



**WARREN COUNTY  
CAREER  
CENTER**

**Student Handbook**

**2025-2026**

**Main Campus**

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Lebanon, Ohio 45036

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(513) 933-3960

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[www.mywccc.org](http://www.mywccc.org)



# **SPEAK UP**

## **SAVE LIVES**

By calling or texting the statewide hotline - **844-SAFEROH** - you can report anything that is suspicious or endangering you, your friends or your school.

**Text or Call**  
**844-SAFEROH**  
844-723-3764

# **SPEAK UP**

## **SAVE LIVES**

### **Safer Ohio School tipline**

The Ohio School Safety Center maintains the Safer Ohio School Tipline (844-SAFEROH) with 24/7 operations at no cost to schools and communities. Things to report to the tipline include:

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff; and
- Self-harm or suicidal sentiments.

For more information, please visit:

**[saferschools.ohio.gov](http://saferschools.ohio.gov)**



(614) 644-2641  
[saferschools.ohio.gov](http://saferschools.ohio.gov)  
[saferschools@dps.ohio.gov](mailto:saferschools@dps.ohio.gov)

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## **Welcome**

Congratulations! You have made one of the biggest and hopefully the best decisions of your life. We challenge you to take ownership of that decision by doing the very best that you can. Don't settle for second best! We have high expectations for you and are planning for your success. Now you must do the work to get there! We are very excited about your choice to attend the Career Center and hope that you are too.

Good luck to each of you. Have a rewarding and wonderful school year!

Sincerely,

The Warren County Career Center Administration

## **WCCC Vision**

WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

## **WCCC Mission**

The mission of the Warren County Career Center is to prepare youth and adults to make informed career choices and to successfully enter, compete and advance in a changing work world. This mission will be achieved by offering training in occupational, academic and employability skills.

## **WCCC Values**

WCCC staff, students, parents and others will behave in ways that support and demonstrate the following values:

- Celebrating team and individual achievements
- Communicating openly and honestly
- Embracing educational opportunities for change and diversity
- Making quality customer service a high priority
- Promoting partnerships and a team environment
- Providing high quality instruction and highly qualified staff to ensure success for all learners
- Taking ownership of personal actions and being held accountable for results
- Treating each other with respect, dignity, trust and mutual value
- Upholding and demonstrating high ethical, educational and fiscal standards
- Using data to drive planning, decision making and actions

## **SCHOOL OPERATIONS**

### **Communication**

It is the goal of the district to communicate effectively with students and their families. Our main method of communication is through student email. All students are assigned a school email and are expected to check their messages daily. Occasionally, information will also be sent to

parents/guardians via email to the address provided to the district. The district will have the option to use a One-Call system capable of sending automated phone calls, texts, and emails. Students and their families may provide additional contact information by notifying the Attendance Office.

### **Required School Forms**

Required documents may be a combination of online and paper forms. These documents include (but are not limited to) emergency-medical forms, acceptable use policies acknowledgment, handbook and code of conduct acknowledgement, field trip permission forms, parking permits, etc. **Forms are required to be completed within two weeks of the beginning of the school year or from the time of enrollment.** Failure to complete and submit forms may result in exclusion from curricular, co-curricular, and extracurricular activities.

In case of emergencies, accurate and up-to-date records are necessary for parent/guardian notifications and updates. Permission may be needed for students to leave campus or a reunification site. If information changes during the school year, parents/guardians must update records by contacting the Student Services Department.

### **Health Services**

The School Nurse is our Health and Safety Coordinator. The Nurse's office is located in the front office for consultation and health problems. If a student should become ill during the school day, he/she should receive a pass to report to the Nurse. The Nurse will notify the instructor in the event the student is not able to do so. A parent/guardian will be contacted if a student needs to leave school. Students will be signed out in accordance with board policy and procedures.

All injuries must be reported to a teacher or the office and a student accident report must be completed by the supervising staff member. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

### **Health Screenings**

Hearing and Vision Screening: Per Ohio Department of Health guidelines, all 11th grade students will have an opportunity for vision and hearing screening at WCCC. Parents/guardians will be notified only if the student does not pass the screening. Screening results will be sent to the partner home schools for their records. Screenings may also be done upon student, parent/guardian or teacher request. Screenings are not meant to be conclusive, but merely indicate a need for further evaluation by a medical provider.

### **Use of Medication**

No student will be permitted to carry or self-administer his/her own medication in school without written consent from the school nurse except in accordance with state law and Board policy. This includes all medicines prescribed by a physician and all over-the-counter drugs. The school nurse will store and dispense medication in accordance with Board policy. All prescription and over-the-counter medication for use at school must be brought into school by the parent/guardian.

## **Use of School Equipment and Facilities**

Our equipment is to be used for instructional purposes only. Each piece of equipment is assigned to a certain area and should not be moved without your instructor's permission. At the end of a lab or class period, students are responsible for checking all equipment to be sure that it is accounted for, secured and covered, where applicable. You are responsible for the care of the equipment so please take care of it. The Board may require a student to pay for repair or replacement of equipment that is intentionally damaged or used in a way that violates a teacher's rules or instructions.

## **Telephones, Cell Phones, and Other Communication Devices**

**Cell phones, airpods and any other personal communication devices may not be used during the school day and must immediately be put in your locker or remain in a locked vehicle.** Use or improper storage of the device during the school day may result in confiscation of the item and as well as disciplinary action. If there is an emergency that would require the use of a phone, go to the office and ask permission to use the office phone under supervision. Parents who wish to contact their students during instructional hours are asked to call the school at (513) 932-5677.

## **Hall Passes**

Students are not permitted to be out of class without a hall pass. If the student asks to leave the classroom, he/she must inform the teacher/staff member/trusted adult of their purpose for leaving the classroom. Students may be required to scan in/out of classrooms with their student ID. Any time a student spends outside of the classroom must be documented (date/time(s)/location/purpose). A student may be denied the privilege of leaving the classroom for the following reason(s) that may include, but are not limited to:

A student who is unwilling to follow the appropriate procedures.

1. Excessively asking to leave the classroom during individual periods, throughout the school day, and/or over multiple days.
2. Improper use of time spent outside of the classroom or abuse of time spent outside the classroom (i.e., wandering the hallways, not reporting to/from a specific location in a timely manner, or causing a distraction to the educational process or learning environment).
3. environment).
4. Committed a violation(s) to classroom rules and/or the Student Code of Conduct.
5. Administratively denied hallway privileges.

If a student needs to be out of the classroom to manage medical issues, a doctor's note that specifies the need to be excused from the classroom must be submitted to the school nurse and administration.

## **Fire Drills/Tornado Drills**

There will be monthly Fire Drills conducted during the school year. Tornado Drills will occur during the Tornado season (spring). In addition, Safety Drills will be conducted throughout the school year. Staff members will provide specific instruction on the appropriate procedures to follow during the designated drills.

## Safety

Due to the vast amount of industrial type equipment used by students at the WCCC and because of the possibility of severe injury, it is essential that each student strictly observe the safety requirements within each career-technical program. Each student should learn these requirements for he/she alone will be responsible for his/her actions.

## Student Insurance

WCCC's insurance policy does not provide coverage for student injuries or personal property. The district does, however, make information available to parents/guardians regarding the availability of student accident insurance. Please remember, this is not a school district sponsored program. We allow the distribution of the information for the benefit of the students and families. While the district takes appropriate measures to ensure the safety of students, accidents may still occur. This means that the parents/guardians are responsible for any bills from a school-related injury to their child. WCCC is not a provider of insurance, nor do we sponsor, endorse or benefit in any way from any particular student insurance program. Any decision whether to purchase insurance must be based upon the parent/guardian's own assessment of the risk of injury or impact to personal property.

- A. Each student is expected to utilize his/her own insurance coverage in the event accidents or injuries occur to their person or property.
- B. A student may purchase insurance coverage to cover activities at school or 24-hour protection through an independent insurance agency. The forms, cost, and requirements are available through the Student Services Office but only as an option for consideration.

## Visitors

For safety reasons, parents and other adults are requested to contact the school office when visiting our school. Please contact the school in advance of your visit to obtain permission from an administrator if you wish to observe or attend an activity that involves students. **A State issued identification card or driver license will be required of all visitors and they will be processed using our visitor's management system.** Visitors and volunteers are required to wear the identification badge while in the building. Students will not be allowed to bring friends to school. Alumni students may visit after the scheduled student day ends or at the discretion of Administration.

## Food or Drink

Food and drinks in the classroom and labs are at the discretion of the teacher. However, food purchased from the Commons must remain in the Commons. There is to be no food or drink brought on the school buses or vans. Students must remain in the Commons/Cafeteria (or other designated areas) during lunch times unless permission is granted by administration beforehand. **Students are not permitted to have lunch delivered to campus. Restaurants and related modes of delivery (Grubhub, DoorDash, etc.) are prohibited from delivering to campus during regular school hours of 7:00 AM to 3:00 PM.**

WCCC does not have an open-lunch policy. Per attendance policies, students are not permitted to leave and return once they have arrived on campus.

## Cafeteria

The school cafeteria is maintained as a vital part of the school. We have a closed lunch period. Students are required to eat at school, are not allowed to go out for lunch, and are not permitted to have lunch delivered without prior approval from the administration. All students are expected to:

- A. Scan their student ID or enter their ID number at the time of purchase
- B. Deposit all lunch litter in wastebaskets.
- C. Leave the table and floor around your place in a clean condition for others.
- D. Not cut the lunch line or purchase items for other students.

Students receiving free or reduced lunch may choose one entree per day. Any additional items must be purchased at full cost. Students who choose not to cooperate with the rules and/or the lunch supervisors may receive disciplinary action.

If a student has a food allergy or special Dietary Needs, the student or parent/guardian should notify the School Nurse or school administrator so that the district may explore whether and what types of accommodations may be necessary to support the student's health and safety. We reserve the right to require a medical note from a licensed physician that describes the child's condition. We will work with the student for an appropriate milk substitution (such as juice or water) based upon the physician's documentation.

## STUDENT CONDUCT

### Attendance/Truancy Information

**Operational Note: In accordance with ORC 3313.48, schools with students grades 7-12 are required to be open for instruction for a minimum of 1001 hours. Hours lost in excess, due to delays, or school closures will be made up as needed. A maximum of three (3) Blizzard Bag days may be used to satisfy lost instructional hours in accordance with 3313.482. Details will be communicated throughout the school, if necessary.**

### Absences

- The parent/guardian should phone the student's school building within 1 hour of the start of the school day each day the student is absent by calling 513-932-5677.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below is sufficient to excuse the child's absence. After the student's twelfth (12th) parent phone call and/or note the parent/guardian must provide written documentation from a treating physician, nurse practitioner, or physician assistant for the student's absence.
- Written documentation for a student's absence may be in the form of an email or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- Any written documentation for an absence must be received **within five days** of the students returning to school. The absence will be "unexcused" if documentation is not Received. **Any missing assignments will NOT be accepted for any unexcused absences.**
- The parent/guardian (and not the school) maintains responsibility to make certain the

telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.

- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence.
- Skipping class will result in school discipline. Skipping class also includes leaving class and returning after more than fifteen (15) minutes.

### **Important Notes**

- Court Proceedings may be initiated without utilizing the above sequence.
- Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies.
- According to ORC 3321.13(B) the Board may authorize the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if the student is of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 7 days during the semester.

#### **EARLY DISMISSAL**

- Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals will be counted toward the student's 12 absences in the school year that a parent may excuse. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

### **Unexcused Occurrences from School**

The Ohio Revised Code defines a student as being a habitual truant when a student has: 30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a school year.

If a student acquires 38 hours in one month or 65 hours in one school year of excused and or unexcused hours, a warning letter will be mailed to parent/guardian.

The school, in compliance with Ohio Truancy Laws has established the following intervention strategies to avoid unexcused hours, partial and full days, tardies and early dismissal.

If a student acquires 30 consecutive unexcused hours, or 42 hours unexcused hours from school in a school month or, 72 unexcused hours in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.

- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

### **Examples of EXCUSED Absence Reasons**

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Personal illness or injury
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday
- Appointments for court
- Pre-approved absences
- Head lice. Children excluded from school due to head lice are allowed on (1) excused absence on two (2) separate occasions in a school year.
- Emergencies and other reasons deemed good and sufficient by the principal.

### **Examples of UNEXCUSED Absence Reasons**

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus
- Experiencing transportation problems at home or on the way to school
- Remaining at home to complete school assignments
- Missing school without legitimate illness
- Oversleeping. Alarm clock (Student's or parent's) failed to work
- "My mom didn't get me up."
- Not having suitable clothing to wear to school
- Working at a job during the school day without a proper work permit
- Babysitting
- Any form of recreation (unless pre-approved absence days)
- Personal business can be done after school or on weekends
- "Helping at home" or "Was needed at home."
- "I had a game last night"
- Senior picture/portraits

### **Additional Attendance Documentation**

Generally, twelve (12) occurrences of absences from school, which include full days, partial days, tardies and early dismissals may be documented by a parent/guardian phone call.

Medical notes do not count against the 12 occurrences.

Absences (full and partial days), tardies and early dismissals in excess of 12 occurrences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an occurrence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate its application does not serve the student's best interest. Those

circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

### **Leaving School Grounds**

Students attending the Warren County Career Center are to arrive at school by a designated time and remain there until the end of the official school day unless permission is granted for them to leave during the school day. Leaving school grounds is not permitted; violators will face disciplinary action.

### **Tardiness to School**

- Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after 7:40 A.M. must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration.
- On a student's 4th unexcused tardiness to school (and those thereafter) in a semester, consequences may result in progressive discipline to include lunch detention, after school detention, In School Study, referral to counselor, meeting with the Superintendent and/or loss of driving privileges.
- Any student who arrives after the 1st bell is considered tardy. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.

### **Assignments for Absent Students**

Students are encouraged to contact friends in the same classes for assignments whenever they have an EXCUSED absence. Students should also check Canvas. Teachers can send home assignments for long-term absences (after five days).

It is the student's responsibility to request make-up work from teachers. Teachers shall encourage and assist students in making up work missed during excused absences. As a general rule, all make-up work must be completed and submitted by students within the number of school days equal to their absence.

### **College/Military Processing Visits**

Students may visit a college campus or have an official military visit during a regular school day. Students are not excused for more than a total of two days their junior year and two days their senior year. Students must pick up a college visitation and confirmation form from the Front Office. The completed form must be submitted to the attendance office at least two days before your visit, otherwise the absence is unexcused. The confirmation form must be completed while at the college. The completed confirmation form is due the next morning in the attendance office before the start of school. It is the student's responsibility to make arrangements with each teacher to make up the work they will miss.

### **Partner “Home School” Schedule Conflicts**

If there is a conflict between the student’s home school schedule and the Warren County Career Center schedule (beginning or ending dates, spring break, teacher in-services, etc.), the student is expected to follow the Warren County Career Center schedule and be present when the Career Center is in session.

### **Closing of WCCC for Inclement Weather**

In the event that WCCC will not be in session because of weather conditions, an announcement will be carried on most Cincinnati and Dayton radio and television networks and an automated message will be sent to all students with up-to-date phone numbers. Information will also be available on all official WCCC Social Media sites (such as Facebook, Instagram). In addition, information can be found on the WCCC website at [www.mywccc.org](http://www.mywccc.org). If at all possible, such announcements will be made prior to 7:00 A.M.

In the event of the home school closing or delaying due to inclement weather, the student should follow their home school’s delay or closing. Half-day students enrolled in a morning lab will not be considered absent from the career center when there is a two-hour delay. Half-day students would still report to their normal academic assignment.

School may be closed to students as a result of a pandemic or other health/emergency reasons. The District will notify parents/guardians and students if any modifications are made to student attendance, including use of remote learning or blended learning program (which includes a combination of remote and in person school attendance). Student attendance is mandatory during remote or blended learning activities in which students are not physically in attendance at a Warren County Career Center campus.

If at any time circumstances necessitate the option of offering remote or blended learning, students may not elect the option if they attended less than 90% in a prior year and/or were referred to for truancy. In addition, if a student attends less than 60% of the time over a two week period of time without sufficient excuse, he/she may be reassigned to attend in-person school.

### **Missing Child Law**

According to Section 3313.205 of the Ohio Revised Code, parents or guardians of school age students must call the school to report the absence of their son/daughter. We ask that all parents call the school and ask for the attendance office by 9:00 a.m. (Ext. 5234) on the day of the absence. If the school does not hear from the parent/guardian, a computer-generated call will be automatically sent home notifying the parent of the student’s absence.

### **Attendance Requirements for Specific Programs (Cosmetology)**

Based on the operational plan developed by WCCC in accordance with the Ohio State Cosmetology Board, it is WCCC procedure that Cosmetology students attend academics on our campus to ensure they have earned the required academic credits and content to be counted towards their required hours.

## Badges & IDs

Identification badges will be issued to all Warren County Career Center students. Badges may be used for various reasons including identification, entry into the building, scanning in upon late arrival, scanning out upon early dismissal, and for purchasing lunch. **Badges must be in your possession at all times (preferably visible) and shown to any WCCC staff member upon request.** A fee of \$5.00 will be added to a student's fee account for a lost or replacement badge.

## Student Dress Code

As we continue to prepare students for entry-level jobs and/or post-secondary education, and in order to establish an educational climate dedicated to achievement, the Warren County Career Center has instituted a dress code for all students. The Board believes that student dress should enhance a positive image of students and the District. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning.

All students are required to wear Board approved, WCCC program shirts, selected by the career-technical instructors and purchased by the student. These **MUST** be worn each day for school.

Our school dress code reflects the expectations of business, industry and the Warren County Career Center staff. The following guidelines are to be adhered to by the WCCC student body:

- A. **All** students will wear approved, WCCC program shirts/attire **EVERY DAY** that school is in session. The WCCC logo must be visible at all times. Students are to wear required program dress/attire throughout the entire school day. Also, students may wear industry-acceptable hats/toboggans with permission from their career-tech and academic teachers. Hats may not be accessorized and must comply with all dress code requirements. A student may be required or encouraged to wear a face mask or covering in accordance with local or state departments of health, and/or the centers for disease control to prevent the spread of communicable diseases provided that the mask or covering does not present a safety risk.
- B. Safety apparel must be worn at all times during the laboratory setting. **This includes appropriate uniform, eye apparel and footwear.** In programs that require uniforms other than those provided by the school, students are to keep them laundered and in good repair, free of any graffiti or other inappropriate markings.
- C. The wearing of all jewelry, wristwatches and loose clothing is not permitted during laboratory instruction where they may present a safety hazard.
- D. Any student with collar length hair or longer may be required to wear a protective cap, hair net or have his/her hair pulled back if safety or sanitation is a factor.
- E. Distracting, unsafe or inappropriate dress is **not acceptable**. Below are examples (but not a full list) of prohibited items:
  1. Any article of clothing, including accessories such as bags and purses, which depicts drugs, alcohol, tobacco, sexual innuendos, or gang/cult related symbols. **THIS INCLUDES CONFEDERATE FLAG EMBLEMS, SWASTIKAS, AND ANY OTHER HATE-RELATED SYMBOLS.**
  2. Tank tops, muscle shirts, or altered sleeveless shirts
  3. Shorts
  4. Capris (above the knees)
  5. Skirts (above the knees)

6. Halters, midriffs or revealing garments
7. Inappropriate footwear, which will be identified and monitored by the instructors for safety in a school/lab setting.
8. House slippers
9. Ragged, patched, ripped, cutout, torn or defaced clothing
10. Sunglasses
11. Coats, baggy jackets, or windbreakers (without permission)
12. Baggy pants, pants with large pockets, or pants that drag on the floor (Pants are to be worn at the waist)
13. Leggings, Yoga pants, or other form-fitting attire (unless the upper garment extends to at least arm's length below the waist)
14. Blankets and pillows

NOTE: The administration reserves the right to amend this list as additional concerns arise and will make the final determination of appropriateness for all issues of dress. Exceptions to these standards may be considered based on personal circumstance, cultural/religious beliefs and to

promote school spirit. Students, who request an exception, must have parental permission to do so and obtain written permission from the building administrator prior to deviating from the standards of dress. A parent conference may be requested by the building administrator.

Specific career programs limit body piercing to the ears only as the industry standard. Specific program/industry expectations are in written form and will be reviewed with the student.

### **Hallway and General School Behavior**

Teachers and other school personnel have the responsibility to monitor and correct student behavior throughout the school building and grounds. Appropriate behavior is expected of all students.

**Examples** of inappropriate behavior that will be addressed include (but are not limited to):

- A. Inappropriate dress
- B. Inappropriate language
- C. No hall pass/being in an area on campus without permission
- D. Littering
- E. Damage to property
- F. Insubordination
- G. Student confrontation
- H. Loud and disruptive behavior
- I. Other types of disruptive behavior
- J. Loitering
- K. Excessive tardies to class

### **Student Searches**

The Administration of the Warren County Career Center will coordinate with local law enforcement officials when the need arises for assistance with the Warren County Drug and Alcohol Task Force. Pursuant to Section 3313.20, Ohio Revised Code, the Board of Education has adopted a policy permitting the Administration of the Warren County Career Center or its designee to conduct a limited search of a student's person, his/her briefcase, purse, book bag, gym bag, locker, desk, or other items, etc. and automobile if that automobile is parked on school grounds or at a school sponsored activity when there is reasonable suspicion to believe that the search will reveal evidence that the student has violated or is violating laws or school rules. An administrator may pat the

outside of a student's clothes, as well as ask a student to remove socks, shoes, coats and turn out pockets during the search. However, a strip search will not be conducted. See, Board Policy 5771: Search and Seizure. When the administration believes a student is concealing evidence of a crime upon his/her person or property, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board of Education, the police may be asked to conduct the search.

Section 3313.20, Ohio Revised Code, permits the search of any pupil's locker and the contents thereof if the school personnel or administrators reasonably suspect that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule. The Board has also declared that lockers are the property of the Board and these lockers and the contents thereof are subject to random search at any time by school officials, or in conjunction with local law enforcement agencies, which may include K-9 searches, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. School personnel or administrators may also search at any time the locker and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property.

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

The District has installed E-cigarette/Vape detection systems throughout both campuses. Students are prohibited from bringing E-cigarettes and vape devices onto school campuses and/or to school activities. Students are also prohibited from damaging or interfering with vape detectors. Staff will confiscate e-cigarette/vape devices that are discovered in a student's possession, and students will be subject to discipline in accordance with the Student Code of Conduct.

Per AG5771: "The Director may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage".

Students refusing to allow an administrator to search their person or their belongings when there is reasonable suspicion to believe a code of conduct violation has occurred will receive the disciplinary consequence associated with the code of conduct violation. In addition, law enforcement officers may be notified.

Administration may record a student's body temperature by use of a thermometer or thermal scanning device. School staff will maintain the confidentiality of any information obtained in accordance with the law. Students who have a body temperature that is above 100 degrees may be sent home.

Random searches of the entire property **will** be conducted at different times by the Administration and/or police agencies during the school year and may include use of Canine Units.

### **Student Code of Conduct**

This Code of Regulations is adopted by the Board of Education of the Warren County Career Center pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the

following types of conduct either specifically or generally like the kinds of conduct listed below is subject to any/all types of discipline noted in the “Consequences Section” below, pursuant to the Ohio Revised Code. This Code of Conduct applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at worksites, on field trips, while at a school sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student’s conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students, school employees and/or visitors and volunteers, or such conduct would unreasonably interrupt the educational processes of the Warren County Career Center.

These regulations prohibit certain specific acts that are listed below. If the prohibited act is also a violation of the Ohio Revised Code (ORC), the pertinent chapter or section of the law is given in parentheses:

- Rule #1: Absence, Class Cutting, Tardiness, & Truancy - A student shall not be late, absent from school, or fail to comply with compulsory attendance laws for all or any portion of a school day, or any assigned class, or activity without proper authorization.
  
- Rule #2: Academic Dishonesty - Cheating, plagiarizing, attempting to cheat, or assisting another student to cheat on any school assignment or test. Academic dishonesty will also include situations when students lie, or forge documents submitted to school for credit (i.e. community service hours, etc.).
  
- Rule #3: Aiding and Abetting - A student shall not, in any way, aid, abet, or fail to report another student or person who is violating or planning to violate the Code of Conduct. A student who commits this offense will be disciplined according to the consequences given for the code of conduct offense that was violated by the other student.
  
- Rule #4: Alcohol - Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind (ORC Chapter 4301, as well as a possible delinquency offense if the student is under eighteen).
  
- Rule #5: Assault and Battery - Felonious assault, aggravated assault, assault on a school employee, student or other person (ORC Chapter 2903).
  
- Rule #6: Betel Nuts - A student shall not use or possess any betel nut or a substance that contains betel nut on school property or at any school function.
  
- Rule #7: Communicable Diseases - No student shall be on school property with a communicable disease unless a medical professional and the appropriate school administrator approve school attendance.
  
- Rule #8: Damage to Property - Damage or destruction of school property, property of school employees, or property of other students on or off of school premises or private property on school premises or in areas controlled by the school (Vandalism, criminal damaging, criminal mischief, ORC Chapter 2909)
  
- Rule #9: Dangerous Weapons and Instruments - No student shall possess, use, threaten to use, or transmit any object that might be considered to be a dangerous weapon or instrument capable of inflicting bodily injury, or objects that look like dangerous weapons. This

includes but is not limited to: a knife, razor, cutting instrument, ice pick, explosive, metal knuckles, club, chain, leading cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, BB gun, firearm or other destructive device (as defined in 18 U.S.C.A. Section 921-924), incendiary, poisonous or noxious gas, an instrument which launches projectiles or other dangerous substances, laser pointer, ammunition, or other object that could be used as a weapon or is represented as a weapon.

- Rule #10: Defiance & Insubordination - Disregard of reasonable directions or commands by school personnel, including properly administered discipline.
- Rule #11: Display of Affection & Sexual Acts - Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex including any sexual offense as listed in ORC Chapter 2907.
- Rule #12: Disrespect - Students must recognize their responsibility to staff members and know that any form of disrespect or arrogance will not be tolerated. A student shall not intimidate, insult, verbally abuse, or abuse in writing any member of the student body, employee of the Board of Education, or a visitor in the school.
- Rule #13: Disruptive Behavior - Any activity by a pupil which, he or she knows or should know, will disrupt the academic process of a curricular or extracurricular activity.
- Rule #14: Distribution or Sale of Unauthorized Materials - The distribution, sale, or placing on school premises of any materials, signs, slogans, pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
- Rule #15: Dress Code Violation - Indecent exposure (ORC Chapter 2907), improper or suggestive dress, or failure to abide by the reasonable dress and appearance codes established by the Board of Education. The final authority in matters of school dress and grooming rests with the school administration. Refer to the Dress Code section of this Handbook.
- Rule #16: Driving & Parking Violations - Failure to abide by rules and regulations set forth by administration for student driving and parking.
- Rule #17: Drugs & Medications and Paraphernalia- Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant, controlled substance (drugs, narcotics, marijuana, CBD oil etc.), drug or tobacco paraphernalia (including vaporizers or look-alike vaporizers), or counterfeit controlled substance, which is any substance that is made to look like a controlled substance, or that is represented to be a controlled substance, or is believed to be a controlled substance. Additionally, no student shall be allowed to carry or self-administer his/her own medication in school except in accordance with Board Policy (ORC Chapter 2925, drug offenses).
- Rule #18: Failure to Serve Properly Administered Discipline – A student shall not intentionally fail to serve discipline that has been properly given.
- Rule #19: Extortion & Coercion - No student shall not forcibly gain items of value or importance through acts of implied or expressed threats. (ORC Chapter 2905).

Rule #20: Fighting or Aggression Upon Another - No student shall cause or attempt to cause or threaten physical injury or physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. This includes fighting, which is defined as the act of hostile bodily contact among two or more students and “horseplay”, which is defined as any physical contact or verbal statements in which a student knows or reasonably should know may result in a fight or other physical altercation (which may be disorderly conduct under ORC Chapter 2917.11). This also includes any inappropriate and/or unwanted touching of another student.

Rule #21: Gambling - A student shall not participate in gambling. (ORC Chapter 2915).

Rule #22: Harassment, Hazing, Intimidation, Dating Violence, or Bullying – The Board has adopted an anti-harassment, anti-bullying policy in accordance with state law. See, Board Policy 5516: Student Hazing; Board Policy 5517.01: Bullying and other Forms of Aggressive Behavior; Board Policy 5517: Anti-Harassment.  
Board Policy 5517.01 prohibits harassment, intimidation or bullying of any student on school property, school buses, or at school sponsored events. Harassment and bullying includes any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both: (1) Causes mental or physical harm to the other student; (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Cyber-bullying (i.e. electronic act) is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, social networking sites, and/or any other electronic communication device. These acts are not limited to on school property or school events but also includes where the bullying is communicated. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, unwanted body contact, and exposure to physical gestures, body movements, or visual or auditory material of a sexual nature which would be perceived by a reasonable person as offensive. (This may also constitute sexual harassment, menacing, and aggravated menacing under ORC Chapter 2903). All complaints about behavior that may violate this Rule shall be promptly investigated. The building principal or appropriate administrator shall follow the requirements set forth in Board Policy 5516, 5517, and 5517.01 when investigating complaints.

Links to the above Board policies:

5516-StudentHazing-

<http://go.boarddocs.com/oh/wccc/Board.nsf/goto?open&id=CB8KHY51EACD>

5517-AntiHarassment-

<http://go.boarddocs.com/oh/wccc/Board.nsf/goto?open&id=C3YNYL614426>

5517.01-BullyingAndOtherFormsOfAggressiveBehavior-

<http://go.boarddocs.com/oh/wccc/Board.nsf/goto?open&id=AP93DP66A4C2>

Rule #23: Inappropriate Use of Language, Symbols, or Gestures - The use of words (written or verbal), symbols or gestures that are abusive, profane, vulgar, obscene or are considered hate speech and which, under the circumstances, disrupt normal school activities and are offensive in the school setting.

- Rule #24: Incendiary Devices - A student shall not possess matches, lighters, or other similar devices. (ORC 2909).
- Rule #25: Inducing or Attempting to Induce Panic - No student shall, through word or action, induce or attempt to induce panic among the population of the school. This would include written or spoken threats relating to actions that could result in bodily harm or destruction of school property, such as turning in false fire, tornado, bomb, disaster or other alarms (ORC Chapter 2917).
- Rule #26: Lying and/or Forgery – A student shall not knowingly provide false information, nor shall he/she falsely sign or falsify school-related documents (ORC Chapter 2913).
- Rule #27: Out of Bounds - Presence in school related areas during school hours or outside school hours where the student has no expressed, implied, or written permission to be (this may constitute trespass as well ORC Chapter 2911) or upon initial arrival, leaving school premises during school hours without permission of the proper school authorities.
- Rule #28: Possession of Indecent Materials. Possession of indecent, obscene or pornographic matter is prohibited. Possession includes accessing indecent, obscene or pornographic material via a personal communications device, laptop, computer, tablet or gaming device on school property. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex is prohibited.
- Rule #29: Removing or Altering Student Records - No student shall remove any student record from its official place of deposit without permission of the record custodian or shall inspect, alter, change, transmit, or copy any unauthorized academic information of materials in any format. No student shall forge any school-related documents.
- Rule #30: Repeated Violations - Repeated violations of the Student Code of Conduct and/or any other Board rule, regulation, or policy.
- Rule #31: Student Activities - No student shall violate the rules or regulations of, or misappropriate funds from any school activity.
- Rule #32: Theft, Breaking & Entering - A student shall not take or attempt to take, the property of the school or other private property without the consent of the owner. This includes illegal entry and receiving stolen property (ORC Chapter 2913).
- Rule #33: Tobacco/Nicotine and/or related Paraphernalia - Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, synthetic tobacco, snuff, e-cigarettes of any type, and dip, or using tobacco in any other form (This may involve a delinquency offense if the offender is under the age of eighteen). A student shall also not possess or use tobacco paraphernalia, including, but not limited to, water pipes, hookahs, lighters, pipes, any look-alike of the above-mentioned items, etc. A student shall not possess a vaporizer or look-alike vaporizer of any kind \*See Vaping Instrument Policy that contains vape juice, e-juice, or juice testing positive for marijuana.

- Rule #34: Unauthorized Publication-Printing, distributing, or possessing any unauthorized materials, including obscene, pornographic or libelous materials (ORC Chapter 2907).
- Rule #35: Unauthorized Use of Electronic Devices - Students may possess and use personal communication devices (PCDs) on school property, school transportation, or school sponsored activities only during approved times and for approved purposes. Unauthorized use of electronic communication devices and/or an electronic laser-pointing device without the express permission of the administration. Students shall not be permitted to use beepers, pagers, cellular telephones, iPods, MP3 players or any other related electronic communication devices or readers. Electronic devices should be silenced (not on vibrate) upon arrival to school. This includes the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, e-mailing, or sexting, etc.) may constitute a crime under state and/or federal law, and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.
- Rule #36: Unauthorized Use of Fire & Arson - A student shall not set, attempt to set, or make use of any unauthorized fire while on school property or when involved in any school related activity. This includes the possession of matches, lighters, or other similar devices. (ORC 2909).
- Rule #37: Unlawful and/or Disruptive Demonstrations – Demonstrations or the incitement of others to demonstrate in any manner that is determined to be unlawful and/or disruptive to the educational process.
- Rule #38: Unsafe Behavior - Any action that by its nature threatens the safety of the student and/or others or property of school, school personnel, students and/or others. This may include but is not limited to horseplay, running in hallways, classrooms, parking areas, taunting, unwarranted physical contact, throwing of any objects, and failing to follow directions and/or safety protocols.
- Rule #39: Violation of Board Policy - Violation of any Board rule, regulation or policy.
- Rule #40: Violation of Computer/Network Usage Policy - Violation of the Board's Network/Internet Acceptable Use Policy.
- Rule #41: Violation of Law - Commission by a pupil of any crime in violation of local, state, or federal statute.

### **Types of Disciplinary Consequences**

Depending on the severity of the offense, students who are found to be in violation of the above regulations may be subject to one or more of the following disciplinary actions (listed in alphabetical order), assigned at the discretion of the Administration:

1. Administrator Conference
2. Community Service

3. Detention/Extended Detention (can be teacher assigned, Administration assigned, and can be for 30 minutes, 1 hour, 2 hours, multiple days and combinations therein, as determined by Administration)
4. Expulsion From School
5. In-School Study
6. Loss of Privileges (including but not limited to driving, field trips, co-curricular and/or extra-curricular activities, hallway restriction)
7. Out-of-School Suspension
8. Parental/Guardian Contact or Conference
9. Permanent Exclusion From School
10. Referral to law enforcement
11. Referral to a School Counselor
12. Restoration/Restitution
13. Verbal or Written Warning/Reprimand

### **Due Process Rights(Policies 5610 and 5611)**

Due process for suspensions, expulsions, and removals will be in accordance with the Ohio Revised Code as the Ohio Revised Code 3313.66 and Board Policies govern the discipline process. See Board Policy 5610: Removal, Suspension, Expulsion, and Permanent Exclusion; Board Policy 5610.04: Suspension of Bus Riding/Transportation Privileges. The District is required to provide a student written notice of intent to suspend prior to suspending the student. The District is also required to provide the student and parent/guardians written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts, which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

Out-of-School Suspension – the written notice of intent to suspend shall be given to the student at an informal hearing. A student or his/her parents may appeal a suspension from school to the Superintendent/designee in writing within 10 calendar days after the suspension takes effect. School work may be made up while suspended. If the student makes up school work while suspended, he/she will be able to receive a maximum score of 60%. A student will not receive a failing grade on a completed assignment solely on account of the student's suspension. Whenever possible it is the responsibility of the student to collect all work assignments and books before the suspension begins. All work will be due, including the taking of any tests and/or quizzes, the first day the student returns from an out of school suspension. If at the time an out-of-school suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may require the student to complete community service but will not apply any remaining part of the period of the suspension to the following school year.

Expulsion – the written notice of intent to expel shall be sent to the student and his/her parents, and the student and parents will be provided an opportunity for an informal hearing prior to a decision to expel. A student or his/her parents may appeal an expulsion from school. The request to the Board/designee for the appeal must be sent to the Treasurer in writing within 14 calendar days after the expulsion takes effect.

The student and his/her parent/guardian may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to the Warren County Court of Commons Pleas. It is the policy of the Warren County Career Center School District's Board of Education that students shall not be permitted to return to school pending any appeal process with

the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be given ample time to make up all assignments and work missed as a result of the absence.

The Superintendent/Designee may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- A. The student and parent will execute a document agreeing to perform community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent/Designee's satisfaction, all or part of the suspension or expulsion may be reinstated.
- B. Community service shall be performed at the place and time designated by the Superintendent/Designee.
- C. Community service is an option to be utilized at the sole discretion of the Superintendent/Designee and is not available at the discretion of the student and parent.
- D. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. If the student is suspended when there are fewer than ten days remaining in the school year and the student fails to complete community service, an alternative consequence may be instituted although the student will not be required to serve the remaining suspension during the next school year. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent/Designee intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent/Designee to show cause why the suspension/expulsion should not be imposed.

### **Positive Behavior Intervention (Policy 5630.01)**

WCCC strives for a positive learning environment where all students can experience academic, behavioral, and social growth. A structure in place to create this environment is established through Positive Behavioral Interventions and Supports (PBIS). This language comes directly from the 2004 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is founded on principles of behavior analysis and a proactive approach that values positive behavior support. PBIS is a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is a staff-driven, proactive approach to school discipline developed on research-based practices and data analysis of school-wide behavior. The goal is to maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

### **Academic Integrity/Cheating**

Cheating is defined as a student engaging in any of the following actions:

1. Representing someone else's work as yours.
2. Copying or stealing work from another individual, having another individual do your work, or allowing another student to view or copy your work.

3. Unauthorized storage, use of notes, formulas, etc. on calculators and text-messaging using cell phones.
4. Copying test answers from another individual or from a "cheat sheet."
5. Communicating to students in other classes questions or answers to tests/quizzes administered earlier in the day.
6. Stealing, or having unauthorized possession of teacher tests, computer files, or answer documents.
7. Violating any policies with regard to copyright laws for hard copy and/or electronic materials.
8. Submitting work produced via generative language models (ex. ChatGPT) or other evolving technology.

Initial violations of this policy may be handled by the individual classroom teacher with possible assignment of detention and/or reduction of grade/loss of credit for the assessment. Parents and administrators will be notified.

Students repeatedly violating this regulation may receive zero credit and may be referred to the appropriate administrator for additional disciplinary action.

### **Permanent Exclusion from School**

In addition to any other disciplinary action which may be taken, a student may be permanently excluded/expelled from the Warren County Career Center and from any public school in Ohio if the student is convicted of, or adjudicated, a delinquent child for committing, when the student was 16 years of age or older, any of the following acts included here (but not limited to) on school property or at a school related activity:

1. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
2. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
3. Carrying a concealed weapon(s).
4. Murder or aggravated murder.
5. Voluntary or involuntary manslaughter.
6. Felonious or aggravated assault.
7. Rape.
8. Gross sexual imposition.
9. Felonious sexual penetration.
10. Complicity in any of the violations described above.
11. Repeated disregard for school policies and procedures.

### **Dangerous Weapons in the Schools**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons in the schools. The definition of a firearm shall include any weapon (including a starter gun or paintball gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, rocket, missile or mine; or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a pocket knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student uses a pocket knife for any purpose other than that of using it in a laboratory situation (such as cutting or stripping wire, cutting wood, or using as a scraper) the Superintendent/Designee may expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, slingshot, razors, pipes/chains, explosives, noxious or poisonous gasses, irritants, such as mace and pepper spray, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

### **School Resource Officer**

The Board of Education has entered into an agreement with the Warren County Sheriff's Office to provide a full-time deputy sheriff as a School Resource Officer (SRO) at both the Main Campus and the Atrium Campus. The SROs work with the administrative staff, faculty, and students to promote a safe, effective, and crime-free learning environment. The SROs have authority to investigate criminal offenses, traffic offenses, and other complaints brought to his/her attention or to the attention of school administrators. The SROs are also available to provide appropriate advice or instruction on a variety of law enforcement and safety topics.

### **Driver's License Revocation Bill**

The Ohio Revised Code 3321.13 authorizes the Superintendent to petition the Registrar of Motor Vehicles to suspend driver's licenses when a student:

1. Drops out of school without a legitimate reason.
2. The student is absent without legitimate excuse for more than sixty consecutive hours in a single month or for at least ninety hours in a school year.
3. Has been suspended or expelled for possession and/ or use of alcohol or drugs.

### **Student Driving**

A parking permit is issued to students as a privilege and not a right. Requirements for all student drivers are as follows:

- A. All students must purchase their own parking permit to park on school property. The parking permit tag will be visibly hung from the rear-view mirror or clearly displayed on the dashboard in the student's vehicle.
- B. To be eligible for a parking permit you **MUST** have the following:

1. A valid driver's license with vehicle registration.
  2. A current insurance policy listing you as a driver.
  3. A vehicle that is capable of passing a safety inspection.
- C. **Students who drive to school MUST park in their designated numbered parking space AS SOON AS THEY ARRIVE ON CAMPUS.** No Student is to park in the assigned faculty or visitors' parking area. Vehicles must be able to fit into the parking space (no oversized vehicles). Students are reminded that they are to secure their vehicles and enter the building at designated times. Students are not to return to the parking lot during the school day without an administrator's permission. Students are also reminded that the parking lot is part of the campus and the Student Code of Conduct will be enforced. **Smoking, tobacco, electronic cigarettes and /or paraphernalia are not permitted.**
- D. Students are expected to follow appropriate traffic and safety rules.
- E. Students who do not comply with driving/parking regulations will be subject to disciplinary action, including, but not limited to, revocation of their parking permit and may have their vehicle towed at owner's expense. Permits may be revoked if the car is used to violate school rules (i.e. leaving school property during the school day). No warnings will be issued. There is no appeal or refund if your permit is suspended or revoked.
- F. Infractions include (but are not limited to):
1. Parking in another student space, an unauthorized space, or staff or visitor's parking spaces.
  2. Repeated tardiness to school and or class
  3. Reckless operation or license suspension
  4. Truancy from school/assigned class period or leaving campus without permission
  5. Failure to obey parking lot monitors
  6. Unsafe driving practices (ex. speeding, spinning/squealing tires, riding outside of vehicle or bed of a truck, driving in unauthorized areas)
  7. Loud music or other noise pollution (ex. "revving" engines, horns, PA systems)
  8. Loitering in car or in student parking lot area before or after school
  9. Failure to serve detentions, Tuesday or Thursday school, or ISS
  10. Inappropriate language, signage, symbols, flags, stickers, decals, etc.
  11. Overnight parking (unless approved by an administrator)
  12. Other violations of the Student Code of Conduct or guidelines set forth in parking permit application
- G. Vehicles are subject to search by school officials at any time. A search of a student and his or her possessions 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 the school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privileges of parking vehicles on school grounds shall be considered to have given implied consent to search for such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

### **School Bus Conduct**

The following rules should be followed by students when riding the WCCC school bus:

1. Follow directions the first time they are given

2. Remain seated while the bus is moving
3. Keep hands, arms, feet, and other objects to yourself
4. No eating or drinking
5. Respect yourself, drivers, others, and the bus.

The student code of conduct remains in effect for all students while being transported on WCCC school buses.

Students transported via home district transportation (buses, vans, etc.) are subject to the affiliated districts' rules, regulations, and Student Code of Conduct.

### **Study Hall**

The goal of study hall is to maintain an atmosphere conducive to productive study time. At the discretion of the study hall teacher, rules that may be enforced include but are not limited to:

1. Students should be in their assigned seat when the bell rings
2. Students should bring materials to study
3. No talking or disruptions will be permitted
4. The use of electronic devices will be limited to those needed to study
5. No sleeping

It is the student's responsibility to follow the rules for everyone's benefit. Students who habitually abuse the rights and privileges of study hall may be removed and placed in a class or assigned to an alternative location. This is subject to administrative discretion.

## **STUDENT RESOURCES**

### **Bell Schedules**

The following schedule will apply for days in which students are able to attend school on a Warren County Career Center campus. The Board and Superintendent may adjust the schedule as necessary to incorporate remote or blended learning in the event schools are closed to students because of a pandemic or for any other foreseeable or unforeseeable reason(s) during the school year.

#### **Main Campus Regular Bell Schedule**

Mustang	7:40.....	8:00	0:20			
2nd Bell	8:04.....	8:47	0:43			
3rd Bell	8:51.....	9:34	0:43			
4th Bell	9:38.....	10:22	0:43			
				<b><u>AM LAB</u></b>		
Lunch A	10:26.....	10:58	0:32	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Total Lab</u></b>
5th Bell	10:26.....	11:09	0:43	8:00	10:22	2 hrs 22 mi
Lunch B	11:13.....	11:45	0:32			
6th Bell	11:02.....	11:45	0:43			
7th Bell	11:49.....	12:32	0:43			
				<b><u>PM LAB</u></b>		
8th Bell	12:36.....	1:19	0:43	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Total Lab</u></b>

9th Bell 1:24..... 2:07 0:43 11:49 2:07 2 hrs 18 min

**Atrium Campus Regular Bell Schedule**

Mustang AM	7:40.....	8:01	0:21			
1st Bell	8:01.....	8:42	0:41			
2nd Bell	8:46.....	9:27	0:41		<b><u>AM LAB</u></b>	
3rd Bell	9:31.....	10:13	0:42			
Lunch A	10:16.....	10:46	0:30	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Total Lab</u></b>
4th Bell	10:16.....	10:57	0:41	7:40	10:13	2:33 Hrs
5-6 Bell	10:50.....	11:31	0:41			
Lunch B	11:01.....	11:31	0:30			
6-7 Bell	11:01.....	11:42	0:41		<b><u>PM LAB</u></b>	
7-8 Bell	11:35.....	12:16	0:41			
Lunch C	11:46.....	12:16	0:30	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Total Lab</u></b>
9th Bell	12:20.....	1:01	0:41	11:35	2:07	2:31 Hrs
10th Bell	1:05.....	1:46	0:41			
Mustang PM	1:46.....	2:07	0:21			

**School Counselor**

The Student Services Office is available to students and parents to discuss academic, personal/social/emotional and career questions/concerns. Students may stop and see their counselor before school or during lunch. Students may also make appointments via email, sign-up link, or through the Student Services Administrative Assistant.

**Student Withdrawals and Program Changes**

Program changes, on the part of the students, will not be encouraged except in unusual circumstances. Students should see their WCCC school counselor for any questions concerning their program. Up to a three school- day trial period will be required of all accepted WCCC applicants.

**Change of Address & Telephone Number**

If a student’s address or telephone number changes at any point in time during the school year, the student and/or parent must notify the Student Services Office immediately and changes must be made in our online system (OneView).

**Social/Emotional Learning & The Character Effect**

Ohio’s strategic plan for education includes social-emotional learning as one of the domains supporting Ohio’s goal of preparing each student for postsecondary life. In collaboration with our Student Services Department and the Warren County Educational Service Center, WCCC partners with Beech Acres Parenting Center to offer professional counseling/therapy services to our students. In addition, WCCC implements The Character Effect program, which is Beech Acres' Social/Emotional program to promote twenty-five positive character traits throughout the district.

## Criteria for Earning WCCC Credit

- WCCC will supply the home school with the attendance and the grade earned. It is the responsibility of the home school to grant credits according to their Board Policy.
- Credit Recovery and/or Virtual Learning courses may be taken with the approval of the home school and the WCCC School Counselors. These courses must be completed according to the home school policy to ensure graduation requirements are met.
- Credit Flexibility/Credit Flex - Ohio law allows alternate pathways for those students who are eligible to receive high school credit through the use of Credit Flexibility Plans (CFPs). Ohio students are now able to earn high school credit in three ways, or in a combination of these ways, 1) By completing traditional coursework; 2) By testing out or otherwise demonstrating achievement of the course content; or 3) By pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after school program, community service or engagement project and sports). If you have any questions regarding credit flex, please contact your school counselor.
- Multiple college credit opportunities are offered to students at Warren County Career Center at no cost to the student or their family. They can earn college credit through the following programs: College Credit Plus (CCP), Tech Prep, CTAGs, and Advanced Placement.
- Students are responsible for making up class work missed due to any absence. As a general rule, a student will receive one day per each day of excused absence to make up missed work. Additional days may be granted upon teacher/administrative approval. **Students may not receive credit for work missed due to the following reasons:**
  - a. Truancy
  - b. Skipping class
  - c. Misuse of hall passes
  - d. Unexcused absence

### College Credit Plus - CCP

Warren County Career Center continues to increase the partnerships that provide our students CCP credit. We have agreements with Hocking College, Sinclair Community College, Cincinnati State, University of Cincinnati, and Miami University to provide opportunities for students to get credit for both high school and college while attending WCCC. Students must submit a written notice of their intent to participate in the upcoming academic year, by April first, in accordance with section 3365.03 of the Revised Code, but may submit the written notice of intent to participate as early as February fifteenth. Prior to beginning the CCP course(s), students will have to fill out the application and registration to the designated college. A WCCC teacher will deliver the instruction on campus for many of the courses; students can also take online courses but will have to register accordingly. It is the responsibility of the student to follow the timelines associated with the college. In the event the student does not pass the CCP course, the student and/or their family may have to reimburse WCCC the cost of the course.

### Tech Prep

All of the Workforce Development Program Pathways offered at WCCC are also part of the Miami Valley Tech Prep Consortium that allows Tech Prep students to graduate from high school with college credits posted on a Sinclair transcript. Students who qualify may also earn Sinclair's Tech Prep Scholarship, enabling them to pursue and complete a wide variety of certificates and degree programs in preparation for industry specific jobs and/or additional post-secondary education at Sinclair that they can then continue at four-year colleges and universities.

## **Career Tech Assurance Guides - CTAGs**

Many of our Career and Technical Courses have been approved for college credit through the Career-Technical Assurance Guides (CTAG). These courses are designated as a CTAG course and, if successfully completed, are eligible for college credit at an Ohio public college or university, in an approved post-secondary pathway. Some of the CTAG credits are combined with successful completion of an industry credential and/or passage of WebXams which are end of course assessments for our Career-Technical courses. Toward the end of the semester in which the completion of the industry credential and/or passage of the WebXams has occurred, the student must consent to Webxam electronically for the use of these test scores (where applicable) in order for the CTAG credit to be accessible. The instructor and WCCC's Director of Teaching and Learning will then work with the college/higher education institution for processing of the CTAG credit.

### **Advanced Placement (AP) Courses**

AP enables willing and academically prepared students to pursue college-level studies—with the opportunity to earn college credit, advanced placement, or both—while still in high school. Classes are taught by trained high school teachers in a traditional setting but the content is aligned to curriculum designed by college faculty through the College Board. Students can earn college credit that is acceptable throughout the nation by passing an end of year exam in May.

### **Report Cards**

All parents and students will be advised of the student's achievement and progress at the **WCCC**. This report will be prepared by the teaching staff at the end of each nine-week grading term. There will be four formal nine-week grading periods.

### **ProgressBook**

Progress Book is our district grade recording software. To access Progress Book you will need to have an active Internet connection. Every student will be issued a username and password. Parents/guardians will also have the ability to access Progress Book. Students and parents/guardians should use Progress Book regularly to monitor their coursework (class assignments) and attendance. Students and parents are expected to keep passwords and logins secure at all times, and further are expected to report any suspected security breach regarding the system.

### **Grades**

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

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

98 - 100% = A+	93 - 97% = A	90 - 92% = A-	Excellent Work
88 - 89% = B+	83 - 87% = B	80 - 82% = B-	Above Average
78 - 79% = C+	73 - 77% = C	70 - 72% = C-	Average
68 - 69% = D+	63 - 67% = D	60 - 62% = D-	Below Average

0 - 59% = F Failing Work-No Credit Given

I Incomplete Work No Grade Will Be Given Until Assignments are Complete. Students will have 2 weeks to convert an incomplete to a letter grade. All incomplete work will convert to zero status after the two-week period.

### **Work-Based Learning Experiences**

Students are eligible for a wide variety of Work-Based Learning options while attending WCCC. Some activities will be available during the lab and some may take place outside of the school. To participate in these options, students must meet and maintain certain guidelines (i.e. good attendance, good grades, and no discipline) to become and/or remain eligible. Details will be shared throughout each school year.

### **Student Fees & Fines**

1. The District does not charge a fee for materials needed to participate fully in a course of instruction to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act. This exception only applies to recipients of free lunch. Students who receive reduced-price lunch will have their fees reduced by fifty percent. This provision applies to co-curricular activities but does not apply to extracurricular activities and student enrichment programs that are not courses of instruction nor does this exemption apply to any fines a student may receive for any damage done to school property. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act, will be charged in compliance with State and Federal law.
2. The District does not withhold the grades, credits, official transcripts, diploma, IEPs, or 504 plans of a pupil for nonpayment of fees for materials used in a course of instruction if a complaint has been filed at any time in a juvenile court alleging that the student is an abused, neglected, or dependent child or if the student has been adjudicated as an abused, neglected, or dependent child.
3. An invoice is mailed periodically throughout the school year to notify parents of their student's fees. Fees associated with our programs must be paid in full to the front office by the end of the 3rd Quarter. A 10% discount will be adjusted for student fees that are paid in full by the end of the 1st Quarter. **Should payment be made by credit card, please note that ALL applicable financial charges will be applied to the credit card as well.**
4. All property of the WCCC assigned to the student must be returned by the week of final exams or the student will be charged.
5. All cash or check payments are to be made in the main office and credit card payments are to be made through the PayForIt.net system.
6. Money can be deposited toward a student's lunch account through the cafeteria office, or through the PayForIt.net system.
7. No change will be given for lunch purchases through the Point of Sale system.
8. Refunds for pre-paid meals will be as follows: 1) Upon graduation or withdrawal from the district, the student will receive a refund for any amount of the account balance over \$10.00 and the student's fees are paid in full, otherwise the account balance will be applied toward the student's fees; and 2) Junior account balances will carry over to their senior year.
9. All student CTSO dues must be paid in full before participating in any CTSO competition.

### **Career Technical Student Organizations**

WCCC provides ALL students the opportunity to broaden their learning through participation in Career-Technical Student Organizations (CTSOs) related to their career-technical program. CTSOs

provide students with the opportunity to develop citizenship, leadership, self-discipline, respect and responsibility. Students are also encouraged to display their skills through CTSO competitions at a local, regional, state or national level.

There are various career-technical clubs connected with our different training areas.

1. Business Professionals of America
2. Family, Career, and Community Leaders of America
3. Skills USA
4. Educators Rising
5. HOSA- Future Health Professionals

Club sponsored banquets and award ceremonies are encouraged to promote the club and career-technical education. Each club has the option to schedule one social activity per semester with the approval of the appropriate administrator. Additional organizations or activities for students are:

1. SADD Chapter
2. Student Ambassadors
3. National Technical Honor Society
4. Student Advisory (current /past)
5. SODA (Student Organ Donation Advocates–Atrium Campus)

### **Extracurricular & Co-Curricular Activities**

Student participation in any and all extracurricular and co-curricular activities are a privilege and not a right. By choosing to participate, each student knowingly agrees to comply with WCCC and home school Student Codes of Conduct and Athletic Codes of Conduct. Further, each participant understands that his/her participation may be suspended or limited for violations even if the behavior occurs outside of school or a school-related activity.

### **Career Passport**

A Career Passport (which is a portfolio consisting of competencies achieved, a resume, letter of recommendation and honors achieved and a Career Technical Certificate) will be prepared for each student who completes a Career-Technical program.

### **Career-Technical Certificate**

Students will receive a career-technical certificate along with any certifications, honors or scholarships earned while studying at the WCCC. Additionally, students will also receive a list of skills that they have studied and practiced while with us.

### **Exemplary Attendance**

A student who has 97% attendance will be recognized as obtaining exemplary attendance. Note: 5.98 hours is equal to one school day.

### **Perfect Attendance**

A certificate will be issued to a student who has perfect attendance. Perfect attendance means the student has not been absent from school, tardy, had off-grounds passes or had any early dismissals from school.

## **Award of Distinction**

The Award of Distinction is given to the top student in each approved course of career-technical education. These students must demonstrate outstanding personal qualifications and show that they have developed a high degree of skill and proficiency in their chosen career-technical field.

## **Career Technical Honors Diploma**

Students must meet specific criteria in all content areas, maintain a 3.5 GPA and earn industry credentials.

## **Honor Roll**

Full time juniors and seniors who earn a grade point average of 3.0 per quarter and have maintained at least a “C-” in all courses are eligible for Honor Roll. Students will receive a certificate in recognition of being on the Honor Roll.

## **WCCC Senior Awards Ceremony**

Students will participate in Senior Ceremony at the discretion of Administrators, along with criteria, which may include:

1. Completion of all Career Passport requirements
2. A cap and gown to wear for this ceremony, even if students are not eligible or have decided not to participate in their home school graduation’s ceremony.

## **National Technical Honor Society**

NTHS is for WCCC full-time seniors who have a 3.5 Grade Point Average for three semesters during the two years at WCCC or its satellites. In addition, a student must not have a semester grade that is lower than a “C” at any time. The student must also meet 95% attendance for the two years. In addition, a student must have no credit deficiencies toward obtaining a high school diploma, nor may the student have any out-of-school suspensions. Finally, a student must have the recommendation of his/her instructors. An induction ceremony will be held each spring to celebrate these students’ accomplishments.

## **Computer, Network, and Internet Acceptable Use Policy**

The Warren County Career Center is pleased to make available access to interconnected computer systems within the Career Center and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities, and electronic storage in the pursuit of learning. The Board of Education has policies which govern the access and use of computer and network systems. See, Board Policy 7540.03: Student Acceptable Use and Safety. Personal mobile devices (e.g. cellular phones, iPod Touch, etc.) are becoming more prevalent. While participating in school activities, the use of personal mobile devices by staff and students falls under the WCCC policy and guidelines for the use of and access to technology. This Acceptable Use Policy is a guideline for use and a contractual agreement between the end user of said systems and the Board of Education. All end users of said systems must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in loss of privilege to use computer systems, the network, and/or Internet access and may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon reviewing, signing, and returning this Policy and Agreement, each end user will be given an opportunity to enjoy access to computer and network systems at school and is agreeing to follow this agreement's guidelines and Board Policy. Anyone under 18 years of age must have his or her parent or guardian read and sign the policy. The Warren County Career Center cannot provide access to anyone who fails to sign and submit the policy to the school as directed with the accompanying signature of a parent or guardian if required.

If you have any questions about the guidelines below, please contact the Director of the Division (Adult, Secondary, or Pre-School) that applies to you.

### **Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report a misuse of the network to your immediate teacher, supervisor, or director. Misuse means any violations of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Term of the Permitted Use**

A properly signed and submitted copy of this document is required to have a computer account activated for a given school year. Accounts will be deactivated on September 15 of the school year for anyone who has not complied. A new agreement must be submitted by September 15 of every school year for an end user to retain access to a computer account.

### **Purpose and Use**

The Warren County Career Center is providing access to its computer network and the Internet for educational purposes *only*. If you have any doubt about whether a contemplated activity is educational, you should consult with your immediate teacher, supervisor, or director to help you decide if a use is appropriate. The following guidelines and procedures shall be complied with by staff, students, or community members who are specifically authorized to use the District's computers or network services:

Expectations for the use of the computer/network include but are not limited to:

1. School issued one-to-one devices (Chromebooks) are to be brought to school daily for instructional use.
2. Do make full use of Computer and Network access to enhance, enrich, and enliven the education process at all levels of the district.
3. Do make use of the Computer and Network access to store files, run approved software programs and simulators, perform research, produce original documents, projects, and presentations, and communicate in the pursuit of instruction and learning.
4. Do seek help and/or advice when appropriate from your immediate teacher, supervisor, or director.
5. Do use appropriate language and etiquette at all times as defined in Board policy and the applicable code of conduct.
6. Do keep electronic messages brief and use appropriate language.
7. Do report any security problem or misuse of the network to your immediate teacher, supervisor, or director.

The Board of Education assumes that all users understand the following guidelines for use and access to all technology:

1. Understand that Electronic mail (e-mail) is not private. Systems managers have access to all messages and their content may be searched and/or reported to the authorities and or school administration.
2. Understand that all electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officials and or school administration.
3. Understand that all electronic data created for the purpose of administration or instruction under the Board approved curriculum for a course or program should be assumed to be property of the District.
4. Understand that the rules and regulations of online etiquette are subject to change by the Administration.
5. Understand that the user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Understand that District computer systems and the District network shall be used only for purposes related to education or administration. Commercial, political and/or personal use of said systems is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. An Exception may be considered when a portable computer is assigned to staff for the purpose of at-home productivity outside of regular working hours. Such exceptions must be granted in writing by the Superintendent/designee.
7. Understand that staff members are required to carbon copy (CC) all work related email to their District issued email address when using a personal email account. This ensures compliance with public records legislation.
8. Understand that unauthorized use of chat, instant messaging, or online web proxy servers are strictly prohibited by staff and students on District computer and/or network systems. Any attempt to bypass filters in place to block undesirable or non-educational content qualifies as unacceptable use. Social networking websites are considered non-educational and undesirable content.
9. Understand that vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creation or deployment of computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
10. Understand that the use of mobile devices, cellular or otherwise, to capture video, audio, or pictures is prohibited. Transfer of said video or images is also prohibited whether on district Wi-Fi or other network sources. Any exceptions to this must be pre-approved in writing by the appropriate Administrator.
11. Understand that the use of mobile devices, cellular or otherwise, district issued or personal, to slander others, text during school activities, and "Sexting" is prohibited.
12. Understand that the text communications between staff and students only be used in an emergency with messages short, direct, non-personal, and whose content is only informational about school activities. If a staff member is interested in using text communication for these purposes he should consult with his supervisor to develop a plan to ensure that proper precautions are in place to protect the staff member and the students.

Unacceptable uses of all technology include but are not limited to:

1. Do not violate the conditions of Federal and State laws dealing with students' and employees' rights to privacy.
2. Do not reveal your personal home address or phone number or those of other students or colleagues or arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.
3. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
4. Do not use the computer and/or network for financial gain or for any commercial or illegal activity.
5. Do not use the computer and/or network in such a way that it disrupts the use of the computer and/or network by others.
6. Do not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
7. Do not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
8. Do not place copyrighted material on the system without the author's permission.
9. Do not read other user's email or files or attempt to interfere with another user's ability to send or receive electronic mail or attempt to read, delete, copy, modify or forge another user's email.
10. Do not repost (forward) personal communication without the author's prior consent.
11. Do not copy commercial software and/or other material in violation of copyright law.
12. Do not "hack", gain, or attempt to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
13. Do not access and/or view inappropriate material.
14. Do not download and/or install freeware or shareware programs without the approval of the Technology Department.
15. Do not plagiarize copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
16. Do not use, install, or attempt to install peer to peer file sharing programs such as Kazaa, Bittorrent, Limewire, Bearshare, Frostwire, and others.
17. Do not use social network and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
18. Do not use instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.
19. Do not use a personal mobile or cellular device to establish a private network with Internet access to bypass policies or filters and/or to share said access with others or participate in use of such a network.
20. Do not use any means to circumvent technology-monitoring measures including but not limited to privacy filters, counter surveillance programs and any other device or software which would interfere with monitoring by the District. Do not browse the internet with the privacy mode setting enabled.

### **Artificial Intelligence/Natural Language Processing Tools**

Absent express direction/permission from a teacher, a student may not use Artificial Intelligence (AI) or Natural Language Processing (NLP) tools to complete school work – i.e., to create, compose, generate, or edit original content that they intend to submit as their own work. This prohibition

includes, but is not limited to, the use of AI and NLP tools to prepare a writing assignment or creative art project or to answer questions on a quiz, test, or in-class or homework assignment. The preceding prohibition does not include and does not limit a student's use of AI/NLP tools that are features built into apps, including a word processing program, installed by the District on District-issued PCDs (e.g., Chromebooks), or AI/NLP tools that is/are listed as approved accommodation(s) or assistive technology pursuant to a student's individualized education program or Section 504 Plan. In particular, this prohibition does not include the use of speech-to-text features that are part of District-issued PCDs unless the purpose of the class work/assignment is to assess/test a student's knowledge of spelling, grammar, etc. If a student has any question(s) as to whether specific AI/NLP tools can be used for an assignment, the student should ask their teacher. If a student violates this prohibition, the student will be charged with plagiarism and disciplined in accordance with the Student Code of Conduct, including not receiving credit for the assignment.

### **Privacy**

Network and Internet access is provided as a tool for education, The Warren County Career Center reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Warren County Career Center and no user shall have any expectation of privacy regarding such materials. Likewise, all District-issued computers, cellular phones, and other technology devices are subject to search at any time, with or without reasonable cause. There is no expectation of privacy on District-owned networks, computers, cellular phones, or other technology devices.

### **Failure to Follow Policy and Breach of Agreement**

The user's access of computer systems, the network, the Internet, cellular phones, and other technological devices is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his or her access terminated for the remainder of the school year. The Warren County Career Center reserves the right to refuse reinstatement of access for subsequent school years. A user breaches his or her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Warren County Career Center may take other disciplinary action.

### **Child Internet Protection Act**

With respect to any of its computers with Internet access, the Warren County Career Center will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter. Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent or designee shall ensure that minors are educated in accordance with this provision at least once each school year.

### **Warranties/Indemnification**

The Warren County Career Center makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks, the Internet, cellular phones, and other technological devices provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) or any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its technology under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility of their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Warren County Career Center and the Information Technology Center that provides technology to the Warren County Career Center and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to technology, including but not limited to any fees or charges incurred through purchases of goods or services by the user, The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Warren County Career Center in the event of the Career Center's initiating an investigation of a user's use of technology, whether that use is on a Warren County Career Center device or on another's outside the Warren County Career Center's Network.

### **Updates**

Users may be asked from time to time to provide new or additional registration and account information, which must be provided by the user if he or she wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the Technology Specialist of the changes.

### **Chromebooks**

Students are responsible for the care of their assigned Chromebook, and it should remain in the provided carrying case to help minimize the possibility of it becoming damaged. If a student's Chromebook becomes damaged the student can bring their device to the IT Department's Help Desk window and be loaned a temporary device to be used while their device is being repaired. After repair the student will be contacted via email to inform them that their device is ready to be picked up and the loaner device returned. The Warren County Career Center will replace each component of the Chromebook (screen, keyboard, trackpad, etc) one time at no cost to the student. Subsequent repairs to the same component will be charged to the student's fees to cover the cost of the replacement part(s) required.

Students are expected to bring their assigned Chromebook and charger to school each day. Students that forget to bring their device or charger to school can visit the IT Department Help Desk window

and request a loaner device or charger for the day. Loaned items are to be returned at the end of the school day. Items that are not returned within one week will be added to the student's fees.

### **Chromebook Return Policy**

If a student withdraws from WCCC, the following Chromebook return policy will be followed:

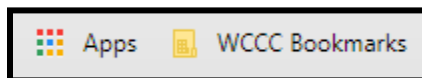
1. If a Chrombook is returned by a first year (Level 1) student, undamaged, **within the first semester**-no charge, pending inspection by the IT Department. Minor cosmetic damage is acceptable. If there are damaged components then a charge for the replacement components will be added to the student's fees and the original charge for the Chromebook is removed.
2. If a Chrombook is returned by a first year (Level 1) student **within the second semester** the original charge stays on their fees. If inspection by the IT Department finds damaged components then a charge for the replacement components will be added to the student's fees as well.
3. **No returns will be allowed** for any student that withdraws during their second year (as a Level 2 student). The standard fee remains in addition to any unpaid fees.

### **Canvas LMS**

Canvas is the official learning management system (LMS) for the Warren County Career Center. The use of an LMS allows schools to manage the delivery of educational content 24 hours a day, seven days a week. When students attend the WCCC, they have their entire schedule of courses reflected within Canvas. In other words, each teacher that the student has will have a course created for the duration of the student's enrollment. These courses are there in Canvas whether the student is engaged in distance or in-person learning. These Canvas courses are used as a landing point for materials and course content. Canvas also allows for students to communicate with their teachers and classmates, monitor grades and more.

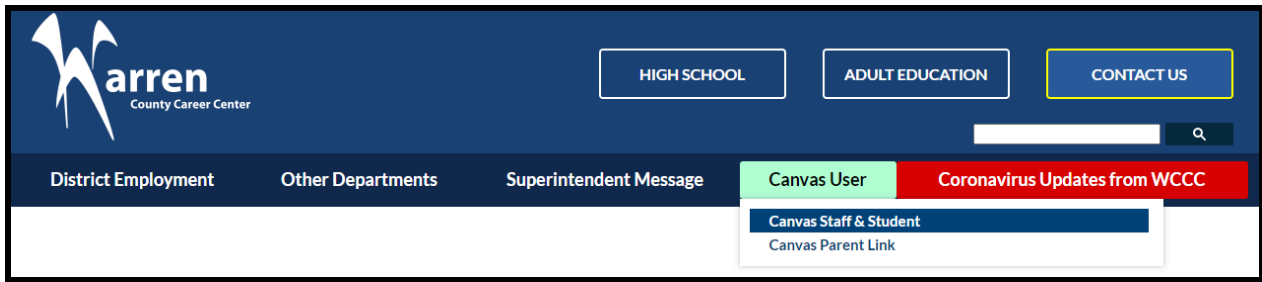
### **Logging Into Canvas**

Students log into Canvas using their school issued Google credentials, their school Gmail username and password. Students can get into Canvas by clicking on **“WCCC Bookmarks”**> **“Canvas LMS”** on their Chromebook toolbars.



Students and parents can also get to Canvas on the district website: <https://www.mywccc.org/>. Go to the WCCC website click on the mint green button that says **“Canvas User.”**

- Students who are entering Canvas from their Chromebooks will want to use **“Canvas Staff & Student.”**
- Parents (and students) who are entering Canvas from a non school issued device want to choose **“Canvas Parent Link.”**



## Canvas Apps

Canvas created three different apps specifically for students, parents and teachers. They can be found in Google Play for Android and the Apple Store for iOS products. These can be extremely helpful tools to keep track of class assignments, stay up to date with general class expectations, and communicate with teachers and classmates. It's important to get the correct app for the appropriate person's role. Details and direct links to get these apps can be found in the WCCC **Canvas Welcome Guide for Parents**.

### Canvas Welcome Guide for Parents

This Canvas welcome guide is found at <http://bit.ly/WCCCCanvasParentGuide>. It gives detailed information about:

- What Canvas is and does
- Getting an Observer pairing code (so parents may view a student's account)
- Registering for a parent Canvas account
- Canvas Basic Terminology & Resources
- Other Canvas Related Parent Resources

## ANNUAL PUBLIC NOTICES

### **Student Records (Policy 8330 Notification of Rights under Family Educational Rights and Privacy Act (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 education records. These rights are:

1. The right to restrict the release of directory information. The Warren County Career Center (hereafter called the "Career Center") may disclose appropriately designated "directory information" without written consent, unless you have advised the Career Center to the contrary in accordance with Career Center procedures. The primary purpose of directory information is to allow the Career Center to include this type of information from your child's education records in certain school publications. Examples include:
  - A playbill, showing your student's role in a drama production;
  - The annual yearbook;
  - Honor roll or other recognition lists;
  - Graduation programs; and
  - Sports activity sheets, such as for wrestling, showing weight and height of team members.

The following information is designated as directory information:

- Student's name
- Address (Student's Street Address as well as District-Assigned Email Address)
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date of graduation
- Degrees, honors and awards received
- The most recent educational agency or institution attended

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent, or, if the student is an eligible student without the written consent of the student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as well as Ohio Law, require the Career Center to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents/eligible students have advised the District that they do not want their student's information disclosed without their prior written consent.

**If you do not want the Career Center to disclose directory information from your child's education records without your prior written consent, you may file a Directory Information Opt-Out Form which is available in the Student Services Office. This must be filed within seven (7) days after the receipt of this notification. If you have any questions, please contact your Campus Director.**

**(Records Continued)**

1. The right to inspect and review the student's education records within a reasonable period of time not to exceed 45 days of the day the Career Center receives a request for access. Parents or eligible students should submit to the Director of Student Services a written request that identifies the record(s) they wish to inspect. The director 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 right 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 may submit a written request to the Director of Student Services to amend a record that they believe is inaccurate or misleading. They should write to the Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Career Center decides not to amend the record as requested by the parent or eligible student, the Career Center 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 education 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 Career Center as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Career Center Board of Education; a person or company with whom the Career Center has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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 Career Center discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Career Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

If you have any questions, do not hesitate to contact the Student Services Department at 513-932-5677.

ORC §3319.321; 20 U.S.C. §1232g

### **Student Privacy and Parental Access to Information (Policy 2416)**

The WCCC Board of Education respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey (if funded in whole or in part by a program of the U.S. Department of Education), analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Students/parents may also 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
- Instructional material used as part of the educational curriculum.

The District will notify parents and students prior to administration of any such surveys, as required by law and provide an opportunity to opt the student out of survey participation.

### **Blood-Borne Pathogens (Policy 8453.02)**

The Board of Education seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infections. In order to reduce the risk of students being exposed to blood-borne pathogens, WCCC has trained staff regarding universal precautions and has appropriate procedures in place for reporting, evaluation of and follow-up to any and all incidents of student exposure.

### **WCCC Equal Opportunities, Discrimination & Harassment Information (Ref. Policy 5517)**

The Warren County Career Center Board of Education is committed to providing equal opportunities and an educational environment free from discrimination on the basis of race, sex, color, religion, national origin, ancestry, disability, age, sexual orientation, gender identity, military status, or veteran status (collectively referred to as “Protected Classes”). Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. The Board has adopted policies and procedures in accordance with state and federal equal opportunity/affirmative action statutes and regulations for students and staff, including procedures to investigate complaints of possible violations.

Any forms of discrimination and harassment by school employees, other students or third parties is strictly forbidden and will not be tolerated by the Warren County Career Center (WCCC).

If you believe that you are an alleged victim of an act of discrimination and/or harassment, you are encouraged to file a complaint with a district compliance officer. The board has designated the following individuals to serve as compliance officers.

Ken McHone  
 Assistant Director  
 Secondary Education/Satellites  
 3525 North State Route 48  
 Lebanon, OH 45036  
 513-932-5677  
 Kenneth.mchone@mywccc.org

Kendra Murphy  
 Assistant Director  
 Secondary Education  
 3525 North State Route 48  
 Lebanon, OH 45036  
 513-9325677  
 Kendra.murphy@mywccc.org

For Civil Rights complaints or concerns, the compliance officers coordinate the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding any form of discrimination, retaliation or denial of equal access.

Title IX is a federal law that protects individuals from discrimination based on sex/gender. For Title IX complaints or concerns, compliance officers coordinate the school's compliance with Title IX and ensure that the school responds appropriately, effectively, and equitably to Title IX issues, including sex- and gender-based harassment and discrimination, which includes sexual misconduct.

For complaints or concerns about disability as defined by the Americans with Disabilities Act, compliance officers coordinate the school's compliance with the ADA and ensures that the school responds appropriately, effectively, and equitably to ADA issues, including disability harassment and discrimination.

All complaints will be handled promptly and with a sense of urgency.

Students are expected to act responsibly, honestly, and with the utmost candor whenever they present charges of harassment and/or discrimination allegations against school employees, other students and third parties, as false accusations can have serious effects on innocent individuals and may also result in discipline.

Retaliation against any employee, parent, guardian, or student for filing an alleged complaint is illegal and strictly prohibited. If you have been retaliated against for filing a complaint or participating in an investigation, you should promptly report your concerns to the investigator, a compliance officer, or school administration. Individuals who engage in acts of retaliation will be subject to discipline and/or other action in accordance with board policy.

For additional information about WCCC's policies and procedures, you may refer to the following: Board Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity; Board Policy 5517: Anti-Harassment Board Policy 5517.01: Bullying and other Forms of Aggressive Behavior; Board Policy 5730: Equal Access for Non-district sponsored Student Clubs and Activities. For policy-related inquiries, contact the following individual:

Kevin Gale, Director of Human Resources  
3529 North State Route 48  
Lebanon, OH 45036  
513-932-5677, ext. 5238  
kevin.gale@mywccc.org