



**Inspiring and Empowering all to Dream, Believe and Achieve.**

**2024-2025**

**Student/Parent  
Handbook**

Student Name: \_\_\_\_\_

WCCC Program: \_\_\_\_\_



# WASHINGTON COUNTY CAREER CENTER 2024-2025 SCHOOL CALENDAR



JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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SEPTEMBER						
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29	30					

OCTOBER						
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27	28	29	30	31		

NOVEMBER						
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DECEMBER						
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29	30	31				

JANUARY						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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23	24	25	26	27	28	

MARCH						
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23	24	25	26	27	28	29
30	31					

APRIL						
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27	28	29	30			

MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- |   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>Aug 19 &amp; 20</li> <li>Aug 21</li> <li>Sept 2</li> <li>Sept 19</li> <li>Sept 26</li> <li>Oct 18</li> <li>Nov 5</li> <li>Nov 11</li> <li>Nov 27</li> <li>Nov 28-Dec. 2</li> <li>Dec 20</li> <li>Dec 23 - Jan 3</li> <li>Jan 3</li> <li>Jan 20</li> <li>Jan 31</li> <li>Feb 6</li> <li>Feb 17</li> </ul> | <ul style="list-style-type: none"> <li>Teacher In-Service (SC)</li> <li>First Day of School</li> <li>Labor Day (SC)</li> <li>Progress Reports Due</li> <li>P/T Conf (4-7 pm) (S Open)</li> <li>1st Gr Per Ends (42.5 days)</li> <li>Teacher In-Service (SC)</li> <li>Veterans Day (SC)</li> <li>Progress Reports Due</li> <li>Thanksgiving Break (SC)</li> <li>2nd Gr Per Ends (40 days)</li> <li>Christmas Break (SC)</li> <li>Advisory Meeting (SC)</li> <li>M.L. King Day (SC)</li> <li>Progress Reports Due</li> <li>P/T Conf (4-7 pm) (S Open)</li> <li>Presidents' Day (SC)</li> </ul> | <ul style="list-style-type: none"> <li>Feb 20</li> <li>March 14</li> <li>April 10</li> <li>April 18</li> <li>April 22</li> <li>May 20</li> <li>May 22</li> <li>May 23</li> <li>May 26</li> </ul> | <ul style="list-style-type: none"> <li>Soph/Parent Night (4-7 pm) (S Open)</li> <li>3rd Gr Per Ends (49 days)</li> <li>Progress Reports Due</li> <li>Good Friday (SC)</li> <li>P/T Conf/Soph Sch (4-7pm) (S Open)</li> <li>Senior Awards Ceremony</li> <li>4th Gr Per Ends (48.5 days)</li> <li>&amp; Last School Day</li> <li>Teacher In-Service (SC)</li> <li>Memorial Day (SC)</li> </ul> |
|---|--|--|--|

180 Days in Session (incl. P/T Conferences and Soph Night) + 4 Days Teacher In-Service = 184 total days.  
If required, make-up days would be added at the end of the school year.

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*Welcome to the Washington County Career Center.*

*We are pleased to have you on campus as part of our Career Center family. Our teachers and staff members are outstanding and are here to assist you as you prepare for your professional career. After completing your chosen program, you will have many options for your future. Some students choose to directly enter the workforce using skills obtained at the Career Center. Others may choose a branch of the military, while several students will continue their education by attending a two or four-year college or university. Our 15 career-technical programs prepare our students for job opportunities both locally and nationally. We are proud to provide business and industry quality employees with the necessary skills for the 21st century.*

*The information contained in this student handbook is most important. Our established policies and procedures are constructed to create a healthy learning environment and to help ensure student success. We tell all students: “Be ready; Be respectful; Be responsible.” We want our students to accomplish great things and to enjoy your time on campus. Our administration, faculty, and support staff will make every effort to see that your experience is both informative and rewarding as you continue your journey in furthering your education.*

*Michael Elliott  
Secondary Director*

Superintendent – Dr. Anthony Huffman - 740-373-2766 Ext. 1040

Secondary Director/Title IX/Anti-Harassment Compliance Officer - Mr. Michael Elliott - 740-373-2766 Ext. 4010

Assistant Director/504 Coordinator/Civil Rights/Anti-Harassment Officer – Mr. Tim Kilpatrick - 740-373-2766 Ext. 4013

Guidance Counselor/Homeless Liaison – Mr. Ben Schenkel– 740-373-2766 Ext. 4017

Guidance Counselor/Foster Care Liaison – Mrs. Stacy Elliott – 740-373-2766 Ext. 4016

Assistant to the Director – Mrs. Tina Duff – 740-373-2766 Ext. 4012

Attendance Secretary/Fees – Ms. Amanda Scharff – 740-373-2766 Ext. 4011

Chief Information Officer - Mr. Jerry Bradford - 740-373-2766 Ext. 7040

EMIS Coordinator – Mrs. Ann Winstanley – 740-373-2766 Ext. 4031

Health & Wellness Specialist – Mrs. Sara Sauls, LPN – 740-373-2766 Ext. 4050

Marketing & Events Coordinator – Mrs. Penny Jenkins – 740-373-2766 Ext. 4014

Office Assistant to the School Counselors –Mrs. Stacy Bradford – 740-373-2766 Ext. 4015

Placement & Student Services Coordinator – Mrs. Maria Huffman - 740-373-2766 Ext. 5010

Student/Parent Handbook and Student Code of Conduct Adopted by the Board of Education on June 25, 2024.

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the Career Center Director/Assistant Director. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the Board's policies and the School's rules as of June 25, 2024. If any of the policies or administrative guidelines referenced herein are revised after this date, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the Career Center Director and on the Career Center's website at [www.thecareercenter.net](http://www.thecareercenter.net).

### **MISSION OF THE SCHOOL**

The mission of the Washington County Career Center is to prepare all career-bound students for life-long learning through quality academic education and technical literacy.

### **VISION OF THE SCHOOL**

Inspiring and Empowering all to Dream, Believe and Achieve.

### **EQUAL EDUCATION OPPORTUNITY**

The Career Center provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, sex (LGBTQ), or national origin while at school or a school activity should immediately contact the Career Center's Compliance Officer:

Mr. Michael Elliott  
Secondary Director  
740-373-2766 Ext. 4010

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY

### REGULAR BELL SCHEDULE

BLOCK	TIME	DESCRIPTION	TOTAL MINUTES
First Bell	8:10		
1	8:15-9:41	Class/Lab	86
2	9:42-11:07	Class/Lab	85
Triple A Release	11:05		
Lunch A	11:08-11:38		30
Triple A Release	11:45		
Lunch B	11:48-12:18		30
3	11:08-1:04	Class/Lab	86
4	1:05-2:30	Class/Lab	86
Bus Riders	2:27		

### Activity Schedule

BLOCK	TIME	DESCRIPTION	TOTAL MINUTES
First Bell	8:10		
Block 1	8:15-9:30	Class/Lab	75
Block 2	9:31-10:46	Class/Lab	75
Activity Period	10:47-11:27		40
Lunch A	11:28-11:58		30
Lunch B	12:08-12:38		30
Block 3A	11:59-1:13	Class/Lab	74
Block 3B	11:28-1:13	Class/Lab	74
Block 4	1:14-2:30	Class/Lab	76
Bus Riders	2:27		

### Two-Hour Delay Schedule

#### (Students with Lab in the Morning)

BLOCK	TIME	DESCRIPTION	TOTAL MINUTES
First Bell	10:10		
Block 1	10:15-11:12	Lab	57
Block 2	11:12-12:08	Lab	56
Lunch	12:08-12:38		30
Block 3	12:38-1:34	Class	56
Block 4	1:34-2:30	Class	56
Bus Riders	2:27		

### Two-Hour Delay Schedule

#### (Students with Academics in the Morning)

BLOCK	TIME	DESCRIPTION	TOTAL MINUTES
First Bell	10:10		
Block 1	10:15-11:12	Class	57
Lunch	11:12-11:42		30
Block 2	11:42-12:38	Class	56
Block 3	12:38-1:34	Lab	56
Block 4	1:34-2:30	Lab	56
Bus Riders	2:27		

If a student's home school is closed due to a non-weather-related reason (Conference days, etc.) and the Career Center is in session, the student is expected to be in attendance. Home schools will provide transportation.

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Students are responsible for information provided in the daily announcements. These announcements will be posted on a bulletin board located in the hallway near the high school office and emailed to students. Students should check their Home School email accounts for important updates.

### **BULLETIN BOARDS**

Permission must be obtained from the Director/Assistant Director prior to a student displaying any information on a bulletin board or other locations throughout the building.

### **CELL PHONES**

Students may use cell phones before school, during lunch, and after school. Teachers have the right to collect cell phones and keep them in a secure location at any time during or before class. Cell phones may be used in the class/lab only with prior permission from the instructor.

### **CONTROL OF BLOODBORNE PATHOGENS**

Washington County Career Center seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or Marietta Memorial Hospital. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

### **COURSE DROP DATE**

Students will not be able to drop a course after ten (10) days. Program transfers may only occur during the first eight (8) days of the first semester.

### **COVID-19**

Follow CDC and local Health Department guidelines.

### **DRUG-FREE SCHOOL**

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

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



## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent/guardian calling, submitting a signed written request, or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. Please Note: Students may not make arrangements to go home when not feeling well – the Nurse and/or Office will make those arrangements when necessary.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete and current Emergency Medical Authorization Form must be on file. This form goes along with students in any activity off the school campus, including field trips, other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

## **HOMELESS STUDENTS**

Homeless students will be provided with free and appropriate public education in the same manner as other students served by the Career Center. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. The Career Center liaison for Homeless Students is Mr. Schenkel, 740-373-2766 ext. 4017.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. Students becoming ill during the school day must visit the school nurse prior to calling home. The school nurse will provide necessary care and recommendations. If medical attention is required, the school will follow the information provided on the emergency medical card and attempt to contact the student's parents. No student will be released from school without proper parental permission.

## **INSTRUCTIONAL MATERIALS**

Parents have the right to inspect, upon request, instructional materials including textbooks, reading lists, and academic curriculum. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building director. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

## **INSURANCE**

Students attending WCCC are required to have accident insurance. To meet this requirement a student must be covered by a parent/legal guardian or purchase a policy available through the school. If for any reason a student does not fulfill this requirement, WCCC cannot accept responsibility in the event of an accident. Insurance is available to purchase through the Guarantee Trust Life Insurance Company. Information is available in the front office.

## **LOST AND FOUND**

The lost and found area is in the high school office. Students who have lost items should check with the office and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students/Parents may pay for lunches via an online account (fee charged). Students must place money in their account prior to the first bell. Charging is not permitted.

Applications for the School's Free and Reduced Meal program are distributed to all students and must be completed each year. If a student does not receive an application form and believes s/he is eligible, contact the Assistant to the Director, Mrs. Tina Duff.

Students may also bring their lunch to school to be eaten in the school cafeteria. Food is not to be ordered or delivered from outside vendors. Students are responsible for cleaning up after themselves. Food is permitted outside of the cafeteria only with staff permission.

The Career Center is a closed lunch campus; therefore, no student may leave the school premises during the lunch periods. During lunch, students are permitted in the cafeteria, in the front area of the DCB Building, and in the basketball area.

## **MEDICATIONS**

Students who must take prescribed or over-the-counter medication during the school day must comply with the following guidelines:

- A. All medications must be taken to the school nurse's office. Prescribed medication must be in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered. Over-the-counter medication must be given to the school nurse for dispensing. Medication that is brought to the school nurse will be properly secured.
- B. Students who must carry emergency medications during school hours must have written permission from a physician, stating the dose, medication, method of consumption, and time the medication is to be administered. Students must inform the school nurse of emergency medications.
- C. In the case of epinephrine auto-injectors ("epi-pens"), students must have written permission and submission of proper forms.
- D. Students are strictly prohibited from transferring any medication, epi-pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

## **OFFICE TELEPHONES**

Telephones in the classroom and lab areas are restricted from personal use by students. Phone calls will not be directly transferred to the students in any classroom. If necessary, a message will be provided to the student. Students may use the office telephone before school, after school, and during a student's lunch with permission.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school complies with all Federal and State Laws and Regulations regarding toxic and asbestos hazards. A copy of the Career Center's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Career Center maintains many student records, including both directory information and confidential information.

Directory information includes:

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities

and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the Career Center's education technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without the prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever the consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the Career Center is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to school counselors. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Career Center's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Director to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Director.

The Superintendent will notify Career Center parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **REFUND POLICY**

Fees will be refunded to students who withdraw according to the following schedule:

- August through September =100% refund.
- October 1<sup>st</sup> – end of 1<sup>st</sup> semester=50% refund.
- After 1<sup>st</sup> semester=No refund.
- January graduates=50% refund of lab fees minus club fees.
- Career Technical student organization dues are not refundable.

## **SAFETY AND SECURITY**

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. Staff are expected to question people in the building whom they do not recognize and who are not wearing a visitors' pass.

In order to be prepared for emergency situations including a terrorist threat, persons in possession of a deadly weapon on school property, or other acts of violence, the Career Center staff and students will be trained in the RUN, HIDE, FIGHT technique. Students and staff members are asked to call 911 if they become aware of any dangerous situation or accident.

Should an evacuation be needed, students will be bused to the Washington County Jail facility and family members will be notified as to the process of picking up students from this facility.

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

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building when necessary.

## **SCHOOL CLOSING AND DELAYS**

The Career Center will communicate school closings and delays via WTAP TV, WTAP news website [www.wtap.com](http://www.wtap.com) and on the Career Center-High School Facebook page.

If a student's home school is **closed** due to weather-related reasons, the student is not expected to attend the Career Center.

If a home school is on a weather-related **delay**, the Career Center students will follow the home school's delay schedule.

## **STUDENT ARRIVAL AND DISMISSAL**

Students transported in personal vehicles are to arrive on campus no earlier than 7:50 a.m. and immediately go to the DCB Commons. Students shall remain in their designated areas until the first bell rings. All students are invited to enjoy a free breakfast!

Students are expected to depart from campus no later than 2:45 p.m. Students are not permitted in the parking lot during the school day without an administrator's permission.

## **STUDENT FEES AND FINES**

No student will be denied admittance to the Career Center due to financial need. Students will be provided with necessary textbooks for courses of instruction without cost. In accordance with State law, the Career Center charges specific supply cost fees.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, library materials, and textbooks and damage to school buildings or property (O.R.C. Section 3109.09). Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the denial of early placement and internships, and the withholding of report cards.

## **STUDENT FUND-RAISING**

Must obtain permission from the Director prior to any fund-raising activities.

## **STUDENT IDENTIFICATION**

Students are required to wear identification cards visible to staff.

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

Students must arrive at school on time, prepared to learn and participate. Adult students (age 18 or older) are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Parents are encouraged to communicate with their child's teachers on a regular basis.

## **STUDENT VALUABLES**

Students are discouraged from bringing items of value to the school. The school is not liable for any loss or damage to personal valuables. Assigned lockers must be kept locked when not in use.

## **STUDENT WELL BEING**

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the Career Center's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The Career Center has specific responsibilities under these two laws, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the Career Center seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Assistant Director at 740-373-2766 ext. 4013 to inquire about services.

## **TRANSFERS**

Any attempt to return to the home school must be completed within two weeks (10-school days) of the first day of school.

## **VIDEO SURVEILLANCE**

The Board of Education authorizes the use of video surveillance equipment and electronic monitoring equipment at appropriate school locations.

## **VISITORS**

Visitors are welcome at the Career Center. Persons wishing to visit should call to schedule an appointment. All visitors must report to the office when they arrive.

## **WORK PERMITS**

All minors must have a work permit before they go to work. The application form for obtaining a work permit may be obtained from the Assistant to the Director's office. When the forms have been processed, the work permit will be issued.

## **YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the Career Center. For additional information see Policy 5111.03. The local point of contact for students in foster care is Mrs. Stacy Elliott, 740-373-2766 ext. 4016.

## **ACADEMICS**

### **ACADEMIC EXCELLENCE HONORS**

Students receiving a minimum grade of a "B" in work ethic and earning an overall grade point average of 3.3 in their academic classes over a two-year period will earn Academic Excellence Honors.

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

### **CAREER TECHNICAL DIPLOMA WITH HONORS**

The Career Center recognizes any student who completes the requirements for a Career-Technical Diploma with Honors. Criteria for this and all honors diplomas can be found on the Ohio Department of Education and Workforce website.

### **CAREER TECHNICAL EXCELLENCE HONORS**

Students receiving a minimum grade of a "B" in their work ethic grade and earning an overall grade point average of 3.3 in their career technical program over a two-year period will earn Career Technical Excellence Honors.

### **CERTIFICATE OF COMPETENCIES**

The Career Center is pleased to offer eligible students a Certificate of Competencies listing the skills they have obtained in their career technical program.

### **COLLEGE CREDIT PLUS (CCP)**

Students will need to meet eligibility and course enrollment requirements to participate in College Credit Plus (CCP). Students and parents are encouraged to attend state-mandated meetings every year and must file a letter of intent to participate in CCP courses with the WCCC Guidance Office by April 1. Below is a list of CCP offerings at the Career Center and the required scores for

participation. Students must complete the necessary application and paperwork from the college administering the course(s). Accuplacer testing can take place at the Career Center or the corresponding college/university for the desired course. All online and face-to-face courses taken off-campus must be scheduled with that school's advisor. All CCP on-campus courses will be scheduled with the WCCC Guidance Department.

Course	ACC Test	Minimum Score
American Government & Psychology	Reading	250
College Algebra	QAS Quantitative Reasoning, Algebra, & Statistics	263
English Composition & Literature	WritePlacer	5
Career-Technical Program CCP Courses	See Guidelines Below	

CCP Eligibility Rules: (a) Obtain a remediation-free score on one of the standard assessment exams. (b) Has a cumulative unweighted high school grade point average of at least 3.00; or (c) Has a cumulative unweighted high school grade point average of at least 2.75 but less than 3.00 and received an "A" or "B" grade in a relevant high school course.

Grades/grading scales used for CCP courses will be the same as the corresponding college/university.

### **CREDIT FLEXIBILITY**

This education option gives students a way to oversee their learning. Credit flexibility may increase a student's interest in school and motivation to learn. The key to this option is that the student drives the request as well as the plan to earn the credit. Students interested in this option should contact their guidance counselor.

### **EARLY PLACEMENT**

Early job placement is a training experience and is in lieu of a student's career technical program (lab). Early placement begins the second semester unless special permission is granted from the administration. All second-year seniors enrolled in a full-time career technical program may become eligible to participate based on the following guidelines:

- Essential businesses in student's field of study;
- Obtain the Program teacher's recommendation;
- Pass or be passing all subjects with a "C" average or better;
- Show evidence of meeting graduation (credit and pathway) requirements;
- Passed all required Web Xams and earned a recognized 12-point Industry Credential from the Ohio Department of Education list;
- Possess at least a 93% attendance rate unless extenuating circumstances exist.

Prior to placement on the job site:

- All forms must be completed and signed by all involved parties;
- All students must establish a starting date and time with the Transitions/Placement Coordinator.



After placement on the job site:

- Must work a minimum of 15 hours per week at his/her placement location or student must return to their career-technical program during the school day;
- Maintain passing grades;
- Maintain 93% attendance in all academic classes;
- Obtain positive early placement evaluations;
- Follow all school rules and policies.

Students who do not meet these guidelines will return to their career technical program.

Students may not work on early placement if they are suspended or expelled.

## **GRADES**

Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based on test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The Career Center operates on four nine-week grading periods. Student progress can be followed on our website at [www.thecareercenter.net](http://www.thecareercenter.net) under Student Resources, Infinite Campus Link. Parents and students will share an access account, which is provided at the beginning of the school year. Students will receive academic credits on a nine-week basis.

In classes that offer end-of-course exams, these assessments will be taken during the second and fourth nine-week grading periods. These exams will account for no less than 10% nor more than 25% of the student's grades.

The school applies the following grading system:

100% to 97% = A+	79% to 77% = C+	59% to 0% = F
96% to 93% = A	76% to 73% = C	
92% to 90% = A-	72% to 70% = C-	
89% to 87% = B+	69% to 67% = D+	
86% to 83% = B	66% to 63% = D	
82% to 80% = B-	62% to 60% = D-	

## **GRADING PERIODS**

Students will receive a report card at the end of each nine-week period indicating their grades for each class.

Interim reports will be sent home with students every 4.5 weeks. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents, so they can talk with the teacher about what actions can be taken to improve poor grades.

## **GRADUATION REQUIREMENTS**

The home school districts each establish graduation requirements and grant diplomas. It is the student's responsibility to know the graduation requirements of their respective district. However, the Career Center school counselors will work with students in developing a plan to meet their graduation requirements.

## **HONOR ROLL**

Washington County Career Center students who attain a 3.0 GPA or higher during a nine-week grading period will be eligible for the honor roll.

## **INTERNSHIP**

Student internships are a training experience in lieu of a student's career technical program (lab). All second-year seniors enrolled in a full-time career technical program may be eligible based on the following guidelines:

- Essential Business in the student's field of study;
- Employers must accept the liability of learners and have required policies in place with regard to recommended health department safety procedures such as social distancing, face masks, frequent handwashing, etc.;
- Program teacher's recommendation;
- Pass or be passing all subjects;
- Show evidence of meeting graduation credit and pathway requirements;
- Passed or be in the process of taking all required Web Xams and earned a recognized Industry Credential from the Ohio Department of Education list.

Prior to placement on the job site:

- All forms must have been completed and signed by all parties;
- All students must establish a starting date and time with the Placement and Student Success Coordinator.

After placement on the job site:

- Maintain passing grades;
- Maintain 93% attendance in all academic subjects;
- Maintain positive internship evaluation;
- Follow all school rules and policies;
- Meet with the program teacher on a weekly basis.

Students who do not meet these guidelines will return to their career technical program. Students may not participate in internships if they are suspended or expelled.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society celebrates the accomplishments of today's Career Technical students; empowering them to know the value and impact of their career paths and trades.

Career Center students are selected for membership based upon scholarship (3.8 Career Center GPA), teacher recommendations, and by exemplifying the seven (7) ideals of Skill, Honesty, Service, Responsibility, Scholarship, Citizenship, and Leadership.

## **SECOND SEMESTER SENIOR RELEASE**

Seniors who have met their entire academic and program pathway requirements may be eligible to attend school only during their career technical program time in the second semester if they meet the following guidelines:

- Parent/guardian signs the required Senior Release forms
- Student has daily transportation
- All fees are paid
- Maintain attendance in the program

## **VALEDICTORIAN CRITERIA**

A student eligible to be considered as the Valedictorian:

- Fulltime student.
- Student must be enrolled and complete four semesters at WCCC.
- Student must have the highest-grade point average for the first seven grading periods.
- Student must meet the career technical diploma with honors criteria.

## WORK ETHIC RUBRIC

### Career Tech Work Ethic Rubric

Attendance (ATT) 50%				Performance – Preparedness – Teamwork (PPT) 50%			
<b>Unexcused Absences</b>				<p><b>A EXCELLENT:</b> Strong employability skills. High recommendation.            CONSISTENTLY HIGH LEVEL EFFORT &amp; PARTICIPATION            Positive attitude—prepared and eager to begin; Initiates and completes tasks on time; Sets high expectation(s) and exhibits superior thought to details; Active listener; Seeks clarification when unsure; Productively fills down time— independently looks for tasks; Cares for and uses materials/ tools safely—reports issues; Readily adapts to changes in routines; Demonstrates leadership skills; Respectful of others; Displays exemplary contribution and productivity in group settings; Models class expectations.</p> <p><b>B GOOD:</b> Good employability skills. Strong recommendation.            ABOVE AVERAGE EFFORT &amp; PARTICIPATION            Positive attitude; Arrives prepared for work; Completes tasks on time with attention to details; Remains on task once started; Active listener; Asks for and accepts help when needed; Productively fills down time after asking what to do next; Uses materials/tools safely and reports issues; Demonstrates flexibility with changes to routine; Demonstrates emerging leadership skills; Considerate of others—willing to share and help; An asset to the group goals and objectives; Follows class expectations.</p> <p><b>C SATISFACTORY:</b> Average skills. Conditional recommendation.            AVERAGE EFFORT &amp; PARTICIPATION            Completes tasks but attention to details may be missing; Some prompting required to start and/or remain on task; Uses materials/tools safely but does not report issues; Accepts help when offered but will not seek help; Requires a list of what to do next and may need prompting to go further;            Adjusts to routine changes; Respectful but may need an occasional reminder as to appropriateness of language or behavior; Participates in a group/partner setting when told what to do; Demonstrates understanding of class expectations.</p> <p><b>D NEEDS IMPROVEMENT:</b> Limited employability skills. Plan of improvement required.            BELOW AVERAGE EFFORT &amp; PARTICIPATION            Difficulty following task directions and completing tasks on time; Work quality may be messy unorganized, and/or appear unfinished; Loses focus or interest easily; Prompting required to start work, remain on task and/or return to task; Requires a list of what to do next and will need prompting to go further; Forgets materials/tools; Materials/tools are not cleaned after use and/or put away correctly; May use materials/tools improperly and/or unsafely; Resists help when offered; Inappropriate or immature behavior is displayed; Group participation is to watch and wait—may not follow through; Some class expectations require reteaching.</p> <p><b>F UNSATISFACTORY:</b> Lack of employability skills. Not employable at this time.            CONSISTENTLY BELOW AVERAGE EFFORT &amp; PARTICIPATION            Work is late, incomplete and/or missing; Displays lack of energy; Forgets tools/clothing more than once a week; Improper and/or unsafe use of materials/tools; Disruptive and/or creates discourse within the group; Complains about the type and/or amount of work;            Refuses help; Blames others; Complains about working in a group or with a partner; Relies on others to get the job done; Lack of respect towards others;            One-to-one intervention required to: begin a task; remain on task; stay and work with assigned partner/group; Disregards all class expectations.</p>			
Number of Blocks	Percent Earned	Number of Blocks	Percent Earned				
0-1	100%	11	50%				
2	95%	12	45%				
3	90%	13	40%				
4	85%	14	35%				
5	80%	15	30%				
6	75%	16	25%				
7	70%	17	20%				
8	65%	18	15%				
9	60%	19	10%				
10	55%	20	5%				
<b>Tardies</b>							
Number	% to Subtract from Absences	Number	% to Subtract from Absences				
1	2.5%	11	27.5%				
2	5.0%	12	30.0%				
3	7.5%	13	32.5%				
4	10.0%	14	35.0%				
5	12.5%	15	37.5%				
6	15.0%	16	40.0%				
7	17.5%	17	42.5%				
8	20.0%	18	45.0%				
9	22.5%	19	47.5%				
10	25.0%	20	50.0%				

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to, academics, attendance, citizenship, and program performance.

### **ATTENDANCE ATTAINMENT AWARD (TRIPLE A)**

This weekly attendance award is earned by the 3 programs with the best attendance. In order to earn this award program must have 95% or higher attendance. The students earning this award may leave class three (3) minutes early for lunch. Students must show their student ID prior to being dismissed.

### **BE READY, RESPECTFUL & RESPONSIBLE (THREE B's)**

Students who exhibit the Three B's are nominated by staff members and entered into a weekly gift card drawing.

### **STUDENT OF THE MONTH**

Students recognized for outstanding leadership, scholarship, and character are nominated by staff. These students are recognized at monthly board meetings and share their success at student luncheons.

## **ATTENDANCE**

Regular attendance is a significant student responsibility and an important indicator of a positive work ethic. Establishing a pattern of good attendance will benefit the student in school and the workplace. Many important lessons are learned through active participation in the lab/classroom and other school activities that cannot be replaced by individual study. (ORC 3321-3321.21)

### **ABSENCE INTERVENTION TEAM**

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every student who is habitually truant by identifying specific barriers and solutions to attendance. This team includes the participation of the student, the parent/guardian, the Assistant Director, and the Guidance Counselor. ORC 3321-3321.21

### **COLLEGE VISITATION**

Students can be approved for a maximum of three (3) college visitations to be used during their junior and senior years, which will not be counted as an absence.

Students must obtain a college visitation form from the Career Center guidance office and must return the form with a signature from a college official to be excused.

A parent or guardian must notify the Attendance Secretary on the day of the college visit.

### **EXCESSIVE ABSENCE**

Excessive absence is defined as follows:

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

When a student is excessively absent from school the following will occur:

1. The Career Center will notify the student's parent in writing within seven days of the triggering absence.
2. The student will follow the Career Center's plan for absence intervention.

## EXCUSED ABSENCES

Parent/guardian verification is required by a phone call on day(s) of absence and a note/legitimate documentation upon return for the following reasons to be excused:

1. **Illness of the child:** A statement from a physician, dentist, or mental health professional, may be required if there is an extended illness.
2. **Illness in the Family:** Must result in necessitating the presence of the child. (The Director may require the written statement of the physician and an explanation as to why the child's absence was necessary if it is deemed appropriate.)
3. **Quarantine of the Home:** The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
4. **Death of a Relative:** The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant. A relative is defined as an immediate family member.
5. **Appointment with Health Care Provider:** The written statement of a physician or dentist is required. Students who have health-related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment. (Further physician explanation of appointments may be necessary if absences are deemed excessive.)
6. **Observation of Religious Holidays:** Consistent with student's religious creed or belief.
7. **Emergency** or set of circumstances within the judgment of the Director/Assistant Director constitute a good and sufficient cause for absences from school.
8. **Student placement in foster care, change in foster care placement, or related court proceedings.**

## FAMILY TRIPS

When a family vacation must be scheduled during the school year, the parents shall complete a form and discuss the matter with the Director five (5) school days prior to the vacation. It may be possible for the student to receive assignments that must be completed on the first day of the scheduled return. NOTE: Vacation days are unexcused and WILL cause the student to fall into the Habitual Truant status on the 5th consecutive day.

## HABITUAL TRUANT

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the Career Center will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the participation of the student's parent/guardian on the absence intervention team.
2. Within ten days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within fourteen (14) days after the assignment of the team, the Career Center will develop the student's intervention plan.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the Career Center will file a complaint in juvenile court and/or file a complaint with the Prosecuting Attorney for parental failure to send a child to school.

## MAKE-UP WORK

Students may make up all work missed from an **excused** absence, without penalty. Students having an **unexcused** absence will have their grades reduced by a minimum of 40% on each assignment. **Students have one school day for each day absent to submit make-up work for both excused and unexcused absences.** It is the student's responsibility to check with each of their instructors (Email/Schoology) regarding all make-up work within 24 hours of their absence. In case of pre-arranged absence (family trips), assigned classwork is due on the first day of return.

During absences, students are encouraged to check the homework section in Schoology/Infinite Campus from their individual teachers.

At the end of a grading period, incompletes (I) must be made up within five (5) days of the close of the grading period.

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

A student who is serving an out-of-school suspension (OSS) shall be permitted to complete any classroom assignments missed because of the suspension.

Students are responsible for making arrangements with teachers for assignments during their out-of-school suspension. Work must be submitted during suspension if possible or upon return of OSS. The grade for a completed classroom assignment missed because of OSS is reduced by forty percent (40%).

### **PARENT/GUARDIAN RESPONSIBILITY**

Ohio Administrative Code makes it a legal requirement for parents/guardians to inform the school that their student will not be in attendance each day the student is absent. The parent or guardian must provide an explanation of the absence which shall be recorded by the Attendance Secretary and shall include the date and time of the absence.

Parents/guardians must phone the school at 740-373-2766 ext. 4011 by 8:45 on the day of the absence. If the school is not notified, an attempt will be made to contact the parents/guardians to inform them that the student is not present.

### **STUDENT RESPONSIBILITY**

After an absence, a student must present a written note from their parents/guardians or legitimate documentation to the Attendance Secretary prior to 8:10 a.m.

### **TARDY/LATE TO SCHOOL**

The Career Center expects all students to be punctual. Students arriving at 8:15 a.m. or later are considered tardy. Students arriving at school after 8:20 a.m. or later must check in with the attendance secretary and will be considered late to school. Four times tardy or late to school, per semester, will result in a lunch detention being assigned. After the 8th tardy, student driving privileges will be suspended. Students who are tardy to the 2nd, 3rd, or 4th block will be subject to school discipline from the individual teacher.

### **TRUANCY**

A student who is missing from any block without consent is considered truant.

Students who are truant will receive no credit for schoolwork that is missed and are subject to disciplinary action.

### **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without proper documentation (i.e. parent/guardian phone call and written note or legitimate documentation) shall be considered unexcused. Please review the MAKE-UP WORK requirements, on page 17.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The Career Center provides internet services to its students. The Career Center's internet system has a limited educational purpose and has not been established as a public access service or a public forum. Student use of the Career Center's computers, network, and internet services/connection ("Network") is governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The Career Center utilizes a protection measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The Career Center further utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Career Center supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the Career Center's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement found in the first-day packet. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.



- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software/media pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, Instant Messaging (IM), defamatory personal Web sites or social networking accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member;
2. sending an e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites;
4. posting misleading or fake photographs of students or school staff members on websites.

**To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.**

- H. Students are expected to abide by the following generally accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal, prejudicial, or discriminatory attacks.
  3. Do not harass. Harassment is persistently acting in a manner that distresses or annoys. If a student is told to stop sending him/her messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes but is

- not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without the prior approval of a teacher.
  7. Never agree to get together with someone you "meet" online without parent approval and participation.
  8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable - especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the Career Center's Technology Protection Measure. Students must immediately notify the teacher, Director/Assistant Director, or Chief Information Officer if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgment of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Chief Information Officer. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
  - L. Students must secure prior approval from a teacher or the Director/Assistant Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  - M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Director.
  - N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
  - O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to: loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports,

and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the Career Center's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the chief information officer. Each student is permitted a reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class or instruction-related purpose.
- T. Game playing is not permitted at any time.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The Career Center provides students the opportunity to broaden their learning through club activities.

The Board authorizes the following student groups that are sponsored by a staff member:

- Business Professionals of America – BPA
- Drug Free Clubs of America
- Future Farmers of America – FFA
- Interact Club
- SkillsUSA
- Student Advisory Council
- Student Ambassadors
- Student Council
- Students Solving Problems (SSP)

Students attending the Career Center are encouraged to participate in home school clubs, sports, band, and other co-curricular and extra-curricular activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board Policy 5610.05.

## **STUDENT CODE OF CONDUCT**

A major component of the educational program at the Career Center is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to comply in accordance with Federal, State, and local laws and rules, as well as Board policies and Administrative Guidelines. The policies and procedures set forth here will apply to conduct on school premises, on school buses, or other school property, and at school functions of any kind. Students should respect the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's conduct does not fall within these parameters.

Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the Career Center, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, Career Center employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication devices.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, LGBTQ? identification, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Conduct constituting sexual harassment may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, and may be accompanied by implied or explicit threats concerning one's grades or safety,
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a Career Center employee or another adult member of the Career Center community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Director or Assistant Director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Director or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the Director or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.

Retaliation against any person who reports is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The Career Center shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by the State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **CLASSROOM ENVIRONMENT**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class;  
and
- B. all students in the class have the opportunity to learn.

### **EXPECTED BEHAVIORS**

Students are expected to:

- act courteously towards adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act, at all times, in a manner that reflects pride in self, family, and the Career Center;
- Follow the Career Center Way: Be Ready; Be Respectful; Be Responsible

### **FIELD TRIPS**

Field trips are learning activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

### **VEHICLE CODE**

Driving to school is a privilege and may be revoked at any time. It is the responsibility of students to obtain parking permits by providing proof of current insurance and a personal driver's license. Students must display their parking permit and park only in designated student areas. Students

are responsible to arrive at school prior to the first bell (but not before 7:50 a.m.). Upon arriving at school, students must lock their vehicles and immediately report to the DCB Commons. Vehicles should not be left overnight unless given administrative permission. Students are not to be in the parking lot before or during the school day without permission from an administrator.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior will be tolerated.

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports (“PBIS”) with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes the prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District’s website.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the Career Center will be reported to law enforcement officials, as well as, being subject to disciplinary action at school.

## **POSITIVE SCHOOL CLIMATE**

A positive school climate is the product of a school’s attention to fostering safety,-promoting a supportive academic, career technical, disciplinary, and physical environment; and encouraging and maintaining respectful, trusting, and caring relationships throughout the school community, no matter the setting.

### **1. Academic Misconduct**

A student shall not engage in academic misconduct to include but not limited to cheating, use of AI, any action designed to falsely improve grades and scores, plagiarism (from either print or electronic sources), forgery, or possession/transmission of unauthorized information (e.g. tests). Students will receive a zero (0) for the assignment.

Students involved in academic misconduct in a CCP class may be subject to the regulations established by the college or university.

### **2. Aiding or abetting the violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **3. Bodily harming a staff member/student/person associated with the Career Center.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical harming of a staff member, student, or other person associated with the Career Center, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member may result in criminal charges and may subject the student to suspension and expulsion.

#### **4. Bomb Threats and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.

#### **5. Bullying**

Any intentional written, verbal, electronic, or physical act exhibited more than once and the behavior both causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

#### **6. Burglary**

Entering a building illegally with intent to commit a crime, especially theft.

#### **7. Damaging property (Vandalism)**

Action involving deliberate destruction of or damage to the Career Center or private property.

#### **8. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

#### **9. Disrespect**

Discourteous, insulting behavior or remarks that are racist, sexist, or demeaning toward staff or students.

#### **10. Drinks/Food**

Students are not to have drinks and food in classes, labs, hallways, etc. without teacher's permission.

#### **11. Falsification of identification or information**

Falsifying signatures or data or refusing to give proper identification or giving false information to a staff member. This prohibition includes but is not limited to, forgery/falsification of hall passes and excuses, as well as the use of false I.D.'s.

#### **12. Fighting**

Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

#### **13. Harassment**

Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Conduct constituting harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity, repeated remarks with sexual, racial, or demeaning implications, unwelcome touching, sexual or racist jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, and may be accompanied by implied or explicit threats concerning one's grades or safety, a pattern of conduct, which can be subtle in nature, that has sexual or racist overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another, remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.



#### **14. Hazing**

Performing any act or coercing another, including the victim, to perform any act of initiation into any class or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, assumption, or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, or club is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but are connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the Director or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

#### **15. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, immodest, disruptive, abusive, suggest violence, discriminatory, or advertise drugs, alcohol, or tobacco. Halter tops, tube tops, cut-off t-shirts, tank tops, strapless shirts, midriff-baring tops, chains, fishnet clothing, or any see-through apparel may not be worn; as well as pajama bottoms, slippers, tops, blankets, or pants that do not cover undergarments or are too revealing or not modest in length. Hats, headbands, bandanas, hoodies, and toboggans may not be worn in school buildings. Sunglasses must be removed upon entering the school buildings. The rebel flag is not permitted to be worn. The Director/Assistant Director will use his/her discretion in determining if the dress code is being followed.

#### **16. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members is insubordination.

#### **17. Interference, disruption, or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

#### **18. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Director/Assistant Director. Failure to report such knowledge may subject the student to discipline.

#### **19. Leaving school grounds/out of assigned area**

A student will not leave school grounds during school hours without proper permission. A student will not leave class/lab to go to another part of the building or another building without authorized permission. The student is not permitted to go to the parking lot without administrative permission.

#### **20. Lighting/Possession of Incendiary Devices**

Unauthorized igniting and/or possession of matches, lighters, or other devices that produce flames is prohibited.

**21. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, bodily harm (verbal and/or physical), and destruction of property.

**22. Misconduct off school grounds**

Students may be subject to discipline for their misconduct, including inappropriate social media post/comments, that occurs off school property but is connected to activities or incidents that occur while on property owned or controlled by the Career Center.

**23. Misuse or Damage of an Electronic Device**

Unauthorized or inappropriate use of computer technology and network agreement.

**24. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence.

**25. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.

**26. Possession of Pornography**

Possessing, distributing, and/or sharing sexually explicit material; law enforcement may become involved.

**27. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, CBD oils, anabolic steroids, or drug-related paraphernalia.

**28. Possession/use of tobacco/nicotine products**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco or nicotine. Smoking and/or possession of electronic smoking, paraphernalia, "vapor", "juice", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

**29. Profanity and/or Obscenities**

A student will not use profanity or obscene language (written or verbal). The use of obscene gestures, signs, pictures, or publications is also prohibited.

**30. Repetitive Discipline Violations**

Repetitive violations against the student code of conduct or against classroom rules may result in increased discipline.

### **31. Sexual Harassment**

A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.

### **32. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials.

### **33. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into Career Center or staff computer files, into a Career Center file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Director.

### **34. Unauthorized fire**

Intentional or purposeful destruction or damage to the Career Center's buildings or property by means of fire. Anything, such as fire, that endangers school property, and its occupants will not be tolerated.

### **35. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

### **36. Unauthorized use of vehicles**

Occupying or using vehicles, without permission, during school hours.

### **37. Unsafe/Dangerous Acts**

A student should not engage in horseplay on school property. Student must follow all safety rules and procedures while under the jurisdiction of the school. This includes any act that may result in injury to self/others.

### **38. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, homemade devices, and jewelry.

### **39. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from possessing an object on school premises, in a school or a school building, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or displaying or brandishing the object and indicating it is a firearm.

#### **40. Use and/or possession of a weapon**

A weapon is any device that may be used to inflict damage or harm, including but not limited to conventional objects such as guns, pellet guns, electronic shocking devices/tasers, knives, arrows, razor stars, nun-chucks, pepper spray/mace, homemade devices, or club-type implements. It may also include any toy (cap gun, water pistol, nerf gun, band gun, etc.) that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade, or any similar device that is used for or is readily capable of causing death or serious bodily injury. **All necessary cutting devices/knives will be provided by the school if needed in the program.** Students should not bring personal knives to school including utility knives, box cutters, penknives, pocketknives, hunting knives, or any other sharp object which could be construed to be a knife.

#### **41. Vehicle Regulations**

Driving on school property in such a manner as to endanger persons or property. Speeding, squealing of tires, revving engines, loud music, honking, and riding in the back of vehicles is not permitted.

#### **42. Verbally threatening staff member/student/person associated with the Career Center.**

Any electronic, oral, or written statement or otherwise expressed action or threatening tone that a staff member, student, or other person associated with the Career Center reasonably feels to be a threat will be considered a violation of the Code of Conduct. Confrontation with a student, person associated with the Career Center, or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

#### **43. Violations of the Law**

A student shall not violate any law or ordinance or conspire to commit a criminal act when a student is properly under the authority of school personnel. This includes but is not limited to: false alarms or bomb threats; inducing panic including terroristic threats; gambling; extortion; bringing, transmitting, or possessing pornographic materials; vandalism; or sale/purchase of weapons.

#### **44. Violation of individual school/classroom rules**

Each learning environment has expectations for students. These expectations are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

#### **45. Violent Conduct**

Students will be disciplined for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

## **DISCIPLINE**

It is important to remember that the Career Center rules apply going to and from school, at school, on school property, at school-sponsored events, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee.

The Career Center is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school.

Discipline may include but is not limited to one or any combination of the following:

- Counseling
- Change of seating or location
- Denial of privileges
- Conference with parent or guardian
- Removal from class
- Restitution
- Detention – lunch/after-school
- Alternative Learning Lab - ALL
- Out-of-School Suspension
- Expulsion
- Referral to police and/or juvenile court
- Revocation of driving privileges

The following rules apply to Detention and ALL:

- Students are required to work on class assignments and/or assigned ALL work.
- Students are not to communicate with each other.
- Students are to remain in their designated seats at all times.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices shall be used in the room.
- No food or beverages except during lunch detention.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

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

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Director, or Assistant Director may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

### **EXPULSION FROM SCHOOL**

Expulsion is the removal of a student beyond a ten (10) day suspension.

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended

expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades, nor credit, during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of a student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus (CCP) at the time the expulsion is imposed.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the Director/Assistant Director will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the Director/Assistant Director will attempt to contact a parent prior to questioning, and s/he (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the Director/Assistant Director (or a designated school counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the Director/Assistant Director will notify a parent.

### **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. harm or aggravated bodily harm on school property or at a school function;
- H. rape, gross sexual imposition, or felonious sexual penetration on school grounds, or at a school function;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the Career Center and students have no reasonable expectation of privacy in their contents or the contents of any other Career Center property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, and classrooms.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **SUSPENSION FROM SCHOOL**

When a student is being considered for suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Director/Assistant Director will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 14 days after receipt of the suspension notice, to Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise.

If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## **Bus Garage**

Belpre – 740-423-3023

Fort Frye – 740-984-2376 ext. 2320

Frontier – 740-865-2400

Marietta – 740-374-6525

Warren – 740-678-2368

Waterford – 740-984-4206



# Belpre City Schools



SCHOOL WITH VISION  
School Calendar 2024-2025

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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AUGUST '24						
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SEPTEMBER '24						
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OCTOBER '24						
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NOVEMBER '24						
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DECEMBER '24						
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- Aug. 5, 6, 7 New Teacher Orientation
- Aug. 14, 15 Professional Dev. (No School)
- Aug. 16 Teacher Records Day (No School)
- Aug. 19 First Day for students
- Aug. 20, 21, 22 Kindergarten Start Days
- Sept. 2 Labor Day (No School)
- Oct. 17 Early Release 1:00 & P.T. Conf.
- Oct. 18 Teacher Records Day (No School)
- Nov. 4, 5 Professional Dev. (No School)
- Nov. 11 Veteran's Day (No School)
- Nov. 27, 28, 29 Thanksgiving Break (No School)
- Dec. 23-30, Jan. 1 Christmas Break (No School)
- Jan. 2, 3 Teacher Records & PD (No School)
- Jan. 20 Martin Luther King Day (No School)
- Feb. 17 Presidents' Day (No School)
- Mar. 6 Early Release 1:00 & P.T. Conf.
- Mar. 7 Teacher Records Day (No School)
- March 24-28 Spring Break (No School)
- Apr. 18 Good Friday
- May 16 Last Day for Seniors
- May 18 Commencement 2:00 pm
- May 23 Last Day for Students/ Early Release 1:00

JANUARY '25						
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FEBRUARY '25						
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MARCH '25						
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APRIL '25						
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MAY '25						
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- Kindergarten Entrance Dates  
Parents will be notified of their child's start date
- Teacher Records Day
- School Closed
- Professional Development
- Start of grading period
- End of grading period
- Early Release 1:00 p.m.

Calamity Days #1-5 will not be made up, Days #6-8 will be online make-up days. All Calamity Days after #8 will be made up using the Make-up days listed below.  
Make-up Days: Jan. 20, Feb. 17, Mar. 24, 25, & 26

- 173 Days for Students
- 4 Teacher Work Days
- 2 P/T Conferences
- 5 Professional Development

JUNE '25						
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# FORT FRYE LOCAL SCHOOLS

## 2024

**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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## 2025

**JANUARY**

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**FEBRUARY**

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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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AUG.	19 & 20	Professional development <u>ALL STAFF</u> (no school)	JAN.	1	Christmas Break
	21	Teacher work day/records day (no school)	JAN.	2	Professional Development (no school)
	22	First Student Day	JAN.	3	Teacher work day/records day (no school)
SEPT.	2	Labor Day (no school)	FEB.	20	Martin Luther King Day (no school)
	16	2 Hr. Delay	FEB.	17	Presidents' Day (no school)
OCT.	3	Parent-Teacher Conference (2 hr. dismissal) BC/FFMS/FFHS 1pm-7pm / SL/L 2pm-8pm		20	Parent-Teacher Conference (2 hr. dismissal)
	4	Professional Development (no school)		21	BC/FFMS/FFHS 1pm-7pm / SL/L 2pm-8pm
	18	1st Grade Period Ends (40 days)	MAR.	14	2 Hr. Delay
NOV.	5	Professional Development (no school)	APRIL	14-18	3rd Grade Period Ends (48 days)
	11	Veterans Day (no school)	APRIL	14-18	Spring Break
	27-29	Thanksgiving Break (no school)	MAY	5	2 Hr. Delay
DEC.	2	Thanksgiving Break (no school)		24	FFHS Graduation
	3	2 Hr. Delay		26	Memorial Day (no school)
	20	2nd Grade period ends (39 days) (2 hr. dismissal)		28	4th Grade Period Ends (47 days)(2 hr. dismissal)
	23-31	Christmas Break		29	Teachers Last Day (Records day)

<p>174 Student days in session</p> <p>3 Teacher work days/records days</p> <p>5 Professional development</p> <p>2 Parent-Teacher Conferences</p> <p><u>184 TOTAL DAYS</u></p> <p>*4 Scheduled 2-hr. delays for Professional Development</p>	<p>Teacher Work Day/ Records Day</p> <p>Holiday</p> <p>Grade Period Ends</p> <p>Parent-Teacher Conferences</p> <p>Professional Development</p> <p>2-Hr. Delays</p> <p>2-Hr. Early Dismissal</p> <p>Graduation</p>	
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Adopted:

FRONTIER LOCAL SCHOOL DISTRICT						
2024-2025 SCHOOL YEAR CALENDAR						
2024				2025		
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<b>JULY</b>						
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<b>SEPTEMBER</b>						
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<b>DECEMBER</b>						
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<b>JUNE</b>						
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August 16 New Staff Orientation	August 19 & 20-Inservice Days	August 21 First Day For Students
September 2- Labor Day No School	September 20 Interims Go Home	September 26-Two Hr Early Dismissal
Parent Teacher Conference		
September 27- No School	October 18- End 1st 9 Wks 41 Days	November 5 Inservice at Warren
November 8 Interims Go Home	November 11 Veterans Day No School	November 27- 2 Hr Early Dismissal
November 28-Dec 2 Thanksgiving	December 20-End 2nd 9 Wks 40 Days	December 23-Jan 5 No School
Two Hr Early Dismissal		
January 20 - MLK Day No School	February 7 - Interims Go Home	February 13 - 2 Hr Dismissal
Parent Teacher Conference		
February 14- No School	February 17 President's Day No School	March 13-End 3rd 9 Wks 46 Days
March 14-Teacher Inservice	April 11- Interims Go Home	April 16-2 Hr Early Dismissal
April 17-22 Easter Break	May 23 Graduation 7:00 pm	May 26-Memorial Day No School
May 28-End 4th 9 Wks 48 Days	May 29 Teacher Work Day	

Online Learning Snow Days 6-8  
 Make up Days April 17 & 22 all other  
 added to end of year

**MARIETTA CITY SCHOOLS  
2024-25 SCHOOL CALENDAR**

<b>2024</b>				
August	19	Monday	Opening Day/Staff Only	8
	20	Tuesday	Work Day/Staff Only	
	21	Wednesday	Classes Begin	
September	2	Monday	Holiday**	19
	27	Friday	Professional Development*	
October	17	Thursday	1 <sup>st</sup> Grading Period Ends	22
	18	Friday	No School/Staff Only*	
November	5	Tuesday	County PD Day*	16
	11	Monday	Holiday**	
	27-29	Wednesday	Holiday Break**	
	28	Thursday	Holiday**	
December	2	Monday	Professional Development*	14
	20	Friday	2 <sup>nd</sup> Grade Period Ends	
	23-Jan. 1	Monday	Holiday Break**	
	25	Wednesday	Holiday**	
<b>2025</b>				
January	1	Wednesday	Holiday**	19
	2	Thursday	P/T Conf. Trade Day**	
	3	Friday	Records Day/Staff Only*	
	6	Monday	Classes Resume	
	20	Monday	Holiday**	
February	14	Friday	Professional Development Day*	18
	17	Monday	Holiday**	
March	20	Thursday	3 <sup>rd</sup> Grade Period Ends	20
	21	Friday	Records Day/Staff Only*	
April	14-18	Monday	Spring Break	16
	18	Friday	Holiday**	
	21	Monday	P/T. Conf. Trade Day**	
May	25	Sunday	Graduation	20
	26	Monday	Holiday**	
	29	Thursday	Last Day for Students	
	30	Friday	Records Day/Staff Only*	

<b>DAYS IN SESSION</b>	<u>172</u>
<b>OPENING DAY</b>	1
<b>TEACHER PROF. DAY</b>	4
<b>STAFF WORK/RECORDS DAY</b>	5
<b>PT CONFERENCES</b>	<u>2</u>
<b>TOTAL DAYS</b>	184

\* No school for students

\*\*Schools closed

Note: Parent-Teacher Conf. will be scheduled on September 26, 2024 and February 13, 2025.

**Grading Periods:**

1 <sup>st</sup> - August 21-October 17	40
2 <sup>nd</sup> - October 21-December 20	39
3 <sup>rd</sup> - January 6-March 20	51
4 <sup>th</sup> - March 24-May 29	42

## 2024

### July

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### August

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				1	2	3
4	5	6	7	8	9	10
11	12	13	NT	WD	PD	17
18	WTD	20	21	22	23	24
25	26	27	28	29	30	31

### September

S	M	T	W	Th	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	PD	28
29	30					

### October

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	GP	19
20	21	22	23	24	WD	26
27	28	29	RC	31		

### November

S	M	T	W	Th	F	S
					1	2
3	PT	PD	6	7	ED	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	H	30

### December

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	GP/ED	21
22	23	H	H	26	27	28
29	30	31				

# Warren Local Schools



July 4	Independence Day
Aug. 14	New Teacher Orientation
Aug. 15	Teacher Work Day
Aug. 16	Teacher PD Day
Aug. 19	Teacher Work/PD Day
Aug. 20	First Day Students
Sept. 2	Labor Day
Sept. 27	Teacher PD Day
Oct. 18	Grade Period Ends
Oct. 25	Teacher Work Day
Nov. 4	P/T Conferences (No School)
Nov. 5	OVESC Teacher PD Day (No School)
Nov. 7 & 8	P/T Conferences (After School)
Nov. 8	2-Hour Early Dismissal
Nov. 11	Veterans Day
Nov. 28-29	Thanksgiving Break
Dec. 20	Grade Period Ends
Dec. 20	2-Hour Early Dismissal
Dec. 23	Christmas Break Begins
Jan. 1	New Years Day
Jan. 6	Teacher Work Day
Jan. 7	Classes Resume
Jan. 20	Martin Luther King Day
Feb. 17	Presidents Day
Mar. 14	Grade Period Ends
Mar. 19 & 20	P/T Conferences (After School)
Mar. 20	2-Hour Early Dismissal
Mar. 21	Teacher Work Day
Mar. 24	Teacher PD Day
Apr. 14	Spring Break Begins
Apr. 17	P/T Conferences (No School)
Apr. 18	Good Friday
Apr. 21	Classes Resume
May __	Graduation (TBD)
May 29	Last Day for Students
May 29	2-Hour Early Dismissal
May 26	Memorial Day
May 30	Teacher Work Day
June 19	Juneteenth

Possible Make-Up Days: 4/14, 4/15, 4/16, 5/30.  
 Parent/Teacher Conferences: All grades will be held after school: 11/7, 11/8, 3/19, 3/20.  
 Grades due on workday.  
 Report cards will be sent out on Wednesday.

Student Days = 175	Teacher Days = 184
GP	Grade Period Ends
RC	Report Cards Home
ED	Early Dismissal
PT	Parent/Teacher Conferences (No School)
H	WLSL Holidays Observed (No School)
PD	Teacher PD Day (No School)
PD	OVESC Teacher PD Day (No School)
WD	Teacher Work Day (No School)
NT	New Teacher Orientation (No School)

## 2025

### January

S	M	T	W	Th	F	S
			H	2	3	4
5	WD	7	8	9	10	11
12	13	14	RC	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

### February

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	

### March

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	GP	15
16	17	18	19	ED	WD	22
23	PD	25	RC	27	28	29
30	31					

### April

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	PT	H	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	GP/ED	WD	31

### June

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30					

Board approved: 2/22/2024

I AM A WARRIOR 

# Wolf Creek Local Schools 2024-2025

July '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Aug-19 Opening Day for Teachers
- Aug-20 PD 8-11 WD 12-3
- Aug-21 1st Day of School for Students
- Sep-02 Labor Day- No School
- Sep-04 2 hr Early Dismissal Teacher PD
- Sep-20 Progress reports Due
- Sep-26 No School for Students  
Teacher PD 8-10 Work Day 10-2  
PT Conferences 2-8
- Sep-27 No School
- Oct-18 End of 1st Nine Weeks  
**40 Days**
- Nov-05 Countywide PD No School for Student
- Nov-11 Veteran's Day observed- No School
- Nov-22 Progress Reports
- Nov-27 2 hr Early Dismissal
- Nov 28-Dec 2 Thanksgiving Break - No School
- Dec-04 2 hr Early Dismissal Teacher PD
- Dec-20 End of 2nd Nine Weeks  
**40 Days**
- Dec 21- Jan 5 Christmas Break - No School
- Jan-08 2 hr Early Dismissal Teacher PD
- Jan-13 Martin Luther King Day - No School
- Feb-11 Progress Reports
- Feb-13 No School for Students  
Teacher PD 8-10 Work Day 10-2  
PT Conferences 2-8
- Feb-14 No School
- Feb-17 President's Day - No School
- Mar-05 2 hr Early Dismissal Teacher PD
- Mar-14 End of 3rd Nine Weeks  
**46 Days**
- Apr-02 2 hr Early Dismissal Teacher PD
- Apr-17 2 hr Early Dismissal
- Apr-17 Progress Reports
- April 18-20 No School - Easter Break
- May-07 2 hr Early Dismissal Teacher PD
- May-23 End of 4th Nine Weeks
- May-25 Graduation 2:00pm
- May-27 Professional Development Day  
**49 Days**
- Total Days **175 Days for Students**  
2 P/T Conferences  
6 Professional Development  
Teacher Work Days  
**183 Days for Teachers**
- Make Up Dates**  
Feb-14  
Feb-17  
27-May  
28-May  
29-May

- Parent/Teacher Conference
- 2 hr Early Dismissal - Professional Development
- Teacher Work Day (WD)
- Professional Development Day (PD)
- No school
- End of Nine Weeks

Board Approved 4/8/24

# WCCC

## BOARD OF EDUCATION

Belpre City School – Steve Lyons  
Fort Frye Local Schools – Lloyd Booth  
Frontier Local Schools – Jeff Lauer, Vice President  
Marietta City Schools – Eric Reed  
Ohio Valley Educational Service Center – Pat Lang  
Warren Local Schools – Jesse Roush  
Wolf Creek Local Schools – Hugh Arnold, President  
Anthony Huffman – Superintendent  
Joseph Crone – Treasurer

## FACULTY/STAFF

Chad Barth – Auto Collision Repair & Refinishing  
Jerry Bradford – Chief Information Officer  
Stacy Bradford – Assistant to School Counselors  
Byron Butts – Maintenance Supervisor  
Mike Canfield – Custodian  
Jeff Canterbury – Electricity  
William Cieslewski – Intervention Specialist  
Lauren Copen – Sports Medicine & Exercise Science  
Daniel Dailey – Heavy Equipment  
Deputy Hannah Derkin – School Resource Officer  
Tina Duff – Assistant to Director  
Shari Elflin – Graduation Pathway  
Anastasia Elliott – Guidance Counselor  
Michael Elliott – Secondary Director  
Shayne Garner – Diesel Truck Mechanics  
Kenneth Gebhart – Building Technology/Carpentry  
Michele Grosklos – Assistant to the Superintendent  
Maria Huffman – Placement & Student Success Coordinator  
Kirsti Hukill – English  
Amy Jarrell – Pre-Nursing  
Penny Jenkins – Marketing & Events Coordinator  
Tim Kilpatrick – Assistant Director  
Charles “Brian” Kittle – Intervention Specialist  
Heather Klintworth – Patient Health Care  
Carter Lang – Mathematics  
Jason Lipot – Landscape Construction & Turf Management  
Angie McAfee – Assistant to the Treasurer  
Alicia Miller – Assistant to the Treasurer  
Danielle Moore – Mathematics  
Melissa Morris – Intervention Specialist  
Daelon O’Connor – Information Technology Specialist  
Tamara O’Connor – Science  
Becky Oliver – Custodian  
Chris Palmer – Graphic Design & Video Production  
Chris Porter – Alternative to Graduation Pathways  
Darcie Porter – English  
Elizabeth Reynolds – School-Based Therapist  
Jeff Ritzman – Social Studies  
Joseph Rogers – Custodian  
Eric Sauls – Custodial  
Sara Sauls – Health & Wellness Specialist  
Amanda Scharff – Attendance Secretary  
Benjamin Schenkel – Guidance Counselor  
Betsy Schramm – Mathematics  
Kristin Sigman – Science  
Lynette Snyder – Digital Marketing  
Tyler Stacy – Welding  
Casey Strahler – Masonry  
Chris Swarr – English  
Quinton Toncray – Auto Mechanics  
Rebecca Wears – Alternative Learning Lab Monitor  
Bobbi Webb – Social Studies  
Ann Winstanley – EMIS Coordinator  
Deana Wolfe – Intervention Specialist  
Robin Wright – Medical College Prep







**Washington County Career Center  
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Marietta, OH 45750  
740-373-2766**

[www.thecareercenter.net](http://www.thecareercenter.net)