.

### **EDUCATORS RISING**

Educators Rising is the youth organization for students in Early Childhood Education and Education Exploration. ER provides hands-on teaching experience to high school and college students. ER helps to sustain passion and interest for the teaching profession while helping to grow skills needed to become successful educators. The result is a pipeline of accomplished teachers that will influence the lives of their students but also to the field of teaching in the broadest sense. ER is a powerful way to help schools and communities cultivate the next generation of well prepared teachers.

### **FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA**

FCCLA is the youth organization for students in Culinary Arts, and. FCCLA promotes leadership experiences and student decision-making opportunities through the family and consumer sciences education programs. Chapter activities help extend learning beyond the classroom. Through hands-on-projects that they develop, implement and evaluate, students encounter situations through which they accept responsibility, experience leadership, build relationships, develop appreciation for diversity, analyze and solve problems, apply academic and communication skills, and adapt to change. FCCLA members may participate in competitive contests at the local, regional, state and national levels.

### **FFA**

The National FFA Organization (formerly Future Farmers of America) serves students in the Veterinary Science and Forestry and Park Management programs and envisions a future in which all agricultural education students will discover their passion in life and build on that insight to chart the course for their education, career and personal future. Students will learn the business meeting format and participate in projects, community service learning and teaching skill competitions. FFA members may participate in competitive contests at the local, state and national levels.



**SkillsUSA**

SkillsUSA is an organization designed for youth enrolled in Trade and Industrial, Criminal Justice, and Cosmetology programs. Established in 1965, SkillsUSA Ohio has adopted as its motto: Preparing for Leadership in the World of Work. Since its establishment, it has grown to international recognition and its membership has increased rapidly each year. It is the largest single club at SCCTC, and has been subdivided into four sections because of its size. Generally, each section provides for activities and occasionally works with the other sections on larger projects. SkillsUSA members may participate in competitive contests at the local, regional, state and national levels.

## **SECTION VI: STUDENT RESPONSIBILITY AND CODE OF CONDUCT**

### **PURPOSE AND INTENT OF THE STUDENT CODE OF CONDUCT**

Students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. The ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law. The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended, or expelled from school.

In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in the career technical center. A student may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their basic rights, or violates rules as stated in the Student Code of Conduct.

### **ADMINISTRATION OF THE CODE OF CONDUCT**

The administration shall administer the student code of conduct and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

### **BEHAVIOR EXPECTATIONS**

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

### **DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly."

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation. The absence of a behavior or any specific action not listed in the student discipline code does not mean that such conduct does not violate the discipline code or cannot be punished.

### **DRESS CODE**

Students are required to follow uniform expectations and guidelines, and wear their student ID's at all times. These items must be visible and not covered by other personal belongings. Career Technical Centers are advanced career preparation institutions that ensure students are ready for the workforce and for the rigors of post-secondary education. The world of work and every career we train for at SCCTC has expectations of appearance. To that end, SCCTC has

determined a reasonable dress code for students and they are expected to present themselves in this manner at all times.

### **Uniform Expectations**

Programs at SCCTC have uniforms or other manner of expected daily dress. Students are expected to comply with the reasonable expectations of dress for their respective program. These uniform requirements include cleanliness and proper fit. This is generally regarded as “business and industry appropriate.” **A student MUST be properly dressed in uniform in order to fully participate in their CT program.** Students must be in CTC attire throughout the entire day.

### **School-wide Dress Code**

Students are expected to comply with the following directives. Students and parent/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress or grooming. Administration reserves the right to restrict any attire that disrupts the education process.

### **Lower Body Articles of Clothing**

No shorts, biker pants, athletic shorts, sweat pants, pajama pants, leggings, yoga pants, jeggings or similar items, or miniskirts. Lower body garments are to be worn appropriately and midriff covered. Saggy pants are unacceptable. Skirts and dresses must be hemmed and will be at least knee length. Jeans may not have rips, frays, or holes. All items are to be worn at waist level at all times.

### **Upper Body Articles of Clothing**

Shall cover the body from the shoulders to the waist. Shirts exposing midriff or shoulders at any time are unacceptable. Shirts must have some type of sleeve, the armholes should contain a hem and not expose more than the underarm area. Outerwear must display the CTC Logo.

### **Footwear**

Students must wear shoes on campus that are safe, professional, school appropriate, and appropriate to workforce development program. Flip-flops or open-toe shoes are not safe or acceptable on the SCCTC campus.

### **Clothing Items/Symbols with Statements, Slogans, Images, or Insignia**

There will be no indecent, obscene, profane, lewd, or vulgar content permitted. Images that harass, demean, discriminate, suggest violence, or create reasonable risk for the educational process are not permitted. Clothing that bears statements, slogans, images, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, illegal drugs are not permitted. Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be disruptive to the educational process. In the case of exposed areas, the building administration may require the student to cover a tattoo with a bandage or by some other means while at school.

### **Hairstyle/Piercings**

Piercings will be determined by the individual labs code of conduct. Extreme hairstyles/hair color and/or make up which disrupt the educational environment may not be permitted.

### **Other Articles of Clothing**

Students have lockers to safely store personal items. Headgear/coverings worn for medical or religious reasons are permitted in all environments. Hats, hoods, head coverings, headgear, scarves, headbands, bandanas, gloves or mittens, sunglasses may be worn at school, unless it impedes safety. These items need to be kept in lockers. Other personal items, such as blankets, should be kept in lockers. Heavy chains, studded bracelets, collars, and other articles deemed to be potentially harmful or could be used as weapons will not be permitted.

## **JURISDICTION**

This code of conduct is in effect while students are under the authority of the school, school personnel, or involves a school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or at other school activities or programs. In addition, this Code of Conduct includes: misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property AND misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

## **PARKING RULES**

Student drop off and pick up will be on the north/northwest side of the campus only. For safety reasons, students may not walk off campus at any time during the school day. **Driving to school is a privilege.**

### **Parking Permits**

- Students shall have a parking permit on their vehicle. The permit is only good for their assigned lot and/or spot within the current school year.
- Permits and their replacements are school property. Information concerning how to apply for the permit may be obtained on the [scctc.org](http://scctc.org) website.
- This permit can be used only on the registered vehicle(s).
- It must be visibly displayed while the vehicle is on campus.

### **Eligibility Requirements for Temporary or Permanent Parking Permits**

- Possession of a valid driver's license, and information entered into the parking permit online form.
- Possession of valid vehicle insurance, and information entered into the parking permit online form.
- Possession of a vehicle meeting or exceeding the requirements of a safety check by the Highway Patrol. SCCTC reserves the right to conduct a safety inspection on a vehicle.
- Satisfactory completion of an SCCTC Parking Permit online form.

### **Cost of Permits**

- SCCTC students will be required to pay the \$10 permit fee
- There will be a charge of \$5 for each replacement pass. (due to theft, loss, etc.).

### **Other Parking Regulations**

- Upon arrival to campus, students are expected to lock their vehicles and enter the school building and remain in the cafeteria until the 7:42 bell. Students should not be loitering in the parking lots.
- Students are not permitted to travel to their vehicles or the parking lot without permission of a director or under SCCTC staff supervision.
- Seatbelts (both drivers and passengers) must be worn at all times.
- Speed limit on SCCTC property is 10 miles per hour AT ALL TIMES.
- The vehicle must be parked appropriately, within the lined space.
- Students are directed to follow the flow of traffic, *as directed by staff*, when leaving campus.
- No student is permitted to obtain a permit for a vehicle other than their own vehicle.
- Passengers are not permitted to ride in beds of pickup trucks.
- Any students having a traffic violation while on school premises may lose their parking privilege. Other corrective action may be taken.
- **Student parking is provided as a convenience and a privilege.**
- School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safety or effective operation of the school.
- When a permit is no longer needed, the permit must be returned.
- When choosing to drive to school, students are accepting the responsibility of getting to school on time. Problems, including but not limited to: vehicles not starting, inclement weather, trains, and traffic jams will not be excused.

### **Student Parking Lots**

- All students are to park in Lot A, E, or F (as assigned).

### **Violation of Parking Rules**

- Violation of rules shall result in disciplinary action, including but not limited to: loss of parking privileges, after school detention, suspension, towing of vehicle (at owner's expense), expulsion.

*The SCCTC assumes no responsibility/liability for damage, theft or loss of property that may occur to vehicles.*

## **STUDENT CODE OF CONDUCT: INFORMATION YOU NEED TO KNOW**

### **1. National Child Safety Council Guidelines: Bullying and Harassment**

Bullying is defined by Section 3313.666 of the Ohio Revised Code: Harassment, intimidation, or bullying. Indications of bullying include any intentional written, verbal, or physical act that a student exhibits towards another particular student more than once that causes mental or physical harm AND/OR is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for the other student. Both boys and girls bully and victims are both boys and girls. Bullying and Aggressive Behaviors are defined by a power imbalance between the bully and the target. A bully's power can be derived from physical size, strength, verbal skill, popularity, or gender. A bully's target feels tormented, helpless, and defenseless. Bullying is a form of violence. It can leave physical and emotional scars that can be carried into adulthood.

Harassment includes, but is not limited to the following: verbal harassment of others, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes- posters- cartoons- etc., suggesting or demanding sexual involvement by implied threats, a pattern of conduct that is subtle and intends to create discomfort or humiliation to another, remarks speculating or remarks about a person's sexual activities or history. Inappropriate boundary invasion by a school district employee or adult member of the school community to a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, advisor, or other school authority who engages in sexual or inappropriate physical contact with a student may be guilty of child abuse as defined by state law.

SCCTC Penalties for bullying and harassment: Incidents of bullying and harassment will be treated as assault and/or menacing by the standards of the student code of conduct and follow that course of discipline. Additional precautions may include but not be limited to contact with parents, intervention of law enforcement, and involvement of Children's Services. It is our intent to do all within our jurisdiction to eliminate the dangers associated with bullying and harassment from our school zone for the students we serve. Resource guides are available in our school office for students, parents, and staff.

The CTC prohibits all forms of bullying behavior on school property, in school vehicles, at school-sponsored events, or during travel to and from school. Any violation of this policy shall be considered an infraction of the Student Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the Ohio Criminal Code will be reported to the police.

The CTC strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of the school. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the CTC.

Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, the CTC strives to offer all students an educational environment free from

bullying. **Bullying** shall mean a pattern of **repeated** harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

- Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
- Verbal – includes taunting, malicious teasing, name-calling, and making threats.
- Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
- Cyber-Bullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile and social network websites such as Twitter, Facebook, etc. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subjects of appropriate discipline.

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally or mentally harming a student.
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Physical or verbal assault by a student against another student or staff member is strictly forbidden.

- Incidents, which are clearly "fighting," involving at least two (2) combatants in mutual physical force, will be considered serious offenses. The School Resource Officer will be involved in these matters, and charges may be filed.
- Incidents, where one party is clearly physically assaulted or attacked by another without provocation, will be handled as serious violations. The School Resource Officer will be involved in these matters, and charges may be filed.

While no physical altercations, unauthorized bodily contact, verbal assault, or sexual assault are condoned, there are varying degrees of severity associated with the extent of force used. Facts leading to the incident and the depth of involvement of the parties engaged in the situation will be investigated, and in any situation where the instigator of the altercation can be clearly determined, that party will receive a more severe punishment than the other party.

Students should report any bullying to an administrator, a school counselor, a teacher, or online at [www.scctc.org](http://www.scctc.org).

## **2. National Child Safety Council Guidelines: Violence**

Through school community partnerships, goals for keeping the school safe, identifying appropriate strategies, and employing strong security measures, it is the intent of SCCTC to keep a safe and orderly campus. School safety is most effective when school-wide policies and practices address the needs of students, school personnel, the community, and the school campus. Students can be positively involved in helping keep their campus safe. It is our intent to do all within our jurisdiction to eliminate violence in our school zone and keep it safe for the students we serve. Resource guides are available in our school office for students, parents, and staff.

## **3. National Child Safety Council Guidelines: Dating**

Schools today are vehicles for respected agencies like the National Child Safety Council to distribute information and coordinate programs to educate teens on the subject of safe dating. Statistics show that 1 in 5 high school students are physically or sexually abused by a person who is considered a “date.” The National Child Safety Council provides information for teens and parents that help them determine the warning signs of abusive and violent relationships. This information also covers the issues of cyber dating. Millions of people look for relationships through internet sources. While many sites are safe and legitimate, sex offenders, predators, and scam artists may utilize cyber sources to prey on teens and children. It is our intent to do all within our jurisdiction to eliminate problems associated with dangerous and abusive dating. Resource guides are available in our school office for students, parents, and staff.

## **4. National Child Safety Council Guidelines: Sexual Assault**

It is the intention of our school to provide guides and necessary education where possible for the prevention of sexual assault. Dealing with sexual assault can be very complicated. Each person reacts differently to trauma, but general guidelines that may guide family and friends through the support necessary to make a difference. Sexual assault does include rape, but it also includes sexual harassment, stalking, and obscene phone calls. Modern technology brings this problem to the computers our children use via cyber harassment and threats. It is our intent to do all within our jurisdiction to eliminate the danger of sexual assault against the students we serve. Resource guides are available in our school office for students, parents, and staff.

## **5. National Child Safety Council Guidelines: Sexting**

One problem inherent with the use of electronic devices and teens is the growing problem of “sexting.” Sexting is the sending, uploading, receiving, or forwarding of explicit photos, videos, or text. Photos or videos are often taken using camera phones or Webcams and passed through cell phones or computers using the internet. Doing this in school or using school based or issued computers is explicitly forbidden by school policy. However, students also need to understand the dangers of doing this at any time. Once an item is sent or posted, it is no longer private and it can exist for indefinite periods causing future embarrassment and harassment. It is our intent to do all within our jurisdiction to eliminate the dangers correlated to sexting with the students we serve. Issues of sexting may be punished under the “Immorality” rule of our student code of conduct. Resource guides are available in our school office for students, parents, and staff.



## **6. Gangs**

SCCTC bars gangs and gang related activity from the property and jurisdiction of the school. Any violation of this directive is handled via the student code of conduct section that includes menacing. Definition: a gang is any identifiable group that exists without sponsorship of the school or sponsorship of a recognized community organization and has no acceptable social goals. Insignia: No gang insignia or colors may be worn or carried by any student on the school grounds or jurisdiction of the school. This includes but is not limited to headbands, jackets, swatches of fabric or other clothing which is identifiable with a gang. Tattoos or other imprints on the body that are permanent or removable, medallions or other jewelry which identify gang members or which represent gangs are prohibited.

## **7. Student Drug Abuse**

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

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

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

The Board prohibits:

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

It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes. The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.

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

### **Consequences for Violation of Drug Abuse Policy**

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

Procedures:

- The student will be suspended for ten (10) days in compliance with due process procedures.

- A recommendation will be made to the Superintendent that the student be expelled from school.
- Charges may be filed with Law Enforcement against the student for possession and/or use of narcotics, alcohol, or illegal drugs.

If a student has a substance abuse problem (alcohol, marijuana, other drugs) and would like help, they should contact any SCCTC school counselor. Help will be made available and confidentiality will be observed.

## **CODE OF CONDUCT CATEGORIES**

*SCCTC provides resources and staff dedicated to assisting students and parents. When parents and schools work together for the benefit of our teens, the threats highlighted in this special section greatly decrease in frequency. The issues contained in this section include offenses that can also be initiated and/or conducted via technology. Students, parents, and members of the school community are encouraged to report any form of the above behaviors to an administrator, counselor, or anti-harassment compliance coordinator.*

### **1. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, DRUG PARAPHERNALIA, COUNTERFEIT CONTROLLED SUBSTANCES, MOOD ALTERING CHEMICALS OF ANY KIND**

A student shall not possess, use, transmit, sell, conceal, demonstrate the evidence of consumption of narcotics, marijuana, drugs, alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol/drugs on or about their person. A student shall not possess, use, transmit, sell, counterfeit and/or conceal drug paraphernalia and/or related tools.

### **2. DANGEROUS WEAPONS & INSTRUMENTS**

A student shall not bring a dangerous weapon or instrument to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or instrument while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board.

“Dangerous Weapon or Instrument” includes, but is not limited to: a sharp blade or any cutting instrument, chain, club, metal knuckles, fireworks, explosives, noxious irritating or poisonous gasses, poison or firearm and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

A student shall not possess, transmit, use, or conceal a look-alike weapon including, but not limited to, a knife, gun, or a device that could be considered a look-alike weapon. Look-alike weapons will be treated the same as any of the above. It will make no difference whether or not the weapon or instrument belongs to the student or to someone else, unless the student

can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed the weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

### **3. SMOKING AND/OR POSSESSION OF TOBACCO, LOOK-ALIKE TOBACCO, OR ANY SMOKING PARAPHERNALIA**

A student shall not smoke, use, or possess tobacco, clove cigarettes, e-cigarettes, vaporizers or other non-tobacco materials that may be used for smoking.

### **4. FIGHTING/UNAUTHORIZED TOUCHING**

Students will not fight. Fighting is defined as the willful act of hostile unauthorized bodily contact among two or more persons. A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of unauthorized touching. Menacing (the act of threatening or intimidating another person without physical contact) is treated the same as unauthorized touching.

### **5. UNWELCOME SEXUAL CONTACT/ SEXUAL CONTACT/ GROSS MISCONDUCT**

Students will not engage in intentional touching, either directly or through the clothing, of the genitalia, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse.

### **6. THEFT OR POSSESSION OF STOLEN PROPERTY**

A student shall not take or acquire the property of others without the consent of the owner.

### **7. VANDALISM: DAMAGING OR DIRECTLY MISUSING SCHOOL OR PRIVATE PROPERTY, EQUIPMENT, OR MATERIALS**

A student shall not cause or attempt to cause damage to school or private property, equipment, or materials.

### **8. ACADEMIC DISHONESTY, CHEATING, FORGERY, OR FRAUD**

A student shall not cheat on any educational assignment. A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

### **9. PARKING/DRIVING VIOLATIONS**

A student shall comply with the parking regulations.

### **10. LOITERING, TRESPASSING, OR UNAUTHORIZED ENTRY**

A student shall not enter any closed or restricted school building or area of the school, or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

**11. THREATENING BEHAVIOR: VERBAL OR WRITTEN PHYSICAL THREATS**

A student shall not make any verbal, written, or any other gesture(s) that may be interpreted as a threat against the district or its administrative staff, instructional staff, another student, or anyone present within or on school property, at a school sponsored activity, or on transportation associated with school activities. Any such threat will be considered in violation of the district’s code of conduct and the appropriate law enforcement agency will be immediately contacted in addition to school discipline being implemented.

**12. VIOLATION OF RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS**

A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of Springfield-Clark CTC.

**13. HARASSMENT, INTIMIDATION, BULLYING, HAZING – REPEATED THREATENING BEHAVIOR**

A student shall not plan, encourage or engage in any harassment of another student or person. Harassment may include, but not be limited to, physical, mental, and/or sexual harassment/misconduct and may include retaliation, coercion, interference, or intimidation. Harassment also includes bullying, cyber bullying, and dating violence. A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person. This includes knowingly providing false information to administration and/or teachers. SEE SPECIAL SECTION ON BULLYING AND HARASSMENT.

**14. CONDUCT OF A NATURE THAT INVITES HARM TO OTHERS OR INCITES OTHERS TO DISORDERLY CONDUCT, VIOLENCE, OR RIOT**

A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school. A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

**15. USE OF OBSCENE LANGUAGE, ACTS, GESTURES, AND INAPPROPRIATE MATERIAL**

A student shall not use profane or obscene language or gestures. No student shall engage in sexual acts on school property or during school events. No student shall commit any acts of gross immorality on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events or access obscene or pornographic Internet sites in the school building or bring obscene or pornographic computer material into the school building. “Sexting” falls under the category of inappropriate.

**16. INSUBORDINATION**

A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked to do so by any SCCTC staff member.

### **17. TARDINESS - EXCESSIVE TO SCHOOL, CLASS, OR LUNCH**

Any student who arrives to school, class, or lunch after the designated starting time without an acceptable excuse is considered tardy.

### **18. VIOLATION OF NETWORK AND INTERNET ACCEPTABLE USE POLICY**

A student shall not, without proper authority, use any computer or computer component to include printers, scanners and other equipment without the expressed consent of a teacher or staff member. All use of the aforementioned equipment and the SCCTC issued computers will fall under the Acceptable Use Policy (AUP) signed by each student. The SCCTC reserves the right to retrieve any technology property (including issued computers) and conduct searches. Issued computers and equipment are for educational purposes only as outlined by SCCTC programs of study. Using issued computers for activity outside of this statement may result in violation of the AUP.

### **19. UNEXCUSED ABSENCE OR DEPARTURE FROM SCHOOL OR CLASS – TRUANCY**

A student shall comply with the compulsory attendance laws and shall not be absent from their assigned class or from school without the knowledge of their parents/guardians or school officials. A student shall not cut any educational assignment (class, study hall, field trip, etc.).

### **20. INAPPROPRIATE ATTIRE OR DRESS CODE VIOLATION**

Programs at SCCTC have uniforms or other manner of expected daily dress, which include their Student ID Badge. Students are expected to comply with the reasonable expectations of dress for a school setting and for their respective program. The dress code is outlined in detail in this section of the student handbook.

### **21. GENERAL MISCONDUCT OR DISRESPECT**

A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives. Students shall not engage in activity that can or does result in injury to another student. Although this rule draws a line between fighting and engaging in rough housing with friends or acquaintances, the penalties for horseplay that results in or can result in injury to students or school property may be punished to the same degree as fighting.

### **22. DISRUPTION OF EDUCATIONAL ENVIRONMENT**

A student shall not behave in an unreasonable manner to prevent or attempt to prevent the teacher from teaching and the students from reaching the class objectives. A student shall not cause or attempt to cause a disruption or obstruction of a curricular, extracurricular activity or the normal operation of the educational environment.

### **23. PUBLIC DISPLAY OF AFFECTION**

Students shall refrain from Public Displays of Affection (PDA) while on SCCTC campus or while attending and/or participating in any CTC activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings towards one another is a personal concern between the two individuals and thus, should not be shared

with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA includes but is not limited to:

- Kissing
- Holding Hands
- Fondling
- Cuddling/Sitting in lap
- Inappropriate Touching
- Rubbing/Massaging
- Caressing/Stroking/Petting
- Excessive Hugging

#### **24. CELL PHONES AND ELECTRONIC DEVICES**

Students using cell phones or electronic devices during the school day must follow the school's guidelines in making or receiving any type of technology based messaging. Any type of technology (cell phones, tablets, laptops, headphones, speakers, etc.) used to call or message others is only permitted for personal use before school, after school, between classes and at lunch. They are not to be used in classrooms unless permitted by the instructor as a learning tool, and should not cause a disruption. Any violation of these guidelines may result in confiscation of the device, disciplinary action, mandatory retrieval by the parent/guardian and/or banned use of technology based devices on school property.

#### **25. REPEATED VIOLATIONS OF SCHOOL RULES**

A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent for expulsion from school.

#### **ADMINISTRATION OF STUDENT DISCIPLINARY CODE**

The directors, or designee, shall administer the student disciplinary code and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case. A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student. The board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to Administration. Failure to report such knowledge may be subject to the disciplinary action outlined above.

#### **DISCIPLINARY STEPS**

It is first determined if the offense is a classroom matter or an administrative matter. **Teachers and support staff have a number of steps in their classroom management plans to handle minor discipline occurrences.** In a career center setting, these minor occurrences may be a factor in determining the student's 9-week grade. See the section on Grading Policy to view parameters set by the student handbook. Other incidents will be investigated by the appropriate director and appropriate consequences assigned.

A student shall comply with the rules and regulations of said club organization, department, and/or school and will be held accountable as per the acts of misconduct above.

## **DISCIPLINE OPTIONS**

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, counseling, administrative conference with student and/or parent, detention, in-school reassignment, emergency removal, police notification and/or arrest, restoration/restitution, removal from a school vehicle, loss of driving privileges, suspension and expulsion from school.

### **1. Informal Discipline**

#### **Lunch Detention**

Students will report to the ISR room for their scheduled lunch period.

#### **After School Detention**

Students will report to the ISR room from 2:16 - 3:00 PM.

#### **Extended After School Detention/Friday School**

Extended after school detention on selected Fridays from 2:16 - 4:00 PM. Students will report to the ISR room.

#### **In-School Reassignment (ISR)**

Students assigned to ISR should report to the ISR room by 7:50AM and sign in with the ISR Coordinator. The ISR Coordinator will secure work for the students. Below is a list of expectations for students when placed in ISR:

1. Students should have sufficient learning activities and materials for the period of their reassignment
2. Students are not to communicate with each other unless given special permission
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise
4. Students must put cell phones in designated holders and shall not be allowed to use the phone or to go to their lockers
5. Students shall not be allowed to put their heads down or sleep
6. Students shall have no electronic devices, cards, magazines, or other recreational articles
7. Students shall not consume food or beverages while in the room, except during the designated lunch time.
8. Students who fail to work on school assignments and/or fail to cooperate with ISR school personnel will be dismissed from ISR and appropriate discipline will be enacted.

NOTE: Each ISR assignment that a student fails to serve/complete satisfactorily may result in the student being suspended out of school. Students in ISR are considered IN SCHOOL. This means that no unexcused absences will be issued and no grades affected.

## **2. Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Any remaining part or all of a suspension at the end of the school year may result in a student requirement to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular activities may not be appealed. Students involved in co-curricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use, or harassment.

If a student commits a crime while under the school's jurisdiction, they may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

### **1. Suspension from School**

When a student is considered for a suspension, a director will notify the student of the reason. The student will then be given an opportunity to explain their side. After an informal hearing, the director will make a decision whether or not to recommend suspension. If a student is suspended, their parent(s)/guardian(s) will be notified within one day of the reason for and length of suspension. **Students who are suspended or expelled may not be present on school property, participate, or attend any school activities or contests, or be present at activities on or off property controlled by the school during the number of school days of which the suspension is assigned.** The suspension may be appealed to the Superintendent. A written appeal request must be received by the Superintendent within five (5) days after the receipt of the suspension notice. During the time of appeal, the student is to remain on suspension and shall not be on the CTC and/or associate school property. The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas. A student who is out of school due to suspension shall be permitted to make up work. This work, when submitted upon the student's return from suspension, will be accepted, and graded accordingly.

### **2. Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. Expulsion may result in the loss of credit for courses being taken at school, or at any college or university, whether under the Secondary Post Enrollment



Option or at the student's own expense. A formal hearing is scheduled with the Superintendent, during which the student may be represented by their parent(s)/guardian(s), legal counsel and/or by a person of their choice. Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. Expulsion for certain violations may result in revocation of a student's driver's license or permanent exclusion from school. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

### **3. Permanent Exclusion/Expulsion**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that they may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents/guardians. The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact a director.

### **4. Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) of Section 504 of the Rehabilitation Act of 1973.

### **EMERGENCY REMOVAL**

This emergency is defined when a student whose presence poses a continual danger to persons or property, or poses an ongoing threat of disruption to the educational environment taking place either in the classroom, somewhere on the school property, or at a school activity. The Superintendent or a director may remove the student from curricular or extracurricular activity or from the school premises. If the emergency removal exceeds one school day, then a hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reasons for the removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an out of school suspension, those protocols for due process will be followed.

## **SEARCH AND SEIZURE**

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Unattended items will be searched to determine ownership and in order to maintain a safe school environment. Search dogs may be brought in for assistance. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Surveillance cameras are used on our property and students may be disciplined on the basis of the video.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately and within school guidelines. Students may not distribute or display written material and petitions; buttons, badges, or other insignia; clothing, and banners; audio and video materials that disrupt the educational environment. These include, but are not limited to alcohol, drugs, tobacco, racially insensitive symbols (ex. Confederate Flag, Swastika, etc.), and profane language.

Material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent or vulgar
2. Advertises any product or service not permitted to minors by law
3. Intends to be insulting, harassing, or racially insensitive
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. It causes a disruption to the educational process.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is for the benefit of the students. The staff is to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Suggestions may be presented to a director either in writing or via email. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to a director. A student has the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## SECTION VII: TECHNOLOGY

### ACCEPTABLE USE POLICY

The Acceptable Use Policy (AUP) applies to all students using all types of technological devices at the SCCTC. Like school lockers, network storage, email, and/or any personal material stored on SCCTC computer/network equipment can be searched at will by CTC administrative staff. There shall be no expectation of privacy. Unauthorized materials may be removed at the discretion of CTC staff at any time without warning. **Inappropriate use of computers and other technology may be considered a serious discipline infraction. Access to electronic learning resources is a privilege, not a right.**

### Unacceptable uses of the computer / network include but are not limited to:

- **Damage or destruction of property/vandalism:** This includes uploading and/ or downloading any inappropriate material, creating or introducing computer viruses and/or any attempt to harm, destroy, move, assemble, or disassemble or modify equipment, materials, or data of any other user. No alterations may be applied to the laptop/chromebook computers, peripheral technology, or other technology equipment including both hardware and software. Students are not allowed to deface, decorate, or change the production looks of the laptop/chromebooks or any other computer or technology equipment.
- **Indecent Materials:** Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- **Filtering:** Attempting to bypass any Internet filtering or proxy methods is considered unauthorized access.
- **Theft / Attempted theft:** Filing a false Missing Laptop Report/failure to report Laptop found. Fraud, misrepresenting damage or theft.
- **Unauthorized software use:** No student shall install, run, play, listen, view, copy, delete, transmit, or modify files in any way, or violate copyright laws or use any software outside the rights granted to the student. This is to include but not limited to: the Internet, software use for class, or software used in the media center, and the use of software, including discs not approved, owned by, or legally licensed to the Springfield-Clark CTC District. Inappropriate media may not be used as a screensaver or wallpaper.
- **Violation of law or rights of others:** No student shall use computer technology in ways which violate the law, violate school or classroom policies/rules, and/or violate the rights of others: e.g. viewing, hacking, copying files, transmitting, deleting, harassing, threatening, degrading, racism, and/or pornographic and sexually explicit use.
- **Plagiarism:** Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from SCCTC owned devices through any electronic means unless the particular licensing agreement in place for the software allows for user distribution.
- **“Hacking” and other illegal activities** in an attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing,

peer-to-peer networking or remote-control software. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will be considered “Hacking”.

- **Passwords:** Giving your username or password to any other student, or using the username or password of any other individual to access any part of the system is prohibited. Students are responsible for changing and maintaining their passwords throughout all school systems.
- **Unauthorized Access:** Students are not permitted to use teacher's or administrator's workstation, or login to any unauthorized computers or equipment, without the direct supervision of a member of the SCCTC faculty, or staff present.

#### **Consequences for violations of the Technology Acceptable Use Policy:**

- May include loss of computer privileges, or appropriate in-school reassignment, out-of-school suspension or expulsion, and may require the investigation and/or filing of charges with local law enforcement agencies. Damage/destruction of computers/technology (including software) may result in recovery of costs incurred by the school.
- Charges may be filed on all non-purchased/non-returned laptop/chromebooks after reasonable attempts have been made by the school to recover the equipment.

#### **INTERNET SAFETY**

There are many sites on the Internet that can be potentially dangerous to minors. The SCCTC takes a “best effort” approach to block these sites while students are logged on to the District network, but may be unprotected on other networks. Parents should always monitor their student's computer use when away from school. The Springfield-Clark CTC and MVECA (internet provider) cannot guarantee the accuracy, quality, or appropriateness of information received via the Internet.

#### **ONE TO ONE PROGRAM INFORMATION**

SCCTC's One to One Program affords our students access to technology and learning opportunities they may otherwise not have been able to take advantage of. SCCTC furnishes devices to all students for academic and program based needs. The one to one program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided within their content areas, and infuse their curriculum with positive and successful information from around the globe.

It is important for all students to understand that they have a responsibility to pay the Chromebook usage fee of \$50 annually, which shall be used for supplemental supplies that may become the property of the student at the conclusion of their year. Students will comply with the SCCTC's Technology Usage Guidelines and Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and SCCTC may repossess the property. Your right to the use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. Failure to return SCCTC equipment will result in fees being assessed to your account and / or may be reported to law enforcement agencies as theft. Legal title to the property is with the District and shall at all times remain in the District.

**Chromebook Incentive:** If you receive your program Certificate of Completion (see Certificate of Completion in Section III) and have paid all fees in full, you will be eligible to earn your Chromebook after Convocation.

**Repossession:** If you do not comply with all terms of this Agreement and Technology Usage Guidelines, including the timely return of the property, the District shall be entitled to declare you in default and take possession of this school property.

**Student Responsibility:** Do not leave the device unattended. Bring the device to school each day, charged up, and ready to use. Students are responsible for all damage. Be very careful when transporting your device and leaving it in places where it could easily be damaged. Your cost for replacement could be as high as \$1,000 depending on the device.

**Inappropriate Content:** Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or other content deemed inappropriate by school administration will result in disciplinary actions.

**Borrowing/Loaning Devices:** Do not loan your device to other students, and do not borrow devices from other students. If you need a loaner device, stop by the Technology Department.

**Loaner Devices:** There are a limited number of loaner devices available that can be borrowed while your device is being repaired or worked on. Loaner devices are checked out PER DAY and must be returned before the student leaves last period. Failure to return loaned items at the end of the day is considered insubordination and may result in disciplinary action.

If your machine requires repair, a loaner device may be issued (if available) during the duration of the repair. Once the machine has been repaired, the loaner device is required to be returned regardless if the repair fee(s) have been paid.

**Device Warranty:** Warranty claims are at the discretion of the device manufacturer and not the SCCTC. Students pay for all non-warranty damages.

**Theft, Loss, or Damages:**

- **Lost, stolen, or damaged devices are the responsibility of the student.** If a device is lost or believed stolen, the student **MUST** report the incident to local law enforcement and to the SCCTC Technology Department by the next school day. If a device is lost, stolen, or has sustained damages not covered by the manufacturer's warranty (non-warranty repairs), the student will be responsible for any costs associated.
- **Student may be charged the full replacement price of the device if damaged, vandalized, lost, or stolen.**
- **Administration has the authority to determine the difference between repairs resulting from normal "wear and tear" and repairs that are necessitated by carelessness and intentional abuse of the computer.**

**UNAUTHORIZED RECORDING DEVICES**

No student at any time shall record, photograph, or video any individual without the permission of the teacher present and individuals included in the recording.

## **SECTION VIII: SAFETY**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation, fire, tornado, lockdown, and other applicable safety drills.

If a student is aware of any dangerous situation or accident, they must notify a staff member immediately.

- Staff and Students will be notified of the school safety issue.
- If a lockdown is initiated there will be no regular changing of classes. All students will be told to remain in their designated room.
- Students are to remain in the designated room until a PA announces that the lockdown has concluded.
- Should rescue procedures be needed, they will be organized by the School Safety Team.
- In the event of an actual emergency, parents and guardians will be notified when appropriate. Please wait for instructions from administration using the Automated System regarding further actions.
- Should rescue procedures be needed, they will be organized by the Building Administrators and the Safety Committee/Coordinator.

### **DRILLS**

Drills are held at SCCTC approximately once a month.

- Evacuation Drills: students will leave the buildings by the EXITS indicated within their current location, and do so quickly. After an orderly exit, students should move to a point away from the path of emergency traffic but should remain together as a group until attendance is taken and an all clear is given by administration.
- Safety Drills: Safety Drills will encompass a variety of situations and students must follow all directions until the “All Clear” has been given.
- Tornado Drills: Students report to secure locations indicated within their current location and remain there until a verbal “All Clear” sounded via the P.A. system.

### **LAB EQUIPMENT AND SUPPLIES**

There are vast amounts of equipment and supplies used in the career technical programs at SCCTC. It is our goal to match as closely as possible actual business and industry work situations. For their personal safety and for the safety of others, students must follow all instructions of SCCTC staff. Some equipment and supplies could cause injury if proper procedures are not followed. It is absolutely essential that all students observe the safety requirements of their programs. All equipment and lab supplies should be kept in the lab or on job sites, and should never be on a student outside of the lab, this includes, but not limited to the hallways, cafeteria, and academic classes.

## GENERAL PROCEDURES

- Students are required to follow uniform expectations and guidelines and wear their student IDs at all times. These items must be visible and not covered by other personal belongings.
- Wear protective glasses and clothing as prescribed by the SCCTC Board Policy and by the program in which student is enrolled. Students are responsible for the proper use of equipment and being safety compliant.
- Do not operate any unfamiliar equipment or use any unfamiliar supplies.
- Reference procedures described on the (MSDS) Material Safety Data Sheets when using supplies.
- Students will seek permission from teacher before operating equipment.
- Students will receive permission from director before using school equipment outside of labs and classrooms.
- Report any faulty equipment or unsafe conditions to the teacher.
- Report any injuries to the teacher and seek first aid treatment immediately from the nurse, safety officer, director, etc.
- Keep the work area clean.

## VISITORS

- All visitors must report to the office when they arrive at school and provide a valid state issued photo ID to receive a visitor's pass. All visitors are given and required to wear a visitor pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Visitors are not permitted to classrooms and/or labs during times when class/lab is in session. Visitors may meet with teachers during their conference periods or after school, provided arrangements have been made ahead of time.
- Parents who wish to have a formal conference or meeting with a teacher or director must contact the director's office to schedule a time when a meeting can be arranged. For email contact: go to [www.scctc.org](http://www.scctc.org) to find staff email addresses. Parents may also call the school office by going through the switchboard at (937) 325-7368, extension 245.
- Students should not bring friends, children, or pets to school.
- Outside doors are locked during the school day.

## CHILD ABUSE

A mandatory obligation is imposed by law on all school officials 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 SCCTC 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.



## **SECTION IX: COMPLIANCE**

### **PUBLIC NOTICE NON- DISCRIMINATION POLICY**

Springfield-Clark Career Technology Center affirms that equal opportunities are offered without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The compliance officer may be reached by contacting the Board Office.

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES AND PREAMBLE**

Alleged Discrimination Grievance Procedure:

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Springfield-Clark CTC or any school official has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. Et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Director level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be resolved informally, the following formal procedure shall be followed.

**STEP 1:** An alleged formal discrimination grievance complaint should first be made to the Executive Director or immediate supervisor within ten school days of date incident occurred. This complaint is to state the date, time, place, and people involved. It can be made verbally or in writing.

**STEP 2:** If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days.

TITLE IX Coordinator: Marian West and Chris James

Section 504 Coordinator: Nathan Lasso

Springfield-Clark CTC

1901 Selma Road

Springfield OH 45505

(937) 325-7368, extension 239

**STEP 3:** If not resolved at Step 2, the decision may be appealed to the SCCTC Superintendent who functions as the final mediator at the local level.

**STEP 4:** If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

*NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.*

## **SECTION X: PUBLIC RECORDS**

The SCCTC follows the guidelines of the Family Rights to Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the SCCTC guidance department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on videos, printed materials, social media and the SCCTC web site. School staff and administration will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the SCCTC Student Services Department in writing by October 1st of the school year or within 30 days of enrollment at SCCTC.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent 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 or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, teacher, 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 school has contracted as its

agent to provide a service instead of using its own employees or officials (such as 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 request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the SCCTC District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### **NOTIFICATION OF RIGHTS UNDER PPRA**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)- Political affiliations or beliefs of the student or the student’s parent; Mental or psychological problems of the student or the student’s family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of – Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use – Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SCCTC will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. SCCTC will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

SCCTC will also directly notify, such as but not limited to through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCCTC will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **STUDENT BASED COMMERCIAL SERVICES**

SCCTC collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, school jewelry, and graduation products. Parents/Guardians who do not want their child to participate in this activity should notify the SCCTC Student Services Department in writing by October 1st of the school year or within 30 days of enrollment at SCCTC.