

**2020-2021**



**STUDENT HANDBOOK**

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## MESSAGE FROM THE ADMINISTRATION

The Medina County Career Center faculty and staff welcome you to “a learning community providing students with a competitive advantage through career technical education and academic excellence.”

Our goal is to provide education that leads to career and college readiness. This year we will be offering AP, College Credit Plus (CCP) and Honors options for qualifying students in academics and Career Technical Programs. In addition, our Career Technical Programs provide opportunities to earn a variety of Business and Industry Credentials. We encourage you to establish a positive educational plan for your future and remain focused on achieving your goals.

The Medina County Career Center student handbook is a valuable resource for our students; it can help you reach your goals and provides valuable information about our expectations. Be sure to read this edition before signing the Student Handbook/Rules and Regulations form to ensure a safe and positive school year.

To each Medina County Career Center student, we extend our best wishes for a rewarding school year.

### MISSION STATEMENT

“We are a learning community providing students with a competitive advantage through career technical education and academic excellence.”

**MCCC is a Safe School Helpline™ Participant.**

**SAFE SCHOOL HELPLINE™!**

**800-4-1-VOICE ext. 359**

**(1-800-418-6423 ext. 359)**

**KEEP OUR SCHOOL A SAFE**

**PLACE TO LEARN**

**[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**

## **ADMINISTRATION**

Steven Chrisman, Superintendent  
Aaron Butts, Treasurer  
Tresa Goodwin, Principal  
Jeffrey Hicks, Assistant Principal  
Brian Charnigo, Assistant Principal  
Kellie Ellis, Associate Principal  
Kristy Dobes, Director of Student Services

## **BOARD OF EDUCATION**

Steven Chrisman, Superintendent  
Aaron Butts, Treasurer  
Charles Stiver, President – Black River Local School District  
Robert Gillingham II, Vice President – Brunswick City School District  
Richie Muniak – Brunswick City School District  
Rich Nowak – Brunswick City School District  
Dennis Matson – Buckeye Local School District  
Jane Rych – Cloverleaf Local School District  
Michael Houska – Highland Local School District  
Brian Hilberg – Medina City School District  
Robert Skidmore – Medina City School District

## **SCHOOL COUNSELORS**

Maria Charnigo – Black River and Medina  
Monica Froelich – Buckeye, Cloverleaf and Highland  
Patrick Shaughnessy – Brunswick, Wadsworth

## **HIGH SCHOOL OFFICE PERSONNEL**

Melonie Queberg, School Nurse  
Aniko Allen, Administrative Assistant to the Principal  
Anna Cass, Administrative Assistant  
Kaylei Cooper, Administrative Assistant  
Kerrin McGill, Administrative Assistant  
Cheri Rozhon, Administrative Assistant

**\*\*PLEASE NOTE:**

## **CAREER CENTER STUDENTS ARE REQUIRED TO ATTEND SCHOOL BASED ON OUR CALENDAR.**

### **2020-2021 SCHOOL CALENDAR**

July 1 – Beginning of Fiscal Year  
July 4 – Independence Day Observance  
July and August – New and returning teachers attend summer workshops as required for certification. Teachers work extended contracts as assigned.  
August 3-14 – Laboratory preparation time as needed.  
August 11 – New Student Orientation – 7:00 p.m.  
August 12 – New Student Orientation – 7:00 p.m.  
August 13-14 – New Teacher Orientation  
August 17 & 18 – Teacher In-Service Days  
August 19 – First day for all students  
September 7 – Labor Day Observance  
October 9 – NEOEA Day  
October 22 – Parent Conferences 4:00 – 7:30 p.m.  
October 28 – Parent Conferences 4:00 – 7:30 p.m.  
November 25 – Parent Conference Comp. Day (No School for Students)  
November 26-27 – Thanksgiving Break  
December 10, 11, 14 & 15 – Lab Exam Days  
December 16 & 17 – Academic Exam Days  
December 18 – Teacher In-Service Day (No School for Students)  
December 21 – January 1 – Holiday Break  
January 18 – Martin Luther King, Jr. Day (No School)  
January 26 & 27 – Sophomore Visitation – Student Technical Rotations  
January 28 – First Chance Application Night 6:00 – 8:00 p.m.  
February 3 – First Chance Application Night 6:00 – 8:00 p.m.  
February 4 – Calamity Day Reschedule for First Chance Application Night 6:00 - 8:00 p.m.  
February 10 – Parent Conferences 4:00 – 7:30 p.m.  
February 15 – Presidents' Day (No School)  
March 29 – April 2 – Spring Break  
April 5 – No School  
TBA – Senior Lab Exam Day  
May 19 – Senior Awards Ceremony/Last Day for Seniors  
May 24 & 25 – Junior Lab Exam Days  
May 26 & 27 – Junior Academic Exam Days  
May 27 – Last day for students  
May 28 – Last day for teachers  
May 31 – Memorial Day Observance (No School)

**CALAMITY/SCHOOL CLOSING MAKE-UP DAYS – June 1, June 2, June 3, June 4, June 7 (as needed)**

## PURPOSE STATEMENT

The purpose of the Medina County Career Center is to provide technical and academic instruction that will prepare students for a career pathway and further education. All students are subject to the rules adopted by the Board of Education.

## EXPECTATIONS

The Medina County Career Center expects behavior that will foster self-discipline, self-respect and mutual respect for each person. Students, parents, guardians and staff are all interested in the same result: a school atmosphere in which all will demonstrate an attitude that reflects a concern and respect for one another. These expectations are based on college ready and employability skills. Please read and discuss this handbook to understand your responsibilities, as well as those of the school. Questions regarding the interpretation of the handbook may be addressed to any of the high school administrators at 330-725-8461.

## GRADING PERIODS

### Nine Weeks Schedule

<u>Period</u>	<u>Days</u>	<u>Beginning</u>	<u>Ending</u>
1	41	August 19	October 16
2	42	October 19	December 18
3	48	January 4	March 12
4	49	March 15	May 27

## SEMESTER EXAMS: ACADEMIC & TECHNICAL SEMESTER EXAM DATES

**Dual credit students must follow college requirements. (See College Credit Plus Appeal Policy below.)**

***Senior Failure Lists must be in: TBD (a.m.)***

***Senior Final Grades must be posted by Wednesday, May 21, 2021 (by 8:05 a.m.)***

## SECONDARY SCHOOL POLICY FOR APPEALS – COLLEGE CREDIT PLUS

The College Credit Plus Dismissal Appeals policy for Medina County Career Center is based on the requirements of Ohio Administrative Code 3333-1-65.13. Students who have been placed on CCP Dismissal or who have been placed on CCP Probation that prohibits the student from taking a course in the same subject and wish to appeal must notify the district superintendent within five business days after being notified of the CCP Dismissal or CCP Probation status. The district will notify the college or university in which a student is enrolled that the student has requested an appeal. The district superintendent will issue a decision on the student's appeal within ten business days after the date of the appeal is made. The decision of the superintendent is final.

To request an appeal, a student must provide a written explanation of why the student should be 1) removed from CCP Dismissal or 2) permitted to take a course in the same subject while on CCP Probation. The district superintendent will review the written explanation and will consider the following possible activities that a student has taken:

- Completion of high school courses with an established grade point average
- Completion of tutoring, extra course assistance, as available
- Development of an individual pathway plan that includes high school graduation requirements and possible college courses

The district superintendent has the discretion to allow a student to participate in the program if the student meets other factors to demonstrate readiness.



Note: The CCP Probation and CCP Dismissal policy (OAC 3333-1-65.13) does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college's policy must do so by following the college's procedures.

## EXAM SCHEDULES

### Semester / EXAM SCHEDULE – ALL STUDENTS

**December 10, 11, 14 & 15, 2020 – Lab Exams (All other classes meet at their regular times.)**

	12/16/20	12/17/20	12/18/20
	<i>Academic Exams</i>	<i>Academic Exams</i>	<i>Exam Make-up Day</i>
8:05 -9:40	1 <sup>st</sup> Period Exam	2 <sup>nd</sup> Period Exam	8:05 Exam Make-up
9:40-11:10	3 <sup>rd</sup> Period Exam	4 <sup>th</sup> Period Exam	
11:10-12:40	5 <sup>th</sup> Period Exam	6 <sup>th</sup> Period Exam	
12:40-2:10	7 <sup>th</sup> Period Exam	8 <sup>th</sup> Period Exam	

On exam days students without a signed parental permission form to leave campus must stay at the Career Center. Students staying at the Career Center all day must report to the Cafeteria, sign in at the Information Desk, and remain in the Cafeteria between exams.

**End of Year SENIOR EXAM SCHEDULE - to be determined based on Associate School calendars.**

***All classes meet on regular schedule.***

*Senior Exam Day – Taken only by those seniors who did not achieve at least a 71% semester average and/or failed the 3<sup>rd</sup> or 4<sup>th</sup> quarter*

### **End of Year JUNIOR EXAM SCHEDULE**

**May 24 & May 25, 2020 – Lab Exams (All other classes meet at their regular times.)**

**PLEASE NOTE: SCHEDULED EXAM DATES MAY CHANGE DUE TO CALAMITY DAYS.**

	5/26/21	5/27/21	5/28/21
	<i>Academic Exams</i>	<i>Academic Exams</i>	<i>Exam Make-up Day</i>
8:05 -9:40	2 <sup>nd</sup> Period Exam	1 <sup>st</sup> Period Exam	8:05 Exam Make-up
9:40-11:10	4 <sup>th</sup> Period Exam	3 <sup>rd</sup> Period Exam	
11:10-12:40	6 <sup>th</sup> Period Exam	5 <sup>th</sup> Period Exam	
12:40-2:10	8 <sup>th</sup> Period Exam	7 <sup>th</sup> Period Exam	

On exam days students without a signed parental permission form to leave campus must stay at the Career Center. Students staying at the Career Center all day must report to the Cafeteria, sign in at the Information Desk, and remain in the Cafeteria between exams.

## **STUDENT ORGANIZATIONS**

There are several recognized youth clubs and student organizations at the Career Center. Each technical training area sponsors a CTSO (Career Tech Student Organization) that is designed to develop the interests and leadership potential of the students in their chosen career pathways.

## **STUDENT ORGANIZATIONS AND PROGRAMS**

**Key Club** All Programs

**Presidents Council** All Programs

### **Business Professionals of America Programs Include:**

Business & Marketing Technology

Cybersecurity and Digital Forensics

Software Engineering & Web Development

### **Family Career & Community Leaders of America (FCCLA) Programs Include:**

Chef and Restaurant Management

Career and Community Experience

### **FFA Programs Include:**

Animal Management and Care

### **Health Occupations Students of America Programs Include:**

Diversified Medical Technologies

Sports Medicine & Exercise Science

Vision Care

### **Educators Rising Programs Include:**

Early Childhood Education

### **SkillsUSA Programs Include:**

Automotive Collision Technology

Automotive Technology

Career Exploration Program

Commercial Truck and Equipment Technology

Construction Trades

Cosmetology

Criminal Justice

Firefighter | EMT

Engineering Technologies & Design

Graphic Arts and Printing Technology

Heating, Ventilation & Air Conditioning

Media Production

Power Equipment Technology

Precision Machining Technology

Digital Design

**MEDINA COUNTY CAREER CENTER**  
**Main Building & O.C. Duke Building**

Class Schedule

Period #1	8:00 a.m. 8:05 a.m.	Report to Class Tardy Bell
Period #2	8:55 a.m. 8:58 a.m.	Academics Change Tardy Bell
Period #3	9:40 a.m. 9:43 a.m.	Academics Change Tardy Bell
Period #4	10:25 a.m. 10:28 a.m.	Academics Change Tardy Bell
Period #4A	10:25 a.m. 10:55 a.m.	First Lunch Begins First Lunch Ends
Period #4B	10:40 a.m. 11:10 a.m.	Second Lunch Begins Second Lunch Ends
Period #5	11:10 a.m. 11:13 a.m.	Academics Change Tardy Bell
Period #5A	11:10 a.m. 11:40 a.m.	Third Lunch Begins Third Lunch Ends
Period #5B	11:25 a.m. 11:55 a.m.	Fourth Lunch Begins Fourth Lunch Ends
Period #6	11:55 a.m. 11:58 a.m.	Academics Change Tardy Bell
Period #7	12:40 p.m. 12:43 p.m.	Academics Change Tardy Bell
Period #8	1:25 p.m. 1:28 p.m.	Academics Change Tardy Bell
<b>Dismissal Bell:</b>	2:10 p.m.	

## **ANNOUNCEMENTS**

General announcements will be made each morning at 8:05 a.m. They are to be submitted on the proper form signed by a staff member and initialed by the designated MCCC staff member. With permission from the Career Center's counselors, home school announcements and information will be posted on the appropriate bulletin board in the cafeteria.

Only Career Center organizations may post signs in the building. All signs must be approved by the principal before they are posted.

Students will not distribute printed materials on school property, unless advance approval for such distribution has been obtained from the principal.

## **AREA 21**

AREA 21 is located on the second floor of the main building. Students reporting to AREA 21 must have a pass from their instructor and follow the sign in/out procedures. They may use the facility area and its resources for independent study and class research projects.

## **ARMED SERVICES INFORMATION**

The Medina County Career Center strives to achieve working partnerships with all branches of the armed services. Military enlistment is viewed as one career option our students may consider. Our procedures will be as follows:

Recruiting representatives are requested to schedule appointments with school officials twenty-four hours in advance when transacting business. Students in the process of enlisting in military service may be released *TWO* days in order to take tests, a physical, or handle other enlistment details that cannot be taken care of after school or on weekends. To qualify for this planned absence, students *must* process a permission form at least 48 hours prior to the planned absence. Special forms are available from military liaisons.

## **ACTIVE ELIGIBILITY AT ASSOCIATE SCHOOLS/MCCC**

Career Center students are eligible to participate in activity programs at the Career Center and their associate school. To remain eligible, a student must maintain a grade and attendance standing that is set by and acceptable to the associate school and the Medina County Career Center. A Medina County Career Center student must comply with acceptable attendance, discipline and grade standards.

## **ATTENDANCE REGULATIONS**

Regular attendance is expected because:

- The State of Ohio has established 93% as the acceptable attendance standard.
- Poor attendance disrupts the continuity of instruction.
- Instruction is lost and cannot be recovered.
- Classroom/lab participation can never be reconstructed.
- There is a direct relationship between attendance and achievement.
- Employers consider attendance records when evaluating potential employees.

### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests according to school policy:

- Personal illness, but not illness in the family, unless the circumstances are approved by the principal.
- Death in the immediate family.
- Bona-fide religious holiday.
- Professional appointments that cannot be scheduled after school or during non-school times.
- Absence approved by the Principal for good cause.

The importance of attending school on a regular basis has a direct correlation to a student's success. The Compulsory School Attendance Law: Ohio Revised Code 20:1 has defined the following terms to indicate the importance of school attendance:

"Habitual Truant" is defined as any child of compulsory school age who has been absent without legitimate excuse.

A student will be considered **habitually truant** if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

Once a student attains ten (10) absences in a year the student may be requested to provide professional documentation for the remainder of the school year. Additionally, any student that has multiple absences over five (5) days per semester may be requested to provide professional documentation to excuse any absences for the remainder of that semester. **Absences without professional documentation will be considered unexcused for attendance purposes.**

Students that accrue more than five (5) days in a row, seven (7) in a month or twelve (12) days of unexcused absences during a school year will be placed on an absence intervention plan and may be referred to court if the student is under the age of 18. A student over 18 may be required to enter into a contract to continue attending the Medina County Career Center, and/or be withdrawn.

Unexcused absences in excess of any maximum may be appealed to the principal upon request from the student and/or parent.

The following procedures may be adhered to:

Every Day Absent = Daily Automated Call

Five (5) Days Absent = Parent & Student Notification

Ten (10) Days Absent = Second Notification to Parent and Student

Twelve (12) Days Absent = Court Conference, Cited into Court, and/or Attendance Contract

Students requesting exception to the attendance policy because of a family planned trip with parent must apply for consideration with the principal prior to the time of the trip. **Pre-excused/pre-planned absences that are exceptions to the attendance policy require homework, tests and/or quizzes be due or taken the first day of return from absence.** One school day will be granted for each day of all other excused absences to allow students to complete all assignments, tests and quizzes.

In the case of all excused absences, it is expected that work will be completed, according to our make-up policy (pg. 18). School sponsored activities are not to be considered absences.

**If a student is going to be absent from school, a parent or guardian must call** the Career Center at one of the following numbers to report the student's absence:

**Local Attendance Line                    330-721-8173**

Buckeye, Cloverleaf

Medina, Highland

**Toll-Free Attendance Line            866-466-9673**

Brunswick, Black River

If the parent or guardian fails to call, stating the reason for the student's absence, **within 24 hours, the absence will be considered unexcused.** A zero will be assigned for that day in all courses, with no make-up permitted. An unexcused absence may be changed to excused for court purposes or at the discretion of the principal; however, make-up will not be permitted.

## CAFETERIA – DINING

Both the Commons and the Center Café are part of the educational program at the Career Center. Meals are planned and prepared according to food standards.

The Center Café is available by reservation. Eating will be confined to the Commons; food or drink is not permitted in classroom/labs or outside of the Commons without permission. ***Students are advised to plan for lunch at school since it is not permissible to leave the campus during the school day.***

Due to our “closed campus,” students will not be permitted to have food or drinks delivered by outside vendors to classes or assigned lunch periods unless it is **arranged and supervised by the program instructor or academic teacher.**

The student cafeteria is not associated with the Federal Lunch program. Therefore, it is not supported with commodities or reimbursements from the federal or state government. However, it is the school’s policy that should assistance be needed in order that each student may have the opportunity to have lunch, arrangements may be made by contacting the Principal.

## CAREER SERVICES

The Medina County Career Center provides many opportunities for students to visit, shadow, complete internships and/or work in business and educational communities. Students must meet the criteria for each release program and be recommended by the career technical instructor and the career coordinator. The Career Center has a full-time career coordinator to assist qualifying students in finding these opportunities. Please note: Students are required to adjust their release schedule to participate in all state-mandated tests (see pg. 23).

## CAREER TECHNICAL CERTIFICATE OF COMPETENCY/CAREER PASSPORT

A Certificate of Competency will be issued as part of the Career Passport to all students who successfully complete their program. This certificate will state the career technical area of instruction. Also included in the Career Passport will be industry certifications earned by the student, along with awards and recognitions within that area of specialization.

The Medina County Career Center Awards Ceremony is an optional activity; however, we hope that all eligible students will participate.

Career Passports, Certificates of Competency, and credits toward graduation will be issued only after all Career Center and associate school financial obligations have been met.

## CENTRAL SUPPLY

All student fees and charges may be paid through Central Supply. **Students must meet their financial obligation before participating in graduation or awards ceremonies.**

## CHANGE OF ADDRESS OR PHONE NUMBER

Medina County Career Center students are required to notify the Information Desk of any change in address or telephone number. They will report the change to the appropriate personnel.

## CHANGE DAY

The tenth (10<sup>th</sup>) day of school will be known as “Change Day.” Students enrolled at the Career Center who desire to return to their home schools, and who have completed a thorough counseling procedure, will be granted that privilege. Likewise, students enrolled in the home school who desire to enroll at the Career Center will have that opportunity. Following “Change Day,” enrollment will be firm for the school year. Changing to a different Career Technical program at MCCC will be restricted to the first five (5) days of school, pending program availability and program admission requirements. Variation from this process shall be subject to counselor/instructor recommendation and the approval of the principal.

## CLINIC/HEALTH SERVICES

Health services are available when needed. If a student needs to see the nurse, the instructor will issue a pass so that the student can report to the Clinic. No student will be released from school due to illness unless cleared through the Clinic.

### Administration of Medication

#### Prescribed Medications

If a student needs to be administered a prescribed medication, the Career Center will accommodate the parent/guardian under the following conditions:

- The medication must be authorized by both the student's physician and parent on a form that will be requested from the Career Center.
- The medication, in its original container, must be brought to the Career Center clinic and delivered to the school nurse.
- The parent/guardian is responsible for ensuring that his/her student understands the importance of taking the medication properly and at the designated time. The Career Center will maintain a log of each administration and inform the parent/guardian if the student does not consistently take the medication as directed.
- At the end of the school year, the student should pick up any unused medication. Otherwise, the Career Center will dispose of any unused portions.

#### Non-Prescribed (Over-the-Counter) Medications

Parents/guardians may authorize the Career Center to administer a non-prescribed medication, using the form that is available from the school nurse in the clinic. Medication is to be supplied by the student. These over-the-counter medications must be in their original container and will be kept locked in the medication cabinet in the Clinic.

**Any student who distributes a medication OF ANY KIND to another student, or is found to possess a medication, is in violation of the Career Center's Code of Conduct and may be disciplined in accordance with the drug use provision of the Code of Conduct.**

## COMPETITION CRITERIA

The criterion for student participation in **regional, state and national competitions** is that students must have at least a "C" average in every class. Any discipline resulting in suspension may impact a student's eligibility to compete.

The previous nine-week end of quarter grade should be used. Grades in the middle of a quarter or a semester average are not used to determine eligibility.

### LEADERSHIP OPPORTUNITIES AND EXPECTATIONS

Competitions, leadership opportunities, leadership roles and leadership positions with Career Technical programs may be removed or adjusted based on attendance and discipline issues at the discretion of the Medina County Career Center.

## COUNSELING SERVICES

Counseling services have been established at the Career Center for the benefit of all students. The service exists to assist students in making personal and career technical decisions. All students will receive guidance in planning for their future upon graduation.

Under certain conditions we provide intervention to students through a crisis intervention team. Services may include one-on-one intervention, diffusing, debriefing, crisis management, family support, etc. Please let us know in writing if you prefer to exclude your child from these services.

Students may see a counselor any time before or after school or with an instructor's written permission during the day. Please sign the "Request to See Counselor" sheet at our Information Desk and you will be contacted.

## DIRECTORY INFORMATION

Student's name, address, telephone listing, electronic mail address, photograph, 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, grade level, enrollment status honors and awards received, and the most recent previous educational agency of institution attended. "Date of Attendance" does not include specific daily records of a student's attendance. Any educational agency or institution making public directory information available is required to give public notice of the categories of information that it has so designated. It must also allow a reasonable period of time after such notice is given for the parent/guardian to notify the institution or agency in writing that any or all of the information designated should not be released. If an institution does not define the scope of directory information, give public notice, or seek parental/guardian consent as required by FERPA, it is not permitted to release the information.

## DRUG FREE SCHOOLS ACT OF 1989

Possession, Use, Sale or Transmittal of Harmful Substances – Students of the Medina County Career Center shall not knowingly possess, use, sell, give or otherwise transmit any drug, the possession of which is prohibited by law, including narcotic or hallucinogenic drugs or intoxicants of any kind. Also included are "look-alike" drugs as defined in Section 2925.01 (O) of the Ohio Revised Code. The restrictions on these activities shall include drug paraphernalia. Any such items will not be permitted on any school property and will be subject to confiscation. This policy will be enforced by the administration and faculty. Items are prohibited:

- During the course of any school year and any extracurricular activities.
- On any property owned, used by, or under the control of the Medina County Career Center, including vehicles used for transportation of students.
- At any school sponsored or sanctioned activity or event away from or within the school district.

Staff Responsibilities – All staff members shall bring to the attention of the administration and counseling staff any student they believe is in violation of the school substance abuse policy.

Confidentiality is essential and this information should be shared only with the appropriate building administration and persons directly involved in the student's education and welfare.

When a building administrator has reason to believe that a student is in violation of the substance abuse policy, the following action will be taken:

- The student will be brought to the administrator's office.
- If the student is in need of medical attention, the school nurse will treat the student or call for the emergency squad, if necessary.
- The student's parents/guardians will be notified immediately and will be asked to meet with school officials for consultation.
- See Section 2 for disciplinary consequences.

## EARLY DISMISSAL

Students who wish to be excused early must present a written request, in advance, to the Information Desk or Welcome Center. The request should include the student's full name, career technical program, and a telephone number that may be called to verify the necessity of the request. Students should attempt to schedule appointments outside of school hours.

## EARLY PLACEMENT/INTERNSHIP ELIGIBILITY

Students are reminded that participation in an Early Placement/Early Release/Internship program is a privilege, not a right. The experience must be directly related to the student's career major and be of such a quality and structure that the student will benefit educationally.

Once a potential site has been identified, students are required to complete the Internship/Early Placement Application, which is available in the high school office. The Career Services Coordinator will review each application individually to determine if the student qualifies for the Student Release Program. The following criteria will be used as a guideline:



- Current average of “B” or better in career major and career technical instructor recommendation
- Current average of “C” or better in each academic class
- Above average attendance standards
- Minimal discipline infractions
- Free of school financial obligations or payment plan in place
- Quality resume completed and available to the Career Services Office

## **18-YEAR-OLD STUDENTS/STUDENTS OF LEGAL AGE**

The Medina County Career Center policy concerning 18-year-old students is as follows: If you are 18 years of age or older and living at home, your parent/guardian may have access to your records and school communications. “All persons of the age of eighteen years or more, who are under no legal disability, are capable of contracting and are of full age for all purposes.”

## **ELEVATORS**

Only students with elevator passes are permitted to use the elevator. Exceptions will be made for students who are accompanied by a teacher or delivering materials to the second floor.

## **FIRE, TORNADO AND SAFETY DRILLS**

Drills will be held at various times during the year. Correct procedures are posted in each classroom or lab. Students will proceed to the designated areas during such safety drills. Students must stay in or report to their assigned area for attendance purposes.

## **FIELD TRIPS**

Field trips for educational experiences include, but are not limited to, construction sites, touring sites of educational value, and youth club activities. Students are required to have written permission from their parent/guardian to participate in field trips. (Any exception must be verbally confirmed by the instructor.) Field trips will be conducted **August through the first of May** of the school year. No field trips will be scheduled after the first of May, unless approved by the principal.

## **GANGS**

It is the purpose of the Medina County Career Center to maintain an environment that is safe for students and staff and conducive to learning. Any presence of gangs on campus disrupts that environment by threatening the safety of individuals and causing a disruption to the academic process. In accordance with this, gangs and gang-related activities are prohibited at the Medina County Career Center.

Gang-related activities – such as participation in initiations, hazing, intimidation, recruitment, fighting, establishing “turf,” wearing or displaying recognized gang attire, colors, tattoos or placing graffiti on school property – at school functions or school related activities will not be tolerated.

If a student is found to be in violation of any of these provisions, disciplinary action will be taken. Possible consequences include detention, restriction, suspension, expulsion, and/or legal prosecution. All students involved in such activities will be counseled and encourage to cease gang affiliations.

## **GRADING PROCEDURES**

Excellence in technical competence and scholarship is the goal of the Career Center. The five-letter system, A-B-C-D-F, is used and, in general, the following meanings are attached:

<u>School</u>		<u>Workplace</u>
Outstanding Work	A = 91-100%	Promotion and Raise
Above Average Work	B = 81-90%	One of the Above
Average Work	C = 71-80%	No Promotion
Below Average Work	D = 61-70%	Potential Layoff
Failure	F = 60%	Fired
Incomplete		

Failure to complete assignments changes an Incomplete to an "F."

### Late Work Policy

The Medina County Career Center will enforce the following Late Work Policy:

On Time – A student may earn up to 100%

One Day Late – A student may earn up to 50%

Any work turned in after the first day will receive a zero.

### Minimum Requirements

Students must complete the "minimum requirements" established for a class to pass and receive credit. Teachers will explain the requirements at the beginning of the term and provide a written syllabus that further clarifies course requirements. No credit is calculated as an "F" in computing a student's grade point average.

**Please see pages 11-12 for attendance regulations and attendance appeal procedures.**

### Year-Long Courses (Technical Labs Only)

MCCC students must pass every semester of their career technical lab to receive a certificate and participate in MCCC's Awards Ceremony. First year students will not be invited back to their program if they fail the second semester. Students receiving a grade of "F" in the first semester of either year are required to successfully complete the second semester of that year with a combined average of 61% or better in order to receive credit.

Students must pass two out of three grades to receive credit each semester. For example, they must pass both nine weeks, or one nine week grading period and the final exam, **AND** have a final average of 61% or better to pass the semester.

### Semester Courses

Students will receive a grade for semester-long courses if they pass two out of the three grades (2 quarters and a final exam) and have a weighted grade of 61% or better for the semester grade. For example, they must pass both nine weeks, or one nine-week grading period **AND** the final exam.

**Attendance requirements apply to all classes. Please see pages 11-12 for the regulations.**

A student must pass all parts of the program, including required academics, and earn the recommended state requirements (Cosmetology) to receive a certificate and/or participate in the Awards Ceremony.

## **GRADUATION REQUIREMENTS**

As a result of the revision of the Ohio High School Minimum Standards, graduation requirements are changing. Because some of our associate schools are revising these at different times, it is too difficult to list current requirements that would pertain to everyone. Therefore, we will encourage you to meet with your counselor to review your records to ensure that you have completed all courses necessary at this time.

All students are responsible for meeting their local high school graduation requirements. If any students are deficient, they must complete these credits before graduation. It is recommended that summer school be used to eliminate deficiencies.

**Credits for graduation will be held until all financial obligations are met.**

### **HALL PASSES**

Each time you leave the lab area or classroom, you must have your personal agenda or a hall pass signed by your teacher.

### **HONOR ROLL**

The faculty and administration have approved an Honor Roll system for the Medina County Career Center. The roll is announced at the end of each grading period.

The policy is as follows:

1. Students who have a 3.5 average or higher (all subjects included) shall be considered on the Honor Roll.
2. Students with a grade of "D" or less in any subject will not be considered for the Honor Roll even though he/she may have attained the point average necessary to be considered for the Honor Roll.
3. The grade of "P" will not be considered in the calculation.
4. Any student with an Incomplete (I) will not be considered until the Incomplete is made up.

## KEY CLUB

Key Club International is the only community service high school organization that is involved with attending to the needs of Medina County.

## LOCKERS

Lockers will be assigned to all students. Please keep your locker locked and the combination to yourself. The school cannot assume responsibility for the loss of articles from lockers. If you have difficulty operating your locker, please contact the Information Desk.

**Lockers are the property of the Career Center and may be searched at any time.**

## LOST AND FOUND

You have the responsibility of keeping your personal possessions in a safe and secure place. Lockers are provided for this purpose. Loss of personal property is the responsibility of the student; loss of Medina County Career Center property will be charged to the student. Central Supply will maintain a lost-and-found area. *Please note, any item(s) left anywhere for over 30 days will be discarded.*

## MAKE-UP WORK

There is no adequate way to make up a class that is missed. When a student has been unexpectedly absent, it is the student's responsibility to contact his/her teachers **on the day he/she returns to school** and to make arrangements to complete assignments and tests. **One school day will be granted for each day of excused absence (up to two weeks) to allow students to complete all assignments, tests, and quizzes. Pre-excused/pre-planned absences require homework, tests, or quizzes be due or taken the first day of return from absence.**

Extended absences may require a student to withdraw and reapply the following year.

## NATIONAL TECHNICAL HONOR SOCIETY

Full-time students who have a 3.4 G.P.A. or higher and receive high instructor evaluations in the areas of skill, honesty, service, responsibility, leadership and citizenship are eligible for induction into the NTHS. Career Center students are also eligible for induction in their home school's National Honor Society.

## NON-DISCRIMINATION/GREIVANCE PROCEDURE

### EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the Career Center or any staff person, student, or agent of the District has discriminated against or harassed a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer listed below:

Mrs. Margaret Reeves  
Director of Adult Education  
330-725-8461, Ext. 158

**At any time during the grievance procedure a formal complaint may be filed directly with the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611.**

## **RESIDENCE REQUIREMENTS**

All students attending the Medina County Career Center are required to be enrolled in a participating school district. The Career Center serves as an extension of the participating associate schools. Students will graduate and receive their diplomas from their associate high school.

Students are encouraged to participate in associate school activities. These activities will be displayed on the bulletin boards and read on the daily announcements. Career Center students must be legal residents of the Medina County Career Center District. Non-resident students may be accepted as inter-district enrollment students under the following conditions:

- a. Space available
- b. Admission is subject to review of educational and disciplinary records
- c. Approval by an associate school superintendent for admission to that district
- d. Admission is probationary, subject to periodic review, and must be reapproved annually

## **RESTROOMS**

Students are expected to use the restroom facilities prior to going to first period class in the morning, at lunchtime, and during the breaks between classes and should not ask to be excused from a class or lab except for emergencies.

## **SAFETY POLICY**

Due to the vast amount of industrial equipment in the career technical labs and because of the possibility of severe injury, it is **ABSOLUTELY ESSENTIAL** that each student observes the safety requirements within each program. Each student should learn these requirements, for he/she will be responsible for his/her actions. The Career Center is not the place for unsafe or off-task behavior. The consequences of failing to be safety conscious could be quite serious.

The Career Center will adhere to industrial safety standards and all appropriate laws established by the State of Ohio and local regulations. Students will be required to wear the appropriate clothing and protective devices. Your program instructor will give you specific information as it relates to your career technical program. Students cannot work in the lab/shop until they pass safety tests administered by the instructor and wear all required safety equipment.

Students may be suspended or expelled for violations of safety standards set in the individual career technical labs.

## **SCHOOL CLOSING**

Since the Career Center is serving students from six school districts that in many instances will have varied weather conditions, school closings resulting from adverse travel conditions may be somewhat complicated.

The official television stations for school closings and other cancellations will be WKYC (Channel 3) (WKYC.com) and WEWS (Channel 5) (Newsnet.com). Other television/radio stations may also carry this information; however, you may also check our website for school closings. Our web address is [www.mcjvs.edu](http://www.mcjvs.edu).

## **SCHOOL RESOURCE OFFICER**

The Medina County Career Center contracts through the Medina County Sheriff's Department to have a school resource officer (SRO) on campus. Any discipline violation that would involve illegal actions may be turned over to the SRO.

## **SELECTIVE SERVICE**

Young men who are United States citizens or aliens residing in the United States and who are about to turn 18 years of age, or are between the ages of 18 through 25, are required by law to register with the Selective Service

System. If you have not registered, you may go to <https://www.sss.gov/Home/Registration> to register. Registration is a requirement for federal student loans, job training benefits, and federal employment.

## **STUDENT ASSISTANCE TEAM**

Teachers, counselors and administrators identify students who are struggling in the school environment and provide support and alternatives to sustain their success.

## **STUDENT PRESIDENTS COUNCIL**

The Student Presidents Council shall serve as the student body representative. The Council shall hold one regular monthly meeting. The purposes of the Council shall be to coordinate various student organizations' activities and to act as the liaison and provide for two-way communication between the students and the Career Center administration.

## **STUDENT FEES**

Students will be charged a fee to cover a part of consumable supplies, workbooks, and other needed items that will be used in career technical and academic classes. This charge will vary depending upon the cost of the materials. Students are expected to pay this fee no later than the first day of school. Make payments directly to the Medina County Career Center Supply Office or via PaySchools Central.

## **TECHNOLOGY: COMPUTER TECHNOLOGY AND NETWORKS AND ACCEPTABLE USE PROCEDURE**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The District shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

The goal of the Board is to promote educational excellence through developing a communication system that facilitates resource sharing, accesses outside information and research, and encourages technological innovation and global communication.

Therefore, the Board of Education shall make available to students such information technology facilities as it decides are appropriate to further its educational mission. Information technology may consist of numerous components including computer hardware, multimedia hardware, video equipment, computer software, documentation, communications support, online account administration, support services, Internet access and instructional materials. Technological devices/equipment, classroom/lab equipment, textbooks, and other instructional resources are the property of the Board of Education and are available to students for educational purposes. Use of these instructional resources becomes the student's personal responsibility. Students will be charged for any lost or damage of instructional resources.

This procedure applies whenever one or more students utilize information technology alone or in combination with other information technology facilities.

Information technology will provide access to:

1. Worldwide electronic mail communication
2. Global information and news
3. Discussion groups on numerous topics
4. Many university libraries, the Library of Congress, CARL and ERIC
5. The United States Congress and the White House
6. Public domain and shareware software libraries
7. Inter-connectivity to thousands of high schools
8. Lesson plans and student activities that are connected to current educational theory

All users/students/staff may only use information technology after being trained, granted approval and for the following acceptable uses:

1. Learning activities facilitating Board Instructional objectives.
2. Gathering information that supports the educational programs sponsored by the Board.
3. Enabling communications among faculty, staff, students and others outside the MCJVSD sites that do not conflict with the Board Policy or procedures.

Users may not use information technology for unacceptable uses specifically including, but not limited to, the following:

1. Infringing on the rights or liberties of others.
2. Illegal or criminal use of any kind.
3. Using communications, materials, information, data or images that are obscene, pornographic, threatening, abusive, harassing, lewd, discriminatory, or in violation of or inconsistent with any other Board policy.
4. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Damaging or altering the operation, function, content or design of the information technology.
7. Installing or maintaining any software or hardware not owned or licensed by the MCJVSD Board of Education, unless given specific permission by the Superintendent or his/her designee.
8. Granting access to the information technology to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off.
9. Using commercial, profit-motivated, or partisan political information not related to Board programs.
10. Introduction of viruses, deletion of files or changing databases.

#### Student Internet Access

Any online accounts used for educational purposes by students must comply with the following Medina County Career Center Acceptable Use Policy. Failure to do so will be viewed as a violation of our policy and discipline issued.

1. Students are not permitted to post any personally identifiable information unless prior permission is granted by the student's parent(s) if the student is under 18 years of age.
2. Students are not permitted to meet with someone the student has met online without the approval of the student's parent(s).
3. Students are to promptly disclose to the student's teacher or other school employee any message that the student receives that is inappropriate, is an offer to meet with the student, or makes the student feel uncomfortable. Students will not engage in any other prohibited or illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety or persons, etc.
4. Students are responsible for the student's individual account and should take all reasonable precautions to prevent others from being able to use the student's account. Under no conditions should the student provide their password to another person.
5. Students will immediately notify a teacher or the system administrator if the student has identified a possible security problem. Do not look for security problems, because this may be construed as an illegal attempt to gain access.
6. Inappropriate Language
  - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - b. Students shall not view, send or display offensive, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory or disrespectful messages.
  - c. Students will not post information that could cause damage or a danger of disruption.
  - d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If the student is told by a person to stop sending them messages, the student must stop.
- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
7. Students will not re-post a message that was sent to the student privately, without permission of the person who sent the message.
8. Students will not post private information about another person.
9. Students will use the system only for educational activities and limited, high quality, self-discovery activities. The limit on self-discovery activities shall be determined by appropriate school employees.
10. Students will not download large files unless absolutely necessary. If necessary, the student will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to the student's personal computer.
11. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
12. Students will check e-mail frequently, delete unwanted messages promptly, and stay within the student's e-mail quota.
13. If a student mistakenly accesses inappropriate information, the student should immediately tell the student's teacher or another district employee. This will protect the student against a claim that the student has intentionally violated this policy.
14. Parent/guardian should instruct the student if there is additional material that they think would be inappropriate for the student to access. The district fully expects that the student will follow the parent/guardian(s) instructions in this matter.
15. A special exception to these rules may be made for certain material or literature otherwise prohibited by these rules, if the purpose of the student's access is to conduct research and both the student's teacher and the student's parent/guardian(s) have approved.

Online services provide access to numerous educational resources, some of which contain material which may be deemed offensive or inappropriate.

For educational purposes, students may be asked to establish an online account through Kahn Academy, Ohio Means Jobs, Ohio Career Information System, Medina County District Library, or other numerous accounts for educational research and study. When off-campus, parent/guardian(s) are asked to monitor student Internet activities to ensure their acceptability and value.

The Board is not responsible for the content of any materials students may access through online services. The Board does not condone accessing offensive or inappropriate materials and shall take reasonable steps to monitor information technology usage to prevent usage inconsistent with this procedure. Therefore, access to the Internet will be blocked or filtered by a technology protection measure to eliminate visual depictions that are: obscene, constitute child pornography, or are harmful to minors as these terms are defined by, but not limited to, the Children's Internet Protection Act.

If technologically permissible the Board authorizes the Superintendent to permit the block or filter to be temporarily disabled by an Administrator, Supervisor, teacher or other authorized person to enable that person access to bona fide research or for other lawful purposes.

The Board retains the right to monitor any and all usage of the information technology. This right explicitly includes the right to read student communications, if any. No users should have any expectation of privacy regarding the use of the information technology.

The MCJVS makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damage a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. If you must use the District's computers to fulfill the requirements of your class/program and cannot access drives, additional time may be given by the instructor. Use of information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

Use of technology with the MCJVSD is a privilege, not a right. Violations of this acceptable use procedure may cause immediate suspension of the user's technology privileges and may result in further disciplinary actions being taken by the MCJVSD, the Board of Education, city, county, state, or federal authorities. Any questions or allegations about this Acceptable Use Procedure should be brought to the attention of the administration immediately.

## **TELEPHONE CALLS**

The school phones are to be used for school related purposes only and with instructor permission. Students may use a phone at the Information Desk. Personal calls are not to be made during class or in lab time.

## **TEST DATES**

Please refer to the following websites for updated ACT/SAT test dates:

ACT [www.actstudent.org](http://www.actstudent.org)

SAT [www.collegeboard.org/sat](http://www.collegeboard.org/sat)

\*Ohio Career-Technical Competency Assessment – Seniors  
(OCTCA)

As arranged per  
teacher schedule

**\*Please note: Students are required to adjust their schedules to participate in State-mandated tests.**

## **TEXTBOOKS**

Textbooks are the property of the Board of Education and are loaned to students. They become the student's personal responsibility. Students will be charged for any lost or damaged books.

## **TOOL KITS**

Students must provide their own tool kit. If the kits are available through Central Supply, the terms are cash, MasterCard or VISA. The school will provide reasonable security for tool kits; however, the Board of Education cannot legally assume liability for lost or stolen tools personally owned. Students are advised to be certain that homeowner's insurance will cover loss or theft or to purchase appropriate insurance coverage.

Please understand that when there is reasonable suspicion, school authorities may search tool kits.

## **UNIFORMS**

Several Career Center programs require program uniforms. Students are notified as to specific uniform requirements for each program.

## **VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing and electronic equipment are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **VIDEO SURVEILLANCE EQUIPMENT**

Medina County Career Center reserves the right to utilize video surveillance equipment in all common areas on Career Center property to maintain a safe and secure environment for students and staff.

If a student's actions indicate a violation of the Code of Conduct, the record will be viewed by the administration and possibly the police as evidence. Because surveillance records are considered part of the student record, they can be viewed only in accordance of law.

## **VISITING THE CAREER CENTER**

Parents/guardians are welcome to visit the Career Center. We ask that you telephone us in advance so that we can be prepared to accommodate you. If you wish to confer with a particular staff member, please arrange for an appointment by calling the school.

With the exception of parents/guardians, students are not permitted to have outside visitors during the school day unless pre-approved by the principal.



**Please note:**

All visitors **must** immediately register at the Welcome Center and/or the Information Desk upon entering the building and receive a pass to be worn during the visit. A person failing to register or failing to leave immediately after notice will be prosecuted under O.R.C. 2911.21. This notice will be enforced on all property belonging to or in control of Medina County Joint Vocational School District.

**VOTER REGISTRATION**

Students who wish to register to vote may obtain an application from the Social Studies department.

**WORK PERMITS**

If you are under 18 years of age and wish to work either part-time or full-time, you must secure a work permit.

Forms required for a work permit may be obtained at the Welcome Center, the Information Desk, or the high school office. After the forms have been fully completed, bring them to the Medina County Career Center high school office for processing. A copy of your birth certificate, driver's license, or State ID is required for proof of age.

## SPECIFIC INFORMATION REGARDING CODE OF CONDUCT

The Medina County Career Center is an extension of our associate high school programs; therefore, students who elect to attend the Career Center are subject to disciplinary action based upon the Student Code of Conduct of their high school and/or the Medina County Career Center.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

This code of conduct defines the established rules and regulations of the Medina County Career Center. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion.

Students have rights and responsibilities. Certainly, all students have a right to an education, as well as, the responsibility to respect others seeking an education. Our goal is to maintain a pleasant, positive, educational environment at the Medina County Career Center.

If a student's behavior disrupts this goal, he/she may be denied participation in the educational system, including all club activities, for varying periods of time. Students also have the right to communicate concerns without threat to grades, credits, or recommendation(s).

This code of conduct is in effect while students are under the authority of school personnel or involved in any 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 other school activities or programs.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off of school district property but is connected to activities or incidents that have occurred on school district property; and
2. 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.

**All personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Anyone may call on other school personnel for assistance. Students may be referred to an Assistant Principal who is responsible for determining further disciplinary action.**

### ASSERTIVE DISCIPLINE PLAN

We believe that all of our students are capable of appropriate behavior. They are given the rules and the possible consequences for violation of the rules. It is their choice; they will choose to follow the rules and receive rewards or they will violate the rules and receive consequences.

All students should be given an opportunity to learn in an environment that is free from disruption and misbehavior. This enables all students to have a feeling of safety and well-being.

One of the primary goals of the Medina County Career Center is to assist each student to develop self-management skills. Self-management encompasses all the constructive influences that parents, guardians, teachers, administrators and other school employees have upon students, including the necessary restrictions that any occupational training demands and that individual or group safety requires. **All students are to obey all reasonable requests of all staff members.** Any behavior that poses a danger to persons or property or is a threat or disruption to the educational process in the classroom, lab, building, grounds, school functions or school buses is prohibited. **The classroom teacher will handle minor discipline problems such as class tardies or minor infractions by assigning detentions, calling home, or conferencing. High school administrators will deal with major discipline problems.**

### AFTER SCHOOL DETENTIONS

After school detentions may be assigned for an infraction of the Student Conduct Code. After school detentions are assigned Monday – Thursday, from 2:25 - 3:05 p.m. **After school detentions may be given by teachers or the administration.** Students who are assigned detentions are expected to be prompt and to bring work. Transportation for students serving detention is the responsibility of the parents/guardians and/or students. Tardiness to or leaving early from detentions will result in further disciplinary action.

## **TUESDAY/THURSDAY DETENTION (2.5 HOUR DETENTION)**

A 2.5 hour Tuesday or Thursday detention provides the administration with a tool that allows students to continue with schoolwork (Tuesday or Thursday detention is assigned by High School Administrators as an alternative to suspensions). It is supervised by high school staff from 2:25 to 4:55 p.m. on Tuesday or Thursday afternoons. Failure to attend a Tuesday or Thursday detention may result in out-of-school suspension(s), additional discipline and/or loss of MCCC driving privileges.

Students are to obtain assignments from teachers prior to the detention and are to follow normal school rules and regulations given to them.

## **IN-SCHOOL RESTRICTION ROOM – AN ALTERNATIVE TO SUSPENSION**

During the regular school day, an in-school restriction room assignment may be given for conduct code violations, removal from class, and “time-out” situations.

The in-school restriction room operates from 8:05 a.m. until 2:10 p.m. with students assigned as needed, depending upon the situation and is considered an excused absence from academic, theory, and lab classes, only if assigned work is completed and turned in to the assigning teachers the following day.

## **OUT-OF-SCHOOL SUSPENSION**

When suspended out-of-school, students are not permitted to attend the Medina County Career Center or their associate school. Parents will receive written communication of the suspension. Absence from school due to suspension shall be considered an authorized absence, neither excused nor non-excused.

- Suspended students will receive up to 50% credit for days missed in all classes. When a student has been suspended out-of-school, it is the student’s responsibility to contact his/her teachers on the day he/she returns to school and to make arrangements to complete assignments and tests. One school day will be granted for each day of out-of-school suspension (up to two weeks) to allow students to complete all assignments, tests, and quizzes.

## **EMERGENCY REMOVAL**

An emergency removal is the exclusion of a student from school activities for no more than 24 hours. If the removal is made as a normal disciplinary action and the pupil is removed for a period of less than one school day, no notice or hearing procedure is required. However, if either suspension or expulsion is contemplated, the pupil must be afforded a hearing within three school days after removal together with written notice of the reasons for removal as soon as possible prior to the hearing.

## **EXPULSION**

Expulsion is the exclusion of a student from school for no more than 80 days unless the student commits an act warranting a one-year expulsion. Expulsion from the Career Center or the home school includes expulsion from both schools. This action, taken by the school’s superintendent, requires written communication to the parent/guardian(s). Please see exception on Page 31. (Also see Section 14.)

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS**

### **(Restraint and Seclusion)**

### **Positive Behavioral Interventions and Supports (PBIS)**

The District implements PBIS on a systemwide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent or designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education’s (SBOE) policy on positive behavior interventions and supports.

The District does not engage in practices prohibited by State law.

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by ORC 3319.41.

## **Seclusion**

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

## **Training and Professional Development**

The District's professional development committee monitors this training and establishes model professional development courses.

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

## **Data and Reporting**

Any incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act. The District annually reports information concerning the use of restraint and seclusion to the as requested by ODE.

## **Monitoring and Complaint Processes**

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

[Adoption date: December 11, 2013]

[Re-adoption date: November 20, 2018]

LEGAL REF.: ORC 2919.22

OAC 3301-35-15

3301-37-10

## **SEARCH AND SEIZURE**

The Board or its designee reserves the right to search the lockers, desks, person and personal belongings (wallet, purse, book bag, locker, automobile, electronic device/contents, or any other container) of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety and in the supervision and education of students. In some cases, the police may be called and the matter turned over to the legal authorities. All contraband seized will be safeguarded and disposed of appropriately or turned over to the proper authorities.

### **Search and Seizure Policy**

While students have an interest in privacy, the Board of Education has an important interest in enforcing school rules and in assuring the safety and well-being of all persons during all activities that are under the jurisdiction of the Board. Therefore, it may be necessary from time to time to conduct search activities concerning students. This policy is intended to address the grounds and procedures for these searches.

- A. **Desks, Lockers.** Desks and lockers are property of the Board of Education and are subject to search at any time without regard to whether there is a reasonable suspicion that any desk, locker or the contents thereof contains evidence of a violation of a criminal statute or a school rule. Searches may be conducted by a principal or his/her designee. When locks are allowed, students may lock desks and lockers against intrusion by other students, but the existence of locks does not create an expectation of privacy so as to prevent a search by the principal or his/her designee. A conspicuous notice shall be placed in each school building that desks and lockers are property of the Board of Education and that the desks, lockers, and their contents are subject to search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.
- B. **Students.** The person and property, including personal electronic devices of a student, may be searched whenever there is reasonable grounds to believe that a violation of school rules or of law has occurred. The search shall be conducted at the direction of the principal or his/her designee.

The search of a student's person should ordinarily be conducted by a person of the same gender and in the presence of another staff member of the same gender, except in cases of urgency when this would be impractical.

- C. Canine Searches. Canines trained in detecting the presence of drugs may be used to detect the presence of drugs in desks, lockers and other places on school property where such substances could be concealed. Use of canines as a means of drug detection does not limit the rights of the Board of Education to conduct searches of desks, lockers, students and their belongings as authorized elsewhere in this policy.

**Although possible consequences may be indicated, an administrator may deal with student misconduct in a variety of ways including, but not limited to:**

<b>Counseling</b>	<b>Emergency Removal</b>
<b>Referral to Conflict Solutions</b>	<b>In-School Restriction</b>
<b>Parent/Guardian Involvement</b>	<b>Out-of-School Suspension</b>
<b>Before/After School Detention</b>	<b>Referral to Juvenile Court</b>
<b>Loss of Privileges</b>	<b>Referral to Support Personnel</b>
<b>Referral to Local Sheriff's Department</b>	<b>Truancy Charges</b>
<b>Recommendation for Expulsion to the Principal</b>	

**In all situations, the discipline assigned will be governed by federal and/or state legislative mandates, and by what is in the best interest of the student and in accordance with the MCCC district goals and policies.**

#### **1. ACADEMIC DISHONESTY/MISCONDUCT (Cheating, plagiarism, collusion)**

A student will not obtain by fraudulent, dishonest, or deceptive means and use as his/her own (or provide to another student) course assignments, or questions and/or answers to written evaluations.

#### **How to Avoid Cheating and Plagiarism**

Review sources that explain cheating and plagiarism. Give yourself sufficient time for homework, essays, papers, presentations, and study. With careful preparation, you will not put yourself into a situation where you might be tempted to compromise your integrity. During tests and quizzes, avoid turning around, looking toward other students' papers, talking, etc. You do not want to give the impression of cheating. In less obvious areas of working together on homework, lab reports and the like, **always talk with your teachers**. Find out what is acceptable and what is not. Do not assume that what might be acceptable to one teacher will be acceptable to another.

#### **Summary**

If it is known that a student has engaged in dishonesty or has improperly used the school's resources in technology, the following guidelines will be followed. For the first offense, the student will receive a grade of zero on the test or paper. In the case of a major paper or test or a semester exam, the student could fail the course. Parents will be called. Repeated offenses may result in progressive discipline. Consequences may include: Detention to suspension or recommendation for expulsion. Medina County Career Center students should always represent themselves with the highest degree of integrity and truth.

#### **2. ALCOHOLIC BEVERAGES, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES**

Students shall not possess, use, transmit, sell, conceal or consume any alcoholic beverages or intoxicant or any drugs of abuse while on school property and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbituates, marijuana, hemp and hemp products, glue, butane, cocaine, non-medically prescribed anabolic steroids or other substances that could modify behavior.

Disciplinary action for drug and alcohol violations may include:

Ten (10) days out-of-school suspension with a possible recommendation for expulsion.

Students may not attend MCCC on-site suspension school.

Please refer to Page 15, Drug Free Schools Act of 1989.

### 3. **ASSAULT**

The crime of assault committed on school grounds or at a school activity increases from a misdemeanor one to a felony five (ORC 2903.13).

A student shall not knowingly cause or attempt to cause physical harm to another student, or behave in such a way that could recklessly cause serious physical harm to another student.

Consequences may include:

Five (5) – Ten (10) day suspension with possible recommendation for expulsion.

### 4. **ASSAULT OF A STAFF MEMBER**

A student shall not knowingly cause or attempt to cause physical harm to a staff member.

Consequences may include:

Five (5) – Ten (10) days out-of-school suspension with recommendation for expulsion.

### 5. **BOMB THREATS**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEIA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances.

### 6. **CARD PLAYING**

Card or game playing is allowed only during lunch and only in the lunchroom. Gambling is NOT permitted. There is to be no card playing at any other time or place.

### 7. **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Possession of a cell phone or other electronic device is a privilege that may be forfeited by the student if he/she violates this policy. Usage that disrupts the educational process or creates a safety issue is prohibited.

Consequences may include:

1. Leaving cell phone with an administrator until the end of the day and one after school detention.
2. 2.5 hour Tuesday or Thursday detention.
3. More severe discipline. Parent/Guidance may be required to pick up the cell phone or other electronic device.

Authorization may be granted by the principal for instructional and/or individual circumstances. Cell phones or other electronic devices may be used with the supervising teacher's authorization and at lunch time.

The use of a cell phone in an educational setting may compromise the integrity of the educational process. The Board of Education reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future and to limit their use if they have little or no educational value or if such device creates learner distraction or disruption.

The District is not responsible for the loss, theft, damage or vandalism to students' cell phones or other electronic devices. Students or parents/guardians are strongly encouraged to take appropriate precautions to ensure that cell phones or other devices are not left unattended or unsecured.

Any electronic devices:

Possessing, viewing, or sending nude or partial nude photos, images or video of a minor (someone under 18 years of age) on a cell phone or any electronic device is a felony offense. The transmission of this material at school or on school property, whether of a minor or adult, is considered disruptive and inappropriate use of technology and will be subject to disciplinary action. Contents of electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.

## 8. DANGEROUS OBJECTS

Students will be expected to keep all dangerous weapons or dangerous instruments, as identified by the law or school district, off of school property. A student shall not possess, handle, transmit, make, or conceal any weapon, look-alike weapon, explosive device, or object that a reasonable person might consider capable of harming another person or property.

Any student guilty of using or possessing dangerous objects will be subject to a suspension and/or expulsion.

## 9. DISORDERLY CONDUCT

No person shall recklessly cause inconvenience, annoyance or alarm to another by doing any of the following: engage in fighting, threaten harm, or exhibit turbulent behavior. If a student persists in disorderly conduct after reasonable warning or request to desist, the conduct may be a misdemeanor of the fourth degree.

Consequences may include:

Five (5) – Ten (10) day suspension with possible recommendation for expulsion.

## 10. DISRESPECTFUL TO SCHOOL PERSONNEL

All discipline applies.

## 11. DRESS CODE/GENERAL APPEARANCE

Part of the total education of our students is learning to dress appropriately in preparation for the workforce. Students are expected to be in clean and appropriate attire for school and school-related activities. Personal appearance reflects an attitude of pride in self, school, and community through cleanliness, neatness, and modesty. There is a definite relationship between good dress habits, good work habits, and proper school behavior. Our main concerns are with conditions affecting health, safety and dress standards that might influence the future employment of the individual. Prospective employers will constantly be touring this facility to acquaint themselves with the skill training opportunities being offered at the Career Center. You may be sure that when they view the skill aspects of a program, they will notice such things as the individual's grooming, appropriate training attire, and adherence to safety standards, etc.

In the best interests of our students, industrial safety standards and procedures will be closely adhered to. Students will be required to wear the appropriate protective devices, including safety glasses, protective apparel and proper shoes. In many lab areas, jewelry is not acceptable. Lab regulations will be reviewed by the lab instructor and must be followed. The dress code policy for all students requiring uniforms will be regulated by the rules and regulations of each program.

**Please note:** Separate and distinct rules may apply for individual classrooms/labs.

In general, student dress in class and in the lab should be acceptable for the type of job for which the student is training. The diversity of programs makes it difficult to establish one specific policy; however, there are some standards that will apply to all students. **Any clothing that attracts undue attention to**

**the wearer and thus causes a disturbance to the educational process is prohibited. Medina County Career Center administration will make the final determination as to what is considered acceptable attire.**

A. Rules

1. Students are expected to be in clean and appropriate attire for school and school-related activities. Clothing that displays obscene language, gestures, and clothing that advertises or implies the use of drugs, weapons, alcohol or tobacco products or displays gang-related paraphernalia is unacceptable.
2. Student hats, bandanas, and/or headgear may not be worn at the Career Center.
3. Length of dresses, skirts, shorts, etc. are to be at least mid-thigh. The administration will make the final determination as to acceptable length.
4. Clothing that exposes excessive anatomy is prohibited.
5. Pants are to be worn to ensure that undergarments are not visible whether the student is sitting or standing. Excessively tight pants, yoga pants, jeggings or leggings not worn with tops that are mid-thigh length are not appropriate. Holes in pants or jeans are not permitted.
6. Sunglasses are not permitted.
7. Chains, spikes, or collars are not acceptable.

B. Consequences (may include):

- Assigned to work in the ISR room, call home for a change of clothes, or be sent home to change clothes. (The time missed from class/lab will be counted as unexcused.)
- 2.5 hour Tuesday or Thursday detention – In/Out-of-School Suspension
- Recommendation for expulsion for repeated violations

12. **DISRUPTION OF EDUCATIONAL PROCESS**

**While in school or on school property, students are expected to demonstrate positive behaviors that are conducive to a productive element.** Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. **Confrontations or disruptions between students will not be tolerated. Students should be sent to the office immediately.**

Consequences may include:

Detention to suspension or recommendation for expulsion.

**Note:** Confrontational behavior directed toward or about any school personnel or adult visitor may result in more severe consequences.

Incidents that involve the use of inappropriate language/profanity will also be dealt with according to the language rules (Section 24).

13. **DRIVING AND PARKING PRIVILEGE**

The Medina County Career Center has the right, with reasonable suspicion, to search vehicles and may maintain video surveillance to ensure a safe environment for students and staff.

The option to drive to school and park on campus is a privilege. Failure to adhere to the following rules or any related request by Medina County Career Center staff members may result in the suspension or loss of this privilege. Additionally, parking permits may be withheld or removed if a student accrues excessive unexcused absences or is truant.

A. Rules

1. Register all vehicles through Central Supply and obtain a parking permit. Failure to register your vehicle will subject the student to fines, which will become a financial obligation.
2. Display the parking permit at all times.
3. Park only in areas provided for student parking.
4. No loitering in the student parking lot before, during or after school. Do not re-enter the parking lot without administrative permission.



5. Vehicles must be operated safely at all times. Students are responsible for reporting any incidence on school property that has resulted in damage to their vehicle or another vehicle. Failure to report damage will result in discipline.

Consequences may include:

- Detention to suspension or recommendation for expulsion
- Students who choose not to follow these rules must relinquish their permit to the Principal's office and/or have the vehicle towed at their expense.
- Loss of driving privileges – length of time to be determined by the administration.
- Students may be assessed a fine or fines at the discretion of the Medina County Career Center.

#### 14. **EXPULSION FOR FIREARMS/WEAPONS**

Federal law requires that any student who brings a firearm onto school property is to be expelled from school for a period of one year. A firearm, under the Federal law, is defined as:

1. Any weapon (including a starter gun) that will, or is designed to, or may be readily converted to expel a projectile by action of an explosion.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer, or any destructive device.

#### **POSSESSION OF A WEAPON**

A weapon includes conventional objects like guns, pellet guns, knives, or club type weapons. It may also include any object that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

The Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm to a school operated by the Board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis in accordance with this policy.

The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy.

The Superintendent may expel a pupil from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to an interscholastic competition, an extra-curricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for possessing a firearm or knife at a school, on any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place.

#### **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or **harass** another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject student to expulsion and possible permanent exclusion.

#### 15. **FAILURE TO SERVE AFTER SCHOOL DETENTION**

Students who do not report to their assigned after school detention on time may be issued additional discipline.

## 16. FIGHTING

Students will be responsible to resolve personal conflicts in a mature manner. This can be accomplished by discussing issues and problems with your assigned counselor, administrator, or utilizing conflict resolution. Fighting includes engaging in verbal confrontations or physical contact with another student (punching, pushing, shoving, slapping, spitting on, inciting through verbal taunting, etc.).

### **“Fighting” vs. “Unauthorized Touching”**

It is sometimes very difficult to determine what is a “fight” and “self-defense.” Therefore, the following may apply:

Unauthorized Bodily Contact: The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.

Level I: Engaging in verbal confrontations.

Level II: Students have a physical altercation, but end altercation on their own, or pushing, shoving, in the grasp.

Level III: Physical altercation had to be ended by bystanders/school personnel or an act of assault is involved.

Consequences may include:

One (1) – Ten (10) days out-of-school suspension with recommendation for expulsion.

## 17. FORGERY/PROVIDING FALSE INFORMATION/LYING

A student will not, orally or in writing, use or sign the name of another person, including parent/guardians, or falsify times, dates, grades, addresses, or other data on school records or in correspondence or other written material directed to the school or school personnel (i.e., school materials and documents).

Students will be expected to be honest concerning violations of the Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give or assist in giving false or fictitious accounts to any police official, fire official, school official or other person acting in an official and lawful capacity.

Consequences may include:

In-school restriction to out-of-school suspension.

## 18. HARASSMENT/INTIMIDATION/BULLYING

Engaging in harassment, intentionally or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm.

### **Reporting Harassment**

**SAFE SCHOOL HELPLINE™!**

**1-800-418-6423 ext. 359**

Conduct constituting harassment may take different forms, including but not limited to the following:

### **HARASSMENT/BULLYING/CYBER BULLYING/SEXUAL HARASSMENT**

#### **A. Verbal:**

The making of written or oral innuendos, comments, jokes, propositions or threats to a fellow student, staff member, or other person associated with the District.

#### **B. Non-Verbal:**

Causing the placement of objects, pictures, or graphic commentaries in the school environment or the making of suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member or other person associated with the District.

C. **Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced contact, with fellow student, staff member, or other person associated with the District.

D. **Cyber Space Communication:**

Use of modern communication to embarrass, humiliate, threaten or harm another. Cyber-bullying is: Abusive behavior including, but not limited to, taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones, Internet websites, and/or any other electronic devices.

E. **Sexual Harassment:**

Engaging in any of the forms of Harassment/Bullying/Cyber Bullying cited in Items A, B, C or D above, but of a sexual nature, sexually motivated, or with a sexual component.

F. **Sexting:**

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD (wireless communication device).

Harassment, Intimidation or Bullying also mean electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA) or any electronic device that a student has exhibited toward another particular student more than once and in the behavior both: Causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

G. **Relational Aggression:**

Relational aggression is emotional bullying. Relational aggression is behavior with the intent to harm, humiliate and exclude. It takes aim at social relationships and hurts by damaging others' opinions of (and relationship to) its victims. Relational aggression manipulates how others view a particular individual by isolating them, spreading (or posting) vicious rumors and lies about their private lives, exposing secrets, and creating situations of public humiliation that involve them.

**GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT/SEXUAL ORIENTATION/GENDER IDENTITY HARASSMENT**

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. **Non-Verbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. **Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the District should promptly take the following steps:

**A.** If the alleged harasser is a student, staff member, or other person associated with the District other than the student's teacher, the affected student should, as soon as possible after the incident, contact his/her teacher.

**B.** If the alleged harasser is the student's teacher, the affected student should, as soon as possible after the incident, contact a high school administrator.

All discipline may apply.

**19. HAZING**

A student or group of students will not subject any other student to any act or participate in any act that injures, degrades, disgraces or tends to injure, degrade, or disgrace any student.

Consequences:

One (1) – Ten (10) days out-of-school suspension with recommendation for expulsion.

**20. INAPPROPRIATE SHOW OF AFFECTION**

Anything other than holding hands will be considered inappropriate.

**21. INCITING/SUPPORTING INAPPROPRIATE BEHAVIOR**

A student shall not commit complicity by assisting or instigating students to violate the Student Code of Conduct.

**22. INSUBORDINATION**

No student shall fail to follow the directions, reasonable requests, or orders of teachers, school officials, substitute teachers, or other authorized school personnel. Students talking back to, arguing with, or making disrespectful comments and/or gestures directed at staff members, or about staff members, will be considered insubordinate and will be disciplined.

**23. LITTERING**

Students shall not litter anywhere inside the Career Center or outside on Career Center property.

Consequences may include:

One (1) in-school restriction assignment to out-of-school suspension.

## 24. PROFANITY/INAPPROPRIATE/HATE SPEECH/LANGUAGE

- A. Use of profane, indecent, inappropriate or obscene language in written or verbal communication, including the use of obscene gestures, pictures, signs or clothing that **is not directed toward or about an individual**, will result in the following disciplinary action:

Consequences may include:

1. One (1) warning (to be noted in PowerSchool)
2. Detention and parent/guardian contact to suspension. Repeated offenses may result in recommendation for expulsion.
3. Referral to counseling with 3 days in-school restriction room.
4. Suspension with parent/guardian contact and continued counseling.

- B. Repeated violations can lead to out-of-school suspension and/or expulsion. Use of profane, indecent, inappropriate or obscene language in written or verbal communication, including use of obscene gestures, pictures, signs or clothing that **is directed toward or about an individual** will result in the following disciplinary action:

Consequences may include:

In-school restriction, referral to counseling or parent/guardian contact.

Tuesday/Thursday detention, parent/guardian contact or suspension.

Repeated offenses may result in recommendation for expulsion.

- C. Use of profane, indecent, inappropriate or obscene language in written or verbal communication including the use of obscene gestures, pictures, signs or clothing that **is directed toward or about any school personnel or adult visitor will result in immediate out-of-school suspension(s), parent/guardian contact and up to ten (10) days without make-up and/or recommendation for expulsion.**

## 25. SEVERE CLAUSE

**Any student guilty of using or possessing dangerous objects, a knife, unauthorized use of fire, raising false alarm or false claims, vandalizing, stealing, insubordination, and/or engaging in harassment, intentionally and/or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm, will be subject to a suspension and/or expulsion hearing and/or assessment and participation in an insight group. Violations of safety procedures and regulations, immoral and unbecoming behavior, arson, or other acts of misconduct will be disposed of based on the seriousness of the infraction. Repeated violation of severe clause will result in recommendation for expulsion.**

## 26. SEXUAL MISCONDUCT

Students will not engage in any sexual conduct or sexual contact while on school premises, under school authority (including buses), or while at any school-sponsored activity, function or event.

Consequences may include:

Ten (10) days out-of-school suspension with recommendation for expulsion.

## 27. STEALING/THEFT OF PROPERTY

A student will not take or attempt to take into his or her possession, the property of the school district or property of another student, teacher, visitor, or employee of the school district without permission. This permission includes the theft of information, copyright infringements and unauthorized duplication of materials.

Consequences may include:

Ten (10) days out-of-school suspension with recommendation for expulsion.

## 28. **SUBSTITUTE TEACHERS**

Students are expected to cooperate fully with all substitute teachers. Failure to do so will result in a student being disciplined by the regular classroom teacher (upon his/her return) and/or by the assistant principal. Violations of the Student Conduct Code while under a substitute teacher assignment may result in doubled discipline.

## 29. **TARDIES TO CLASS**

### Rules

Students are to report directly to class. Students who are detained for some reason should have a pass from the teacher that detained them. Otherwise, students will be subject to all discipline up to and including the following:

Warning, conferencing

After school detention, conferencing, parent/guardian contact

One 2.5 hour Tuesday or Thursday detention, parent/guardian contact – administrator

Will result in more extreme disciplinary action by administrator

## 30. **TARDIES TO SCHOOL (FOR THE YEAR)**

### Rules

Students are to be in their first period class by 8:05 a.m.

Students will be subject to all discipline up to and including the following:

### First Quarter

Tardy 1: No penalty for first tardy of each quarter, i.e., students will be allowed one (1) tardy per quarter without penalty.

Tardy 2-3: After school detention (40 minutes) for each.

Tardy 4-5: 2.5 hour Tuesday or Thursday detention for each one, and parent/guardian contact. Failure to serve a 2.5 hour detention may result in the loss of driving privileges/permit. Students may purchase a new permit after one week, if available.

Tardy 6+: Will result in more severe discipline that may include loss of driving privilege/permit, in-school restriction and out-of-school suspension.

### Second, Third and Fourth Quarters

Tardy 1: No penalty for first tardy of each quarter, i.e., students will be allowed one (1) tardy per quarter without penalty.

Tardy 2: 40-minute detention will be assigned.

Tardy 3-4: 2.5 hour Tuesday or Thursday detention for each one and parent/guardian contact. Failure to serve a 2.5 hour detention may result in the loss of driving privileges/permit. Students may purchase a new permit after one week, if available.

Tardy 5+: Will result in more severe discipline that may include loss of driving privilege/permit, in-school restriction and out-of-school suspension.

Teachers will permit work to be made up and turned in for credit on the first tardy of each quarter. No make-up is permitted after the first tardy of the quarter.

## 31. **TECHNOLOGY USE VIOLATIONS**

Use of Board and/or student owned technologies that include, but are not limited to, computer hardware, multimedia hardware, video equipment, computer software, documentation, communications support, on-line account administration, support services, Internet access and instructional materials is governed by Board approved Technology: Computer Technology and Networks and Acceptable Use Procedure.

Board owned technology is provided to students for educational purposes only. Users should have no expectation of privacy when using school owned technology regardless of where and when the usage occurs. Administration has the right to search these devices if they suspect inappropriate use.

Students who choose to violate the rules submit themselves to all discipline up to and including the following:

1. One in-school restriction room and possible loss of access to Board owned technology.
2. Three in-school restriction room and possible loss of access to Board owned technology.
3. Out-of-school suspension.
4. Will result in more severe discipline.

**32. TOBACCO, E-CIGARETTES, OR TOBACCO-LIKE/LOOK-ALIKE PRODUCTS**

Rules

Possession or use of the above is prohibited on the grounds of the Medina County Career Center, or any activity sponsored or under the direction of the Medina County Career Center.

A written warning or ticket may be issued at the discretion of the School Resource Officer (S.R.O.) and a student will be subject to all discipline, up to and including the following:

One (1) to ten (10) days out-of-school suspension(s) and a cleaning charge may be added to the student's obligations if indicated, with possible recommendation for expulsion.

**33. TRUANCY FROM CLASS/CLASS ATTENDANCE**

Students are expected to attend all classes during the school day.

Students who choose to violate the rules submit themselves to all discipline up to and including the following:

1. 2.5 hour Tuesday or Thursday detention parent/guardian contact, loss of driving privileges for one week for all student passengers as well as the driver. Up to ten (10) days out-of-school suspension with recommendation for expulsion.
2. Students under 18 – Excessive truancy may, at the discretion of the administration, be turned over to the courts.

**34. TRUANCY/LEAVING SCHOOL WITHOUT PERMISSION**

Rules

1. Students must have written permission from the office before leaving school, regardless of age.
2. Students must be in school unless excused for illness, death in the family, doctor or dental appointment, or religious holidays.

Students who choose to violate the rules submit themselves to all discipline, up to and including the following:

1. 2.5 hour Tuesday or Thursday detention, parent/guardian contact, loss of driving privileges for one week for all student passengers, as well as the driver.
2. Out-of-school suspension(s) – up to ten (10) days out-of-school suspension with recommendation for expulsion.
3. Students under 18 – Excessive truancy may, at the discretion of the administration, be turned over to the courts.
4. Students over 18 – Excessive truancy may, at the discretion of the administration, be recommended for expulsion from school.

**35. VANDALISM OR CRIMINAL MISCHIEF – DAMAGE TO, UNAUTHORIZED POSSESSION OF AND/OR THE USE OF PROPERTY OF ANOTHER IS PROHIBITED**

Students will be expected to respect the property owned by students, staff and the Medina County Career Center Board of Education. A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface the property of others.

Consequences may include:

One (1) – ten (10) days out-of-school suspension and restitution, with recommendation for expulsion.

**36. VIOLENT CONDUCT**

If a student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. Would be a criminal offense if committed by an adult; and
- b. Results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6),

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. For students identified as disabled under the IDEIA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs, or
- b. Other extenuating circumstances.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

**37. VIOLATION OF LAB SAFETY**

All discipline may apply.

**38. OTHER TYPES OF MISCONDUCT**

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth but which disrupts the educational process will be at the discretion of the administrator and disposed of based upon the seriousness of the infraction.



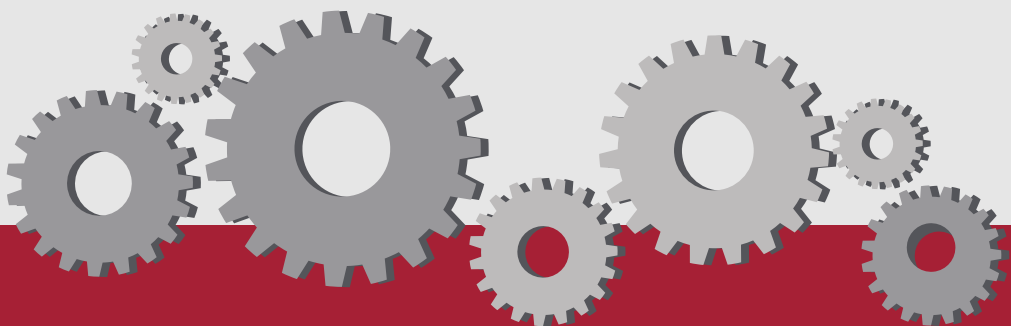
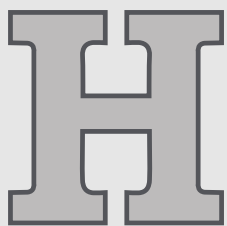
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Acknowledgement to the following staff for their suggestions, contributions and efforts to make the Medina County Career Center a quality school. Members of the Conduct Code Review Committee for 2020-2021 are:

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Brian Charnigo, Chair	Jeff Hicks
Aniko Allen	Zach Holdridge
Maria Charnigo	Mike Juszczuk
Kristy Dobes	Lisa Lalli
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