

SPRINGFIELD-CLARK

CTC

CAREER TECHNOLOGY CENTER

The Path to Success

STUDENT HANDBOOK 2017-2018

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WELCOME TO THE CTC!

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

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

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

Sincerely,

Ms. Michelle Patrick, Superintendent

Mr. Steven Clark, Treasurer and CFO

Mr. Christopher W. James, Executive Director

Mr. Nathan Lasso, Director of Student Services

Mrs. Jennifer Shaffer, Director of Attendance and Discipline

Mr. Jeff Thoman, Director of IT

CTC Board of Education:

President - Mr. Jamie Callan, Springfield City School District

Vice President - Mr. Shawn Jackson, Southeastern Local School District

Dr. John Agle, Clark County ESC

Mr. Jeff Caivano, Northeastern Local School District

Ms. Becky Hale, Greenon Local Schools

Mr. Ed Leventhal, Springfield City School District

Mrs. Pam Mustovich, Northwestern Local School District

Dr. Susan Page, Clark-Shawnee Local School District

Mrs. Corinne Scott, Tecumseh Local School District

FOREWORD

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

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the CTC's rules as of June 26, 2017. If any of the policies or administrative guidelines referenced herein are revised after June 26, 2017, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building Directors and on our website at sctc.org.

OUR MISSION

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

OUR VISION IS SUCCESS

Students

Understanding

Critical thinking

Community involvement

Education for life

Skills in technology

Strategies to succeed

OUR GOAL IS TO ACT

Achieve academic success

Collaborate with community

Teach technical skills

ADMINISTRATIVE TEAM BELIEFS, GOALS, AND GUIDING PRINCIPLES

Guided by our Mission Statement, both our thinking and our actions will reflect the following fundamental beliefs:

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

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

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

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

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

| | | | |
|-------------------|-----------------------|----------------------|------------------------|
| Respect | Responsibility | Contemplation | Compassion |
| Initiative | Adaptability | Optimism | Trustworthiness |
| Courage | Loyalty | Perseverance | Honesty |

USEFUL CONTACTS

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

Central Office
Office Extension: 159

| | |
|-----------------------------|----------------------|
| Board Office Secretary: | Mrs. Libbee Hasting |
| Superintendent: | Ms. Michelle Patrick |
| Treasurer/CFO: | Mr. Steven Clark |
| Assistant to the Treasurer: | Ms. Amy Wesley |
| Payroll Specialist: | Mrs. Teresa Conn |
| Accounts Payable: | Ms. Kimberly Cobb |

Main Office
Office Extension: 245

| | |
|--------------------------------|--------------------------|
| Secretary: | Mrs. Karen Holstein |
| Executive Director: | Mr. Christopher W. James |
| Associate Schools Coordinator: | Mr. Michael Rice |

School Counselors' Office
Office Extension: 198

| | |
|-------------------|--------------------|
| Secretary: | Mrs. Laurel Lemmer |
| School Counselor: | Ms. Amy Cross |
| School Counselor: | Ms. Lynn Jennings |
| School Counselor: | Ms. Kay Schofield |

Attendance Office
Office Extension: 127

| | |
|--|-----------------------|
| Secretary: | Mrs. Melissa Oroszi |
| Director of Attendance and Discipline: | Mrs. Jennifer Shaffer |
| Secretary: | Mrs. Karen Rice |
| Director of Student Services: | Mr. Nathan Lasso |

Technology Department
Office Extension: 258

| | |
|-------------------------------------|-----------------|
| Director of Information Technology: | Mr. Jeff Thoman |
| Network Specialist: | Mr. Jon Leichty |
| IT Support Specialist: | Mr. Jason Cook |

SECTION I: GENERAL INFORMATION

ANNOUNCEMENTS

The CTC public address system will be used to announce time sensitive information as it arises.

ASSOCIATE SCHOOL NOT IN SESSION/LATE START

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

BULLYING/HARASSMENT

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

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

Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, the CTC strives to offer all students an educational environment free from bullying. **Bullying** shall mean a pattern of **repeated** harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal – includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. Cyber-Bullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile and social network websites such as Twitter, Facebook, etc. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital

pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subjects of appropriate discipline.

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

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

Students should report any bullying to an administrator, a school counselor, a teacher, or online at www.scctc.org.

CAFETERIA

Food service will be available before school and during lunch periods. Students are not permitted to leave school grounds during the one-half hour lunch period. Lunches at SCCTC are prepared onsite, and students will also be allowed to pack their lunch and take advantage of vending machines located near the dining room. Students are encouraged to pre-pay for lunches by putting money on their lunch account. Food and drinks are permitted in common areas of the building. Students are responsible for knowing classroom policies for classrooms and labs.

CHILD ABUSE

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

CLOSING FOR BAD WEATHER

When SCCTC is closed on authority of the administration and/or the Board of Education due to weather conditions or other calamities, no student is required to report to school. When such a decision is made, the media and TV newsrooms are immediately notified. Please do not call personnel, the school offices, or the media. Listen to the radio or TV for announcements. SCCTC also uses the "One-Call" system which notifies families via phone call. When an associate school is closed due to weather conditions or other calamities but the CTC is in session, students from the closed school are not required to report to SCCTC. Students from other schools that are not closed are required to report as usual to SCCTC. If the associate school is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the associate school delay. If the student reports to the SCCTC at the regular time (and discovers that their associate school is on a delay), they are to follow the SCCTC schedule.

COMMUNICATION WITH ASSOCIATE SCHOOL

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

EMERGENCY MEDICAL AUTHORIZATION

In accordance with Section 3313.712 of the Ohio Revised Code, an emergency medical form is provided to the parent or guardian for every pupil enrolled in the school. This form must be provided to the parent or guardian within 30 days of the student's enrollment in the school system. It is to be completed by the parent or guardian and returned to the school for filing no later than the second week of school operation. A complete Emergency Medical Authorization Form must be on file in the School Office in order for a student to participate in any activity off school grounds, including field trips, spectator trips, and extra- and co-curricular activities. Any student not fulfilling this responsibility may not be permitted to participate in program activities and may face academic and/or disciplinary action.

EXTRA-CURRICULAR PARTICIPATION AT ASSOCIATE SCHOOL

Extracurricular activities at the associate school are a real part of the high school experience for SCCTC students. Cooperative planning between SCCTC and the associate schools is essential, and students will be able to take care of opportunities after school and, on occasion, during the school day. SCCTC is proud to support the extracurricular endeavors of our students. Many extra-curricular activities are individual interests (sports, music, theater, etc.). In those cases where a student has an obligation to the associate school activity, the student and parent needs to contact the SCCTC attendance office to make arrangements. Pep rallies: it is recommended that students at SCCTC limit participation in pep rallies at the associate schools to 2 per year. SCCTC needs to have prior notification from the associate school and from the student/parent to attend. Phone calls and notes the day of the activity may not be accepted. A Director will consider special circumstances.

FEES

There are fees associated with all programs at SCCTC and there is a general school fee each student is responsible for access to technology services. Fees are primarily for consumable supplies, resource books, uniforms, and required tools. College Credit Plus courses are generally free, however failing a college course may result in fees for tuition and books. Grades and credits will be withheld until all student fees are paid in full. Below is a list of fees for students in all programs. Various additional fees may also be applied.

| | |
|----------------------|---------|
| SCCTC School Fee | \$75.00 |
| Chromebook Usage Fee | \$50.00 |
| ID Badge Fee | \$5.00 |

Payment of fees will be made in one of the following ways:

- In person at the cashier's office
- Via the school website through the EZ-pay option

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

Employers report that, in addition to skills, a basic set of good tools is required for employment; therefore, we feel that the tools purchased are an investment, not an expense. Tools, in this sense, refer to any materials, instruments, or other items required for the course. Students should purchase tools as per directions from teachers.

Special problems regarding the payment of fees should be brought to the attention of a Director, who will report any special circumstance to the school treasurer. An alternative course of action might be considered. In the event that students do not take care of fees, it is permissible by law to withhold grades and school records for that student. (ORC 3313.642).

FIELD TRIPS

Field trips are generally accepted as enhancements to the learning process. SCCTC programs utilize these learning experiences to build on classroom and laboratory instruction. Student grades and behavior **will** affect the approval of a field trip. This status will be determined by a Director as the need arises.

FIRE, TORNADO AND OTHER SAFETY DRILLS

Fire drills are held at SCCTC approximately once a month. Students will leave the buildings by the EXITS indicated within their rooms, and do so quickly. After an orderly exit, students should move to a point away from the path of emergency traffic but should remain together as a group until attendance is taken and an all clear is given by administration.

- Non-Fire Safety Drills: All students will be told to remain in their lab or classroom until directed to assigned areas by teachers or staff.
- If students are at lunch (in the Cafeteria), they will exit towards building E for fire, and follow directions from administration on tornado drill.
- In order to prevent any confusion should the tornado alert be announced, the following procedures are to be followed: students report to secure locations and remain there until a verbal "All Clear" sounded via the P.A. system.

Procedures:

1. When the tornado alert is issued, persons are to assemble in their assigned area as posted in their room assuming the tornado position. (crouched down close to the floor, preferably close to a southwest wall).
2. All gas and electrical circuits will be shut off by Maintenance Personnel.
3. No one is to move from the assigned area until told to do so.
4. Should rescue procedures be needed, they will be organized by the Building Administrators and the Safety Committee/Coordinator.

HALL PASSES

Written hall passes are issued for the purpose of making students accountable. Students must have a written pass in their possession outside their scheduled classroom during the school day. This must be obtained from their instructor. Students must obtain prior approval/permission from any/all instructors when absent from class. Passes must be carried in hand, and visible to staff.

HEALTH SERVICES

The school nurse is located in Building A. School health service is available to protect and improve the health of students, thus aiding their growth and development and enabling them to benefit fully from their school experience. Students will follow these procedures:

- When possible, students who become ill at school should get a pass from their teacher before reporting to the Building A Clinic.
- Students who are ill should go to the clinic before contacting parents.
- If a student is too ill to remain in school, the school nurse will notify the parent or guardian about the illness and arrange for the student to be picked up or drive home. Students will be released from the clinic.

A student who becomes ill during the school day should request permission from their teacher to see the school nurse. If the student has a fever of 100 degrees Fahrenheit or higher, they will be required to leave school. No student will be released from school due to illness without going through the nurse or designee. The nurse will obtain parent/guardian/emergency contact permission if it is determined that the student needs to leave school.

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

I. D. CARD

For safety and identification purposes, students will be issued an official SCCTC ID card. Wearing these ID cards is required each day. These cards are to be visible and appropriately worn above the waist on the student's clothing as directed by staff. Students will be charged a \$5.00 replacement fee for lost cards. ID cards are the property of the school.

INSURANCE--STUDENT (ACCIDENT, PERSONAL PROPERTY)

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

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

LOST AND FOUND

SCCTC maintains a lost and found service near the Main Office. Students are warned that school is not a good place for expensive personal possessions. Lockers are provided for moderately safe storage of personal items brought to school. SCCTC is not responsible for lost or stolen personal items.

LUNCH/FOOD SERVICES

The school participates in the National School Lunch Program and makes lunches available to students each day. Ala carte items are available. Applications for the School's Free and Reduced-Price meal plan can be located on our website www.scctc.org. If a student needs an application form, contact the Main Office.

- Students may bring their lunch to school to be eaten in the school cafeteria at the time indicated on their schedule.
- Pushing, running, or cutting in line is not permitted.
- Students may **NOT** leave the school for lunch or have any food from outside restaurants delivered.
- Students are expected to display appropriate table manners at all times in the cafeteria.
- Students are to remain seated at their tables until the end of the lunch period and not wander from table to table.
- Students are expected to clean their area and discard all trash into proper receptacles before leaving the cafeteria.
- Food and beverages are to be kept and consumed in the cafeteria and common areas. Exceptions may be made for class activities/meetings and need approval of a Director prior to the event.
- Students may not leave the lunchroom without permission other than to use the restroom.
- Students are not permitted to use the vending machines during the school day except during lunch.

MEDICATION AT SCHOOL

Ideally, all medications should be taken at home. Any student who is required to take prescribed medication during regular school hours is to comply with the following school regulations:

- (1) The SCCTC nurse will supervise the secure and proper storage and dispensing of medication for students. Students are not permitted to keep or store any medication.
- (2) Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported, and signature of physician. A written permission form is to be provided by the parent or guardian requesting that the school

comply with the physician's orders. ("The Medication Form" is available from the nurse or the Main Office).

- (3) Medications are to be brought to school in a container appropriately labeled by the pharmacy or physician.
- (4) Students are discouraged from attending school if they require medication containing narcotics or any substance that could cause drowsiness. Parents should notify the school if students will be taking such medications.
- (5) Students will login the time, date and medication for each dosage.
- (6) After one week, unused medication not picked up at the end of the school year will be destroyed.
- (7) Non-prescription medication (example: aspirin, ointments, and cold tablets) require written permission from a doctor indicating times to be taken and reason for taking the medication.
- (8) Non-prescription medication must be brought to the nurse in the original factory sealed container when the student arrives at school.
- (9) A student may possess and use a metered dosage inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. This may occur at school or any school activity, events, or programs sponsored by the school and where the student may participate. Written permission from the parent or guardian must be provided with the physician's orders.
- (10) No student may bring to school, possess or distribute any type of prescription or over-the-counter medication.

MOMENT OF SILENCE

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

PHYSICAL/SEXUAL/VERBAL ABUSE

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

- Incidents, which are clearly "fighting," involving at least two (2) combatants in mutual physical force, will be considered serious offenses. Police may be called.
- Incidents, where one party is clearly physically assaulted or attacked by another without provocation, will be handled as serious violations. Police may be called.

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

PLEDGE OF ALLEGIANCE

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

PUBLIC INFORMATION

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

SCHOOL DAY SCHEDULE

Classes at SCCTC begin promptly at 7:50am and dismissal is at 2:20pm. Students who use associate school transportation and must remain on campus after 2:20pm will be required to wait in a supervised designated area. All school rules apply during this time.

SCHOOL SAFETY DRILL

- Staff and Students will be notified of the school safety issue.
- Determination will be made as to call a lockdown or activate the incident response protocol.
- If incident response protocol is activated administration and staff will be directed to the Mobile Emergency Response Plans
- If a lockdown is initiated there will be no regular changing of classes. All students will be told to remain in their designated room.
- Students are to remain in the designated room until a PA announces that the lockdown has concluded.
- Should rescue procedures be needed, they will be organized by the School Safety Team.

SIGNS & POSTERS

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

STUDENT RECORDS

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

Privacy Act (FERPA) regarding all student records. Detailed FERPA guidelines may be acquired by contacting a Director. Details are found at the end of this planner.

SUBSTANCE ABUSE AND VOLUNTARY REFERRALS

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

TEXTBOOKS AND ELECTRONIC DEVICES

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

VALUABLES

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

VISITORS

Visitors to SCCTC must display a visitor's pass. All visitors, vendors, former students, family members of staff, etc. **must enter and sign in at the Main Office** and display a visitor's pass. Teachers and staff members may request to see the visitor's pass. **Visitors will not be permitted to classrooms and/or labs during times when class/lab is in session.** Visitors may meet with teachers during their conference periods, provided arrangements have been made ahead of time. Students should not bring friends or their children to school. Parents who wish to have a formal conference or meeting with a teacher must contact the Director's office to schedule a time when a meeting can be arranged. For email contact: go to www.scctc.org to find staff email addresses. Parents may also call the school office by going through the switchboard at (937) 325-7368, extension 245.

SECTION II: BELL SCHEDULE

| Regular Schedule | | |
|-------------------------|--------------|------------|
| | Start | End |
| First Bell | 7:42 | |
| 1st | 7:50 | 8:37 |
| 2nd | 8:41 | 9:25 |
| 3rd | 9:29 | 10:13 |
| 4th Extra Help | 10:17 | 10:47 |
| 5th Lunch | 10:51 | 11:21 |
| 5th Extra Help | 10:51 | 11:21 |
| 6th Lunch | 11:25 | 11:55 |
| 7th | 11:59 | 12:43 |
| 8th | 12:47 | 1:31 |
| 9th | 1:35 | 2:20 |
| 10th | 2:20 | 3:00 |
| | | |
| | | |
| Two Hour Delay | | |
| | Start | End |
| First Bell | 9:42 | |
| 1st | 9:50 | 10:17 |
| 2nd | 10:21 | 10:46 |
| 3rd | 10:50 | 11:15 |
| 4th Extra Help | 11:19 | 11:44 |
| 5th Lunch | 11:48 | 12:18 |
| 5th Extra Help | 11:48 | 12:18 |
| 6th Lunch | 12:22 | 12:52 |
| 7th | 12:56 | 1:21 |
| 8th | 1:25 | 1:50 |
| 9th | 1:54 | 2:20 |
| 10th | 2:20 | 3:00 |

SECTION III: ADMISSIONS, ACADEMICS, GRADING

The SCCTC must establish a favorable reputation with the community for the benefit of its students. Our reputation will develop favorably as we train students who are technically proficient and maturely adaptive to employment requirements; therefore, we cannot indiscriminately issue credits and passports.

CAREER-TECHNICAL CERTIFICATE REQUIREMENTS

A Career Passport is a SCCTC issued, school-validated, student-developed portfolio containing formal documents that identify marketable skills, strengths, and knowledge a student has attained through his/her workforce development training program. It is designed to assist students in making the transition from school to college and their career. It also serves as a job seeking and career planning instrument by presenting skills and knowledge acquired while enrolled at SCCTC. Students receive a career-technical certificate of completion and a portfolio (Career Passport) which includes the achieved competencies. A career-technical certificate is issued to each student based on the following criteria:

1. CT Completion Certificate with Honors

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

Attendance: Students may not have more than 9 **excused** absences each year of program involvement.

Grade Point Average: Students must have a SCCTC G.P.A. of 3.5 through the 30th week of the final year of the program in both academic and career-technical classes.

2. CT Completion Certificate

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

Attendance: Students do not exceed 24 absences over the course of their two year program (all absences are counted toward the total absences, both excused and unexcused).

Grades: Students must have cumulatively passed all career-technical classes.

WebExam and/or Business/Industry Validated Testing Programs: The Executive Director may use participation and exemplary results from state and business/industry validated testing programs to move a student from a “CT Completion Certificate” to a “CT Completion Certificate with Honors”.

3. Letter Confirming Participation

This letter is issued to students who have not met the criteria for a certificate:

Factors: Students exceed 24 absences, failure, and other factors as determined by the Executive Director.

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

CHANGE OF PROGRAMS/SCHEDULES

Any change to a student's career technical or academic schedule will require parental permission and must be approved by the Executive Director.

COLLEGE CREDIT PLUS

College Credit Plus (CCP) is a program that allows students to enroll in courses that will earn them both high school credit and college credit at the same time. Students have many options to access this program, including attending approved courses at the CTC, taking college courses online, or driving to one of the areas college campuses. Taking CCP courses will affect both college and high school transcripts, and while participating is free, there may be a cost under some circumstances. Please see a school counselor if you are interested in participating in this program and to receive important information. A letter of intent to participate is due by April 1st. The CTC does accept letters of intent that were submitted to a student's home school by this deadline.

CONVOCATION

Students who pass their Career Tech program will be eligible to participate in the CTC convocation ceremony, which celebrates their achievement. If a student fails 4th quarter of their CT Program their senior year, he/she will need to meet with the Executive Director and may forfeit the opportunity to participate in CTC convocation ceremony.

CREDENTIAL, CERTIFICATE, AND LICENSE TESTING

SCCTC is dedicated to ensuring students who participate in Career Technical Programs of Study are prepared to meet the rigors of entering the workforce. Programs at SCCTC, with the assistance of the Directors and school counselors, will participate in business, industry, and state/national testing programs to earn credentials, certificates, and licenses.

EARLY PLACEMENT, INTERNSHIPS, AND APPRENTICESHIPS

Students interested in Early Placement, Internships, or Apprenticeships should see their school counselor.

EXAMS

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

EXTRA-CURRICULAR ELIGIBILITY

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

GRADING POLICY

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

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

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

Grades will be determined by averaging the quarter percentage grades.

College Credit Plus grades will be included in both college and high school transcripts, and will affect GPA calculations accordingly.

GRADING ADDENDUMS RELATED TO WORKFORCE DEVELOPMENT

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

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

1. *Daily Attendance and Participation:* **Refer to Attendance section (including #3 of that policy) for detail on what areas (e.g. school related field trips, excused absences, in-school reassignment, other) that will not be factored into daily/quarterly grades for attendance and participation.**
2. *Professional Dress:* SCCTC requires specific uniforms within all programs. Students must adhere to uniform requirements and professional dress at all times during the course of the school day and at school events. Exceptions require administrative approval.
3. *Compliance with Behavior Expectations and Standards of Behavior:* As teachers work with students to reinforce positive workplace behaviors, teachers will also determine if misbehaviors are matters that will be handled as a part of the program or if they will be referred as an administrative matter. **Teachers and support staff have a number of steps in their classroom management plans to handle minor discipline occurrences.** In a career center setting, these minor occurrences may be a factor in determining the student's quarterly grade if warnings and/or directives are not followed. When disciplinary offenses merit administrative intervention, the steps under the code of conduct will be administered.

GRADUATION CREDITS AND SCHOOL DISTRICT TRANSFERS

The student and parent/guardian are responsible for reviewing credits and graduation status with the associate school counselor. Likewise, students who transfer to a new associate school while attending SCCTC are responsible for reviewing credits and graduation status with the new associate school district counselor. Eligibility for graduation is determined by each associate school and it is also important to note course credit is awarded by the associate school based upon each student's completion of their SCCTC Program of Study. Transcripts should be requested from the associate school. It is the responsibility of the student and the associate school to make arrangements to complete credit deficiencies needed for graduation. **A student may be considered credit deficient when they need more courses than they have space for in a regular senior schedule. A student will also be considered deficient when they fail to meet the attendance requirement for certification. Students meeting these criteria will meet with counseling staff and /or Directors at the end of their junior year to explore options which may include, but are not limited to returning to their associate school, summer credit recovery or alternate arrangements.**

GUIDANCE AND SCHOOL COUNSELORS

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

HOMEWORK

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

HONOR ROLL

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

MAKE-UP WORK

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

RECOGNITION OF STUDENT ACHIEVEMENT & ANNUAL AWARDS CEREMONY

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

A. Diploma

Diplomas are granted by the associate school.

B. National Honor Society Cord

This award is presented to students who are inducted into and maintain good standing in the SCCTC Chapter of the National Honor Society.

C. One Year Certificate of Perfect Attendance

This certificate will be issued to a student who has not missed a day of school or been tardy during his/her junior or senior year (all absences/tardies are counted toward the total, both excused and unexcused.)

D. Two Year Certificate of Perfect Attendance

This certificate will be issued to a student who has not missed a day of school or been tardy during his/her junior and senior year (all absences/tardies are counted toward the total, both excused and unexcused.)

E. One Year Honor Attendance Certificate

This certificate is issued to a student who accumulates no more than two absences and/or no more than two tardies during either his/her junior or senior year (all absences/tardies are counted toward the total, both excused and unexcused.)

F. Two Year Honor Attendance Certificate

This certificate is issued to a student who accumulates no more than four absences and/or four tardies during his/her junior and senior year (all absences/tardies are counted toward the total, both excused and unexcused.)

G. Honor Roll Recognition

This certificate will be issued to students who carried a 3.0 GPA during the course of the year.

H. Program Outstanding Senior (Jaguar Award)

I. Program Most Improved Senior over duration of program (Rising Sun Award)

REPORT CARDS/INTERIM REPORTS

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

End of Grading Periods

1st Quarter – October 20, 2017

2nd Quarter – December 20, 2017

3rd Quarter – March 9, 2018

4th Quarter – May 22, 2018

SENIOR PROJECTS AND/OR CAPSTONE

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

SPECIAL EDUCATION SERVICES

Special educational services that are a part of a student's IEP are coordinated by SCCTC in conjunction with the associate school district in compliance with SCCTC Board of Education policies. Home tutoring is coordinated by the associate school. SCCTC cooperates and observes the policies of this school, the associate schools, and ORC.

STUDENT ASSESSMENT

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

TRANSCRIPTS

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

TRANSFER PROCEDURE BACK TO ASSOCIATE SCHOOL

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

- (a) the designated 5th school day of the school year;
- (b) as permitted by the associate school.

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

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

WORK PERMITS AND LABOR LAWS

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

SECTION IV: ATTENDANCE

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

ABSENCES

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

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

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

4. School personnel are responsible for recording full and one-half day student absences and, based on the reasons for the absence, will record the absences as being excused or unexcused as established by standards set forth by the State of Ohio.
5. Students are responsible for making up work due to any absence. Students will be given the same amount of time to make up the work as the amount of time that they were absent from class. However, for absences due to truancy, class cutting, and/or suspension (if policy for makeup work for first suspension is not followed), students may not be given credit for the makeup work. Alternate assignments may be given in lieu of certain assignments due to the nature of laboratory activity.
6. Teachers are responsible for creating and maintaining a daily attendance and a participation point system to be used in each class that may influence the quarterly grade.
7. School personnel are responsible for implementing a system of accountability for student attendance related to the State of Ohio House Bill 140 as it pertains to eligibility for and maintenance of an Ohio Driver's License.
8. When SCCTC is in session, students are expected to attend school.

EXCUSED AND UNEXCUSED ABSENCES

State law requires that all students be in school all days and hours that school is in session. Students who must be out due to reasons of health and/or family emergency may be returned to school on a statement from a parent or guardian to the Attendance Office. Depending on the reason, a student's absence may be classified as excused or unexcused.

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

- A. Personal illness (Dr. verification/note may be required in cases of chronic absenteeism).
- B. Illness in immediate family
- C. Death in family or close personal acquaintance
- D. Associate school activities
- E. Religious holiday
- F. Doctor's/Dentist's appointment
- G. Quarantine
- H. Court appearance, if subpoenaed
- I. College Visitation or School to Work Activity* +
- J. Hospitalization
- K. Military related*+

*A maximum of two (2) days may be granted for college visits, a School-to-Work activity or military related activity by the respective school's counselor and Director by completing and submitting the appropriate documentation.

+ Like other excused absences, this is not used as a factor in determining quarterly grade

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

Parent notes **MUST** be received in the Attendance Office within **TWO** school days of return. If a note is not received within the two days the absence will be counted as truant.

Students will be marked accordingly:

| <u>Reporting to School:</u> | <u>Leaving School:</u> |
|-----------------------------------|--------------------------------------|
| 7:51 AM - 9:30 AM = Tardy | 7:51 AM - 11:30 AM = Full Absence |
| 9:31 AM - 11:30 AM = AM Absence | 11:31 AM - 12:49 PM = PM Absence |
| 11:31 AM - 2:20 PM = Full Absence | 12:50 PM - 2:20 PM = Early Dismissal |

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

Students must comply with the following procedures:

1. Bring a note to the Attendance Office the day following the absence. This note has to be from a parent or guardian, doctor/dentist, or other appropriate official explaining the nature of the absence. **A written note is required to be turned into the attendance office no later than two days after student returns to school.**
2. The Attendance Office will give the student a pass with the appropriate designation for the absence.
3. Attendance discipline is handled by the Director of Attendance and Discipline after receiving information on unexcused or excessive absences from the attendance office and/or from teachers.
4. **All absences are considered truant or unexcused (with parent phone call) until a note has been brought to the Attendance Office.**
5. **All notes must include the dates and times for which a student is excused.**

ADDITIONAL PROCEDURES FOR UNEXCUSED ABSENCES

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

Each unexcused absence - One day ISR
 Each truancy occurrence* - Two days ISR

***Multiple occurrences will result in meeting with Director of Attendance and Discipline and possible filing with juvenile court.**

The superintendent of SCCTC may notify the Registrar of Motor Vehicles and Clark County Court when students are absent without legitimate excuse for 10 or more consecutive days or 15 or more days in any semester. This rule also includes students who withdraw from school before the age of 18, or if suspended or expelled from school under certain provisions. Upon receiving notice from the superintendent, the Registrar will suspend the temporary permit or driver's license under Ohio law.

COLLEGE VISITATIONS, ARMED SERVICES, JOB INTERVIEWS

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

MEDICAL STATUS

Parent note may excuse their students up to seven (7) days. At that time, the student will be put on "Medical Status". When a student is put on "Medical Status," student absences will only be excused with appropriate medical, legal, and/or school documentation. Once a student is on "Medical Status" notes from a parent/guardian will not excuse an absence.

PM HALF-DAY STUDENTS

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

PERMISSION TO LEAVE SCHOOL DURING THE DAY/ EARLY DISMISSAL

Permission to leave the building during the school day will be granted only through the Attendance Office. This includes 18-year olds. IN ALL CASES, verification from home is necessary and students must sign out at the Attendance Office. Students failing to follow proper procedures will be considered truant. All notes requesting early dismissal must be turned in to the Attendance Office at the beginning of the day.

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

If appointments must be made during school hours, an excuse slip must be returned to the school from the physician or dentist within two days of student returning to school. **No student shall leave school without permission of the attendance office.**

TARDIES

Any student not in their assigned class at 7:50, or who arrives to school between 7:51 and 9:30 am will be considered tardy. Any student who arrives after 9:30 AM will be considered absent 1/2 day. Students who are not in their assigned room when the tardy bell rings will be considered tardy.

Tardies will be counted from the first day of each quarter. Beginning at a student's third tardy, they will be assigned After School Detention for each tardy. Students will be receive 24-hour notice of the detention, so they may arrange transportation.

Each Tardy - After School Detention (2:20-3:00pm)

Excused tardies are medical appointments and all other situations as defined by the Director of Attendance. Car trouble, oversleeping, missing the bus, picking up a friend, etc. are NOT excused tardies.

VACATION/ FAMILY TRAVEL

Students planning an extended absence (for two or more days) due to family travel or personal reasons should request a "leave of absence" form from the attendance office five school days prior to departure. A maximum of five days may be excused. **Students already on "Medical Status" or currently failing a class will not be granted the request.** If a student's request is denied, but the student takes the leave, it will be unexcused. Any discipline that results from those unexcused absences will be decided by the Director of Attendance and Discipline.

SECTION V: CAREER TECH STUDENT ORGANIZATIONS

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

BUSINESS PROFESSIONALS OF AMERICA

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

FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA

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

FFA

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

SkillsUSA

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

SECTION VI: STUDENT RESPONSIBILITY AND CODE OF CONDUCT

PURPOSE AND INTENT OF THE STUDENT CODE OF CONDUCT

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

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

ADMINISTRATION OF THE CODE OF CONDUCT

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

BEHAVIOR EXPECTATIONS

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

DISCIPLINE CODE

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

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

DRESS CODE

Career Technical Centers are advanced career preparation institutions that ensure students are ready for the workforce and for the rigors of post-secondary education. The world of work and every career we train for at SCCTC has expectations of appearance. To that end, SCCTC has determined a reasonable dress code for students and they are expected to present themselves in this manner at all times.

Uniform Expectations

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

School-wide Dress Code

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

Lower Body Articles of Clothing

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

Upper Body Articles of Clothing

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

Footwear

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

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

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

Hairstyle/Piercings

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

Other Articles of Clothing

Students have lockers to safely store personal items. Hats, head coverings, headgear, scarves, headbands, bandanas, gloves or mittens, sunglasses (unless directed by a doctor) are not to be worn at school, including career tech labs and venues, unless appropriate. These items need to be kept in lockers. Heavy chains, studded bracelets, dog collars, and other articles deemed to be potentially harmful or could be used as weapons will not be permitted.

JURISDICTION

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

PARKING RULES

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

1. Parking Permits: Students shall have a parking permit on their vehicle. The permit is good only for the current school year. Permits and their replacements are school property. Information concerning how to apply for either of these permits may be obtained in the cashier's office.

1. This permit can be used only on the registered vehicle(s). It must be visibly displayed while the vehicle is on campus.

2. Eligibility Requirements for Temporary or Permanent Parking Permits:

1. Possession of a current driver's license.
2. Possession of a vehicle meeting or exceeding the requirements of a safety check by the Highway Patrol. SCCTC reserves the right to conduct a safety inspection on a vehicle.
3. Satisfactory completion of an SCCTC vehicle registration card.
4. Acknowledgment, in writing, of having read and understood the school driving rules.

3. Cost of Permits:

1. SCCTC students will be required to pay the \$10 permit fee
2. There will be a charge of \$5 for each replacement pass. (due to theft, loss, etc.).
3. Student I.D. Card must be displayed to purchase parking passes.

4. Other Parking Regulations:

1. When a permit is no longer needed for the reason it was issued, the permit will be returned to the cashier's Office.
2. Speed limit on SCCTC property is 10 miles per hour AT ALL TIMES.
3. No student is permitted to obtain a permit for a vehicle other than his/her own vehicle.
4. The vehicle must be parked appropriately, within the lined space.

5. Students must not loiter in their vehicles. Students are expected to lock their vehicles and enter the school building.
6. Students must not visit the parking lot during the day without permission of a Director.
7. Passengers are to be picked up only in a vehicle parking space. Passengers may not be picked up on the driveway, beltway, or beside buildings.
8. Passengers are not permitted to ride in beds of pickup trucks.
9. Staff will be assigned to assist traffic flow at the end of the school day. Students are directed to follow the flow of traffic leaving campus and are not permitted to go the opposite direction in an attempt to exit campus more quickly.
10. Any students having a traffic violation while on school premises may lose his/her parking privilege. Other corrective action may be taken.
11. Student parking is provided as a convenience and a privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safety or effective operation of the school.

5. Student Parking Lots: All students are to park in Lot A and Lot E.

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

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

STUDENT CODE OF CONDUCT: INFORMATION YOU NEED TO KNOW

1. National Child Safety Council Guidelines: Bullying and Harassment

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

Harassment includes, but is not limited to the following: verbal harassment of others, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes- posters- cartoons- etc., suggesting or demanding sexual involvement by implied threats, a pattern of conduct that is subtle and intends to create discomfort or humiliation to another, remarks speculating or remarks about a person's sexual activities or history. Inappropriate boundary invasion by a school district employee or adult member of the school

community to a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, advisor, or other school authority who engages in sexual or inappropriate physical contact with a student may be guilty of child abuse as defined by state law.

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

2. National Child Safety Council Guidelines: Violence

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

3. National Child Safety Council Guidelines: Dating

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

4. National Child Safety Council Guidelines: Sexual Assault

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

5. National Child Safety Council Guidelines: Sexting

Students are not allowed to use electronic devices in a class or lab and devices must be shut off during classes and labs. One problem inherent with the use of electronic devices and teens is the growing problem of “sexting.” Sexting is the sending, uploading, receiving, or forwarding of explicit photos, videos, or text. Photos or videos are often taken using camera phones or Webcams and passed through cell phones or computers using the internet. Doing this in school or using school based or issued computers is explicitly forbidden by school policy. However, students also need to understand the dangers of doing this at any time. Once an item is sent or posted, it is no longer private and it can exist for indefinite periods causing future embarrassment and harassment. It is our intent to do all within our jurisdiction to eliminate the dangers correlated to sexting with the students we serve. Issues of sexting may be punished under the “Immorality” rule of our student code of conduct. Resource guides are available in our school office for students, parents, and staff.

6. Gangs

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

7. Student Drug Abuse

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

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

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

The Board prohibits:

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

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

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

Consequences for Violation of Drug Abuse Policy

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

Procedures:

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

CODE OF CONDUCT CATEGORIES

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

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

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

2. DANGEROUS WEAPONS & INSTRUMENTS

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

“Dangerous Weapon or Instrument” includes, but is not limited to: a sharp blade or any cutting instrument, chain, club, metal knuckles, fireworks, explosives, noxious irritating or poisonous gases, poison or firearm and any other items that could be considered a dangerous

weapon, or object capable of inflicting bodily injury. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

A student shall not possess, transmit, use, or conceal a look-alike weapon including, but not limited to, a knife, gun, or a device that could be considered a look-alike weapon. Look-alike weapons will be treated the same as any of the above.

It will make no difference whether or not the weapon or instrument belongs to the student or to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed the weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

4. FIGHTING/ASSAULT

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

5. UNWELCOME SEXUAL CONTACT/ SEXUAL CONTACT/ GROSS MISCONDUCT

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

6. THEFT OR POSSESSION OF STOLEN PROPERTY

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

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

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

8. ACADEMIC DISHONESTY, CHEATING, FORGERY, OR FRAUD

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

9. PARKING/DRIVING VIOLATIONS

Use of the parking lot is a privilege. A student shall comply with the parking lot regulations. A parking pass is required and must be purchased through the Cashier's Office.

10. LOITERING, TRESPASSING, OR UNAUTHORIZED ENTRY

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

11. THREATENING BEHAVIOR: VERBAL OR WRITTEN PHYSICAL THREATS

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

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

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

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

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

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

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

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

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

obscene or pornographic computer material into the school building. “Sexting” falls under the category of inappropriate.

16. INSUBORDINATION

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

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

Any student who arrives to school, class, or lunch after the designated starting time must report to the Attendance Office to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency, provided the school receives parental/guardian verification by telephone or in writing.

18. VIOLATION OF NETWORK AND INTERNET ACCEPTABLE USE POLICY

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

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

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

20. INAPPROPRIATE ATTIRE OR DRESS CODE VIOLATION

Programs at SCCTC have uniforms or other manner of expected daily dress. Students are expected to comply with the reasonable expectations of dress for a school setting and for their respective program. These uniform requirements include cleanliness and proper fit. This is generally regarded as “business and industry appropriate.” It is not permissible for students to change out of uniforms when not in their career tech program. The dress code is outlined in detail in this section of the student handbook. Refer to the previous detailed explanation.

21. GENERAL MISCONDUCT OR DISRESPECT

A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives. Students shall not engage in activity that can or does result in injury to another student. Although this rule draws a line between fighting and engaging in rough housing with friends or acquaintances,

the penalties for horseplay that results in or can result in injury to students or school property may be punished to the same degree as fighting.

22. DISRUPTION OF EDUCATIONAL ENVIRONMENT

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

23. PUBLIC DISPLAY OF AFFECTION

Students shall refrain from Public Displays of Affection (PDA) while on SCCTC campus or while attending and/or participating in any CTC activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings towards one another is a personal concern between the two individuals and thus, should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA includes but is not limited to:

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

24. CELL PHONES AND ELECTRONIC DEVICES

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

25. REPEATED VIOLATIONS OF SCHOOL RULES

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

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

The Directors, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to Administration. Failure to report such knowledge may be subject to the disciplinary action outlined above.

DISCIPLINARY STEPS

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

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

DISCIPLINE OPTIONS

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

1. Informal Discipline

Lunch Detention

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

After School Detention

Students will report to the Cafeteria from 2:20 - 3:00 PM.

Friday School

Extended after school detention on selected Fridays from 2:20 - 4:00 PM.

In-School Reassignment (ISR)

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

1. Students should have sufficient learning activities and materials for the period of their reassignment

2. Students are not to communicate with each other unless given special permission
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise
4. Students shall not be allowed to use the telephone or to go to their lockers
5. Students shall not be allowed to put their heads down or sleep
6. Shall have no electronic devices, cards, magazines, or other recreational articles
7. Shall consume no food or beverages while in the room.
8. Students who fail to work on school assignments and/or fail to cooperate with ISR school personnel will be dismissed from ISR and appropriate discipline will be enacted.
9. Students will not be permitted to sleep and/or just sit, etc.

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

2. Formal Discipline

Formal discipline removes the student from school. It includes emergency removal, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular activities may not be appealed. Students involved in co-curricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use, or harassment.

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

DUE PROCESS RIGHTS

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

1. Suspension from School

When a student is considered for a suspension, a Director will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Director will make a decision whether or not to recommend suspension. If a student is suspended his/her parent(s)/guardian(s) will be notified within one day of the reason for and length of suspension. **Students who are suspended or expelled may not be present on school property, participate, or attend any school activities or contests, or be present at activities on or off property controlled by the school.** The suspension may be appealed to the Superintendent. A written appeal request must be received by the Superintendent within ten (10) days after the receipt of the suspension notice. During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension,

the next step in the appeal process is to the Court of Common Pleas. A student who is out of school due to the first suspension shall be permitted to make up work. This work when submitted in a timely fashion (days turned in equal to days suspended), will be accepted for a minimum of a passing grade **if earned**. For subsequent suspensions students will be allowed to make up work but will receive no credit.

2. Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. Expulsion may result in the loss of credit for courses being taken at school, or at any college or university, whether under the Secondary Post Enrollment Option or at the student's own expense. A formal hearing is scheduled with the Superintendent, during which the student may be represented by his/her parent(s)/guardian(s), legal counsel and/or by a person of his/her choice. Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. Expulsion for certain violations may result in revocation of a student's driver's license or permanent exclusion from school. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

3. Permanent Exclusion/Expulsion

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

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

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

4. Discipline of Students with Disabilities

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

EMERGENCY REMOVAL

This emergency is defined where a student whose presence poses a continual danger to persons or property, or poses an ongoing threat of disruption to the educational environment taking place either in the classroom, somewhere on the school property, or at a school activity. The Superintendent or a Director may remove the student from curricular or extracurricular activity or from the school premises. A teacher may remove a student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one school day. If the emergency removal exceeds one school day, then a hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reasons for the removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an out of school suspension, those protocols for due process will be followed.

SEARCH AND SEIZURE

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

STUDENT RIGHTS OF EXPRESSION

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

Material cannot be displayed if it:

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

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

SECTION VII: TECHNOLOGY

ACCEPTABLE USE POLICY

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

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

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

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

- **Password Sharing:** Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member’s password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials. Gaining unauthorized access to computer and or telecommunications networks and resources.
- **Unauthorized Access:** Students are not permitted to use teacher's or administrator’s workstation, or login to any unauthorized computers or equipment, without the direct supervision of a member of the SCCTC faculty, or staff present.

Consequences for violations of the Technology Acceptable Use Policy:

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

FEES AND FINANCIAL HARDSHIPS

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

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

- Create a payment plan for the student to pay out fees over time
- Allow reduced payment or waiver of the fee

INTERNET SAFETY

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

ONE TO ONE PROGRAM INFORMATION

SCCTC’s One to One Program affords our students with access to technology and learning opportunities they may otherwise not have been able to take advantage of. SCCTC furnishes devices to all students for academic and program based needs. The one to one program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided

within their content areas, and infuse their curriculum with positive and successful information from around the globe.

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

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

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

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

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

Loaner Devices: There are a limited number of loaner devices available that can be borrowed while your device is being repaired or worked on. Loaners are checked out PER DAY and must be returned before the student leaves last period. If your machine requires non-warranty repairs, a loaner device may be issued (if available) during the duration of the repair; however, once the machine has been repaired, the loaner device is required to be returned regardless if the repair fee(s) have been paid.

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

Theft, Loss, or Damages:

- **Lost, stolen, or damaged devices are the responsibility of the student.** If a device is lost or believed stolen, the student **MUST** report the incident to the SCCTC Instructional Technology Department by the next school day. If a device is lost, stolen, or has

sustained damages not covered by the manufacturer's warranty (non-warranty repairs), the student will be responsible for any costs associated.

- **Student will be charged the full replacement price of the device if damaged, vandalized, lost, or stolen.**
- **Administration has the authority to determine the difference between repairs resulting from normal "wear and tear" and repairs that are necessitated by carelessness and intentional abuse of the computer.**

UNAUTHORIZED RECORDING DEVICES

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

SECTION VIII: SAFETY

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

If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School Office.

Students with specific health care needs should deliver written notice about such needs, along with physicians documentation, to the School Office.

There are vast amounts of equipment and supplies used in the career technical programs at SCCTC. It is our goal to match as closely as possible actual business and industry work situations. For their personal safety and for the safety of others, students must follow all instructions of SCCTC staff. Some equipment and supplies could cause injury if proper procedures are not followed. It is absolutely essential that all students observe the safety requirements of their programs. Disregarding any of the requirements will result in corrective action.

All injuries must be reported to the teacher and to the office. If 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 or guardians.

A student who becomes ill during the school day should request permission to report to the school nurse. The school nurse will determine if the student will remain at school or go home. No student will be released from school without the proper parental permission.

GENERAL PROCEDURES

- (A) Wear protective glasses and clothing as prescribed by the SCCTC Board Policy and by the program in which student is enrolled. Students are responsible for the proper use of equipment and being safety compliant.
- (B) Do not operate any unfamiliar equipment or use any unfamiliar supplies.
- (C) Reference procedures described on the (MSDS) Material Safety Data Sheets when using supplies.
- (D) Students will seek permission from teacher before operating equipment.
- (E) Students will receive permission from Director before using school equipment outside of labs and classrooms.

- (F) Report any faulty equipment or unsafe conditions to the teacher.
- (G) Report any injuries to the teacher and seek first aid treatment immediately from the nurse, safety officer, Principal, etc.
- (H) Keep the work area clean.

SECURITY

- All visitors must report to the office when they arrive at school
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school day are closed off where possible.
- Students are required to carry and wear their student ID’s at all times.
- Students are not permitted to travel to their vehicles without SCCTC staff supervision.

SECTION IX: COMPLIANCE

PUBLIC NOTICE NON- DISCRIMINATION POLICY

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

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES AND PREAMBLE

Alleged Discrimination Grievance Procedure:

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

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

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

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

TITLE IX/Section 504 Coordinators

Students: Nathan Lasso

Employees: Compliance Officer

Springfield Clark CTC

1901 Selma Road

Springfield OH 45505

(937) 325-7368, extension 239

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

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

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

SECTION X: PUBLIC RECORDS

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

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

NOTIFICATION OF RIGHTS UNDER PPRA

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

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

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

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

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

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

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

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

STUDENT BASED COMMERCIAL SERVICES

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