

## **WELCOME to the 2011-12 Springfield-Clark CTC Student/Parent Handbook!**

As administrators and Board of Education members at your Springfield-Clark Career Technology Center, we welcome you to your career opportunity! The staff and faculty of the SCCTC believe that the educational process in schools, with parental support, is a vehicle by which the meaningful principles of democracy are taught and practiced. The school will provide advice, counsel, and supervision to students as they progress to a state of mature and responsible decision-making and involvement.

The rights assumed by students must be accompanied by corresponding responsibilities. Students must accept the consequences of their actions, recognize the limits of their freedoms, and have concern and consideration for the rights of others. We believe that the student, with parental direction and guidance, bears the following responsibilities to obtain the highest quality education:

1. To accept every person as an individual human being and to promote intercultural and group relations and understanding.
2. To apply his/her abilities and interests to the improvement of knowledge and to the development and application of learning skills.
3. To recognize and function within the policies established by the school board and school officials.
4. To attend school for the purpose of obtaining a quality and meaningful education.
5. To abide by the rules and regulations necessary for the orderly conduct of school activities by the administration and faculty.
6. To maintain respect for school officials and students and to exhibit conduct reflecting self-control, self-regulation, and self-discipline.
7. To contribute to the overall improvement of the school's curriculum through active involvement in both classroom activities and student organizations.

We hope your experience with us is a rewarding one and hope you will leave as employable, positive and productive citizens.

Sincerely,

Mr. Rick Smith, Director  
Mr. Josh Jennings, Assistant Director  
Mrs. Amy Schakat, Assistant Director

Mr. Brad Moffitt, Superintendent  
Ms. Pam Mustovich, Treasurer and CFO

Board of Education: Ms. Donna Myers, President (Northwestern)  
Mr. Jeffrey Klarer, Vice President (Greenon)  
Mr. Ed Leventhal, Springfield City Schools  
Mr. Jamie Callan, Springfield City Schools  
Mr. Neil Weber, Shawnee  
Mr. John Kitchen, Southeastern  
Mr. Gary Cochran, Tecumseh  
Dr. John Agle, Clark County ESC  
Mr. Edward Steiner, Northeastern

### **OUR MISSION**

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

### **OUR VISION IS SUCCESS**

Students  
Understanding  
Critical thinking  
Community involvement  
Education for life  
Skills in technology  
Strategies to succeed

### **OUR GOAL IS TO ACT**

Achieve academic success  
Collaborate with community  
Teach technical skills

## **BELIEFS, GOALS, GUIDING PRINCIPLES OF YOUR SCCTC ADMINISTRATIVE TEAM**

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

- Family is the primary influence in the development of the individual.
- Success depends upon working as a team to build a strong foundation for optimal learning.
- Continued partnerships among SCCTC, businesses and colleges are important.
- Every student has the right to an education, but not the right to interfere with others.
- SCCTC must be a leader in Career and Technical Education for the Career-Technical Education Planning District, the state, and the nation.
- The learning environment must be safe and secure.
- The curriculum must be relevant and applied.
- All individuals can learn, are unique, and have worth.
- Quality requires consistent review and improvement.
- Decisions should be made in the best interest of the students, the school and community.
- Learning is a lifelong process.
- High expectations are the foundation of high achievement.

### **Your SCCTC Administrative Team Goals:**

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

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

### **Our Guiding Principles:**

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

<b>Respect</b>	<b>Responsibility</b>	<b>Contemplation</b>	<b>Compassion</b>	<b>Initiative</b>	<b>Adaptability</b>
<b>Optimism</b>	<b>Trustworthiness</b>	<b>Courage</b>	<b>Loyalty</b>	<b>Perseverance</b>	<b>Honesty</b>

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## USEFUL CONTACTS

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

### Central Office Extension 159

Superintendent	Brad Moffitt
Treasurer/CFO	Pam Mustovich
Assistant Treasurer	Jenna Whitton
Payroll	Teresa Conn
Accounts Receivable	Jill Blair
Board Office Secretary	Libbee Hasting

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**Director and Dean of The School of Health and Human Services**  
**(HHS)**  
***Mr. Rick Smith***

### Office Extension: 119

*Academic Advisor/Guidance Counselor:* Ms. Stephanie Schalk  
*Secretary:* Mrs. Kimberly Crump (Main Office Secretary)  
*EMIS Coordinator:* Ms. Alisha Sells  
*Associate Schools Coordinator:* Mr. Michael Rice

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**Assistant Director and Dean of The School of Manufacturing, Transportation, Engineering, and Construction (M-TEC)**  
***Mr. Josh Jennings***

### Office Extension: 136

*Academic Advisor/Guidance Counselor:* Ms. Kay Schofield  
*Secretary:* Mrs. Kelly Crain

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**Assistant Director and Dean of The School of Information, Business, Technology, Tourism, Education, Careers, Communications, Culinary, and Hospitality**  
**(I-TECH)**  
***Mrs. Amy Schakat***

### Office Extension: 127

*Academic Advisor/Guidance Counselor:* Ms. Susan Kreiner  
*Secretary:* Shawn Congleton

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**President of Board of Education: Ms. Donna Myers**  
Board Member Information: [www.springfieldclarkctc.org](http://www.springfieldclarkctc.org)

## PART I: INTRODUCTION

### Your 3 Deans

**Mr. Smith**  
Director  
(HHS)

**Mr. Jennings**  
Assistant Director  
(M-TEC)

**Mrs. Schakat**  
Assistant Director  
(I-TECH)



### MISSION STATEMENT

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

### THE PLEDGE OF ALLEGIANCE

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

### MOMENT OF SILENCE

The Board of Education of each school district may provide for a moment of silence each day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. No pupil shall be required to participate in a moment of silence provided for pursuant to this section.

### GRADUATE COMPETENCY GUARANTEE

Springfield-Clark Career Technology Center Board of Education guarantees that all SCCTC completers receiving a career passport shall be able to perform the competencies indicated in such passport. Individuals who are deemed by their employer incapable of performing the competencies indicated in the passport may, within two years of program completion, return to the SCCTC without charge to receive additional education/training in an available program until such specific competency levels are met.

### SCCTC CURRICULAR ORGANIZATION

The Springfield-Clark Career Technology Center is organized into the following **Schools**, also known as **Learning Communities**:

- Manufacturing, Transportation, Engineering, and Construction (**M-TEC**)
- Information, Business, Technology, Tourism, Education, Careers, Communications, Culinary, and Hospitality (**I-TECH**)
- Health and Human Services (includes Cosmetology) (**HHS**)

In these Schools (or Learning Communities) students will study with students in similar programs to meet the educational objectives of SCCTC. In addition, academic courses may be organized in a way that makes the most sense to students as they work through their individual programs of study.

## PART II: GENERAL INFORMATION

### ANNOUNCEMENTS

Announcements may be distributed to students and staff via email and scrolled across video screens in the cafetorium during lunch periods. The SCCTC public address system will be used to announce time sensitive information as it arises.

### CAFETERIA

Food service will be available before school and during lunch periods. Students are not permitted to leave school grounds during the one-half hour lunch period. No food or drink will be allowed in any area outside of the cafeteria unless it is an approved activity. Lunches at SCCTC are prepared onsite, and students will also be allowed to pack their lunch and take advantage of vending machines located near the dining room during food service hours. Students are encouraged to pre-pay for lunches by putting money on their lunch account.

### CHILD ABUSE

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

### CLOSINGS AT SCCTC FOR BAD WEATHER

When SCCTC is closed on authority of the administration and/or the Board of Education due to weather conditions or other calamities, no student is required to report to school. When such a decision is made, the media and TV newsrooms are immediately notified. Please do not call personnel, the school offices, or the media. Listen to the radio or TV for announcements. SCCTC also uses the "One-Call" system which notifies families at their homes. When the CTC is closed, students should check for At Home Study assignments to complete before returning to school.

### COMMUNICATION WITH THE HOME SCHOOL

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

### EIGHTEEN YEAR OLD STUDENTS

Any 18 year old who is enrolled at SCCTC and is living in the home of their parents or guardians, and who is dependent on parents or guardians for support, is subject to the same rules and policies as all students at SCCTC. This includes but is not limited to rules for absences, attendance issues, and school rules and policies. Students who feel they qualify as "independent" need to meet with the Director and their respective Dean to determine their individual course of action to comply with school policies.

*Note from your Director Mr. Smith:*

*Congratulations! Turning 18 is a milestone in the life of any teen. We comment on that scenario here because we want our students to realize that their responsibilities for academics, attendance, and behavior does not change when the age of 18 is reached.*



### EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file in the School Office in order for a student to participate in any activity off school grounds, including field trips, spectator trips, and extra- and co-curricular activities. The Emergency Medical Authorization form is provided at the beginning of each school year.

### EXTRA-CURRICULAR PARTICIPATION AT HOME SCHOOL

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

## FEES

There are fees associated with all programs at SCCTC and there is a general school fee each student is responsible for access to technology services. Fees are primarily for consumable supplies, resource books, uniforms, and required tools. Grades and credits will be withheld until all student fees are paid in full.

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

SCCTC tool kits are the property of the school until paid for in full. Only tool kits that are paid for in full may be removed from school grounds with the permission of the instructor.

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

- (1) Payment of junior fees should be made in full before the first week of school.
- (2) Senior fees should be paid in full by the end of the first semester.

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

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

## FIELD TRIPS

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

## FIRE, TORNADO AND OTHER SAFETY DRILLS

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

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

Procedures:

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

## HOME SCHOOL NOT IN SESSION - SCCTC IN SESSION

SCCTC students should consult their home school in such cases. Transportation arrangements vary with each home school; **however, students are expected to attend the SCCTC even though their home school is not in session.** Students not in attendance at the SCCTC under these situations will be given unexcused absence(s). If the SCCTC is open and home school is closed, and the home school does not provide transportation to the SCCTC from the home school district a student is not required to attend SCCTC. If the home school does provide transportation to the SCCTC from its district, attendance is required. The latter is often the case during holidays and teacher conference days, which times are observed differently at member schools. Seniors are to maintain daily attendance at the SCCTC until they graduate or the SCCTC's Senior Convocation (whichever comes first). **THIS SECTION DOES NOT APPLY TO WEATHER EMERGENCIES. CLOSINGS DUE TO WEATHER ARE COVERED IN ANOTHER SECTION OF THIS HANDBOOK.**

**I. D. CARD**

For safety and identification purposes, students will be issued an official SCCTC ID card. Wearing these ID cards is required each day. These cards are to be visible and appropriately worn above the waist on the student's clothing as directed by staff. Students will be charged a \$2.00 replacement fee for lost cards. ID cards are the property of the school.

*Note from your Assistant Director Mr. Jennings: Even though emphasis on ID Cards may have been unclear in the past, it is essential that all students understand that they must display ID Cards appropriately this year. Thank you for your cooperation.*

**ILLNESS AT SCHOOL-STUDENT DIRECTIVES**

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

- In the case of students who become ill at school: students should get a pass from their instructor before reporting to the Building A Clinic.
- Students who are ill may not call parents before going to the clinic for dismissal.
- If a student is too ill to remain in school, the school nurse will notify the parent or guardian about the illness and arrange for the student to be picked up or drive home as the case may be. Students will be released from the clinic to home.
- The student must check out with the instructor and attendance office (when possible) before leaving school.
- The dismissal time for attendance purposes is counted from the time the student leaves the classroom.

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

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

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

**LOCK DOWN OR LOCK DOWN DRILL**

- A PA announcement will be read indicating that SCCTC is in a Lock Down.
- There will be no regular changing of classes. All students will be told to remain in their designated room.
- Students are to remain in the designated room until a PA announces that the Lock Down has concluded.
- Should rescue procedures be needed, they will be organized by the 3 Deans and the Safety Committee.

**LOST AND FOUND**

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

**LUNCH/FOOD SERVICES**

The school participates in the National School Lunch Program and makes lunches available to students each day. Ala carte items are available. Applications for the School's Free and Reduced-Price meal plan are distributed to all students. If a student does not receive an application form and the family believes s/he is eligible, contact the Director's office.

- Students may bring their lunch to school to be eaten in the school cafeteria at the time indicated on their schedule.
- Students may NOT leave the school for lunch or have any food from outside restaurants delivered.
- Students are expected to display appropriate table manners at all times in the cafeteria.
- Students are expected to clean their area and discard all trash into proper receptacles before leaving the cafeteria.
- Food and beverages are to be kept and consumed in the cafeteria. Exceptions may be made for class activities/meetings and need approval of by the program administrator/Dean prior to the event.
- Students taking food and/or beverages outside the cafeteria will be asked to return to the cafeteria, dispose of the food/beverage or it may be confiscated to be picked up at the end of the school day.
- Students may not leave the lunchroom without permission other than to use the restroom.
- Students are not permitted to use the vending machines during the school day except during lunch.

### **MEDIA CENTER / LEARNING RESOURCE CENTER**

The SCCTC has a Learning Resource Center (LRC) that students will find operates differently than typical school libraries. Information will be provided to students and staff on procedures for our LRC.

### **HEALTH SERVICES**

According to the Center for Disease Control (CDC), parents are advised to keep children at home when they are ill. A student who becomes ill during the school day should request permission from their teacher to see the school nurse. If the student has a fever of 100 degrees Fahrenheit or higher, they will be required to leave school. Keep students at home for at least 24 hours after they no longer have a fever or do not have signs of a fever, without using fever-reducing drugs.

No student will be released from school due to illness without going through the nurse or designee. The nurse will obtain parent/guardian/emergency contact permission if it is determined that the student needs to leave school.

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

### **EMERGENCY MEDICAL AUTHORIZATION**

In accordance with Section 3313.712 of the Ohio Revised Code, an emergency medical form is provided to the parent or guardian for every pupil enrolled in the school. This form must be provided to the parent or guardian within 30 days of the student's enrollment in the school system. It is to be completed by the parent or guardian and returned to the school for filing no later than the second week of school operation. Any student not fulfilling this responsibility shall not be permitted to participate in the program activities and may face academic and/or disciplinary action.

### **MEDICATION AT SCHOOL--STUDENT DIRECTIVES**

Ideally, all medications should be taken at home so that the healing process can progress most efficiently and the spread of infection can be limited. Any student who is required to take prescribed medication during regular school hours is to comply with the following school regulations:

- (1) The SCCTC nurse will supervise the secure and proper storage and dispensing of medication for students. Students are not permitted to keep or store any medication.
- (2) Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported, and signature of physician. A written permission form is to be provided by the parent or guardian requesting that the school comply with the physician's orders. (The "Prescription Medication Form" and/or the "Over the Counter Medication Form" are available from the nurse or the Main Office).
- (3) Medications are to be brought to school in a container appropriately labeled by the pharmacy or physician.
- (4) Students are discouraged from attending school if they require medication containing narcotics or any substance that could cause drowsiness. Parents should notify the school if students will be taking such medications.
- (5) Students will log in time, date and medication for each dosage.
- (6) After one week, unused medication will be destroyed.
- (7) Non-prescription medication (example: aspirin, ointments, and cold tablets) require written permission from the parent or guardian indicating times to be taken and reason for taking the medication.
- (8) Non-prescription medication must be brought to the nurse in the original container when the student arrives at school.
- (9) A student may possess and use a metered dosage inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. This may occur at school or any school activity, events, or programs sponsored by the school and where the student may participate. Written permission from the parent or guardian must be provided with the physician's orders.
- (10) No student may bring to school, possess or distribute any type of prescription or over-the-counter medication.

### **PUBLIC INFORMATION**

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

### **SCHOOL DAY SCHEDULE**

Classes at SCCTC begin promptly at 8:00am and dismissal is at 2:15 pm.

### **SAFETY AND BUSINESS MANAGEMENT**

Safety and business management are coordinated out of the Business Manager's Office in Building A.

**SIGNS & POSTERS**

Students may not hang/display any sign or poster without approval from the respective Dean, who will follow guidelines of the Business Manager.

**STUDENT RECORDS**

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

**SUBSTANCE ABUSE AND VOLUNTARY REFERRALS**

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

**TEXTBOOKS AND NOTEBOOK COMPUTERS**

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

**VALUABLES**

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

**VISITORS**

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

**WEATHER: HOME SCHOOL CLOSED DUE TO BAD WEATHER**

When a home school is closed due to weather conditions or other calamities, students from the closed school are not required to report to SCCTC. Students from other schools that are not closed are required to report as usual to SCCTC. If the home school is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the home school delay. If the student reports to the SCCTC at the regular time (and discovers that their home school is on a delay), they are to follow the SCCTC schedule.

**WITHDRAWING FROM SCHOOL**

Student withdraw from school is covered in detail under the Attendance section.

**WITHDRAWING FROM SCHOOL: TOOLKITS AND UNIFORMS**

If the total fee is paid before withdrawing, the tool kit is considered to be purchased. **THERE WILL BE NO REFUND ON TOOL KITS AFTER FIRST SEMESTER.** Students are to assume the responsibility for paying fees promptly. Students who withdraw from school may also be asked to turn-in uniforms depending on the nature of payment at the time uniforms were procured.

**NOTES:**

*The next page outlines this year's schedules.*



**PART III: BELL SCHEDULES**

<b>Regular Schedule</b>			
Teachers to Work Areas by 7:45am			
Period 1	8:00 am	to	8:40 am
Period 2	8:45 am	to	9:25 am
Period 3	9:30 am	to	10:10 am
Period 4 Lab or Intervention	10:15 am	to	10:50 am
Period 5 Lunch or Intervention	10:55 am	to	11:25 am
Period 6 Lunch or Lab	11:30 am	to	12:00 noon
Period 7	12:05 pm	to	12:45 pm
Period 8	12:50 pm	to	1:30 pm
Period 9	1:35 pm	to	2:15 pm- Student Dismissal
Period 10 Teacher Prep	2:20 pm	to	3:00 pm- End of Day for Teachers
<b>1 Hour Delay, Shortened Periods</b>			
Teachers to Work Areas by 8:45 am			
Period 1	9:00 am	to	9:35 am
Period 2	9:40 am	to	10:10 am
Period 3	10:15 am	to	10:45 am
Period 4 Lab or Intervention	10:50 am	to	11:20 am
Period 5 Lunch or Intervention	11:25 am	to	11:55am
Period 6 Lunch or Lab	12:00 noon	to	12:30 pm
Period 7	12:35 pm	to	1:05 pm
Period 8	1:10 pm	to	1:40 pm
Period 9	1:45 pm	to	2:15 pm- Student Dismissal
Period 10 Teacher Prep	2:20 pm	to	3:00 pm- End of Day for Teachers
<b>2 Hour Delay, Shortened Periods</b>			
Teachers to Work Areas by 9:45 am			
Period 1	10:00 am	to	10:25 am
Period 2	10:30 am	to	10:50 am
Period 3	10:55 am	to	11:15 am
Period 4 Lab or Intervention	11:20 am	to	11:40 am
Period 5 Lunch or Intervention	11:45 am	to	12:15 pm
Period 6 Lunch or Lab	12:20 pm	to	12:50 pm
Period 7	12:55 pm	to	1:15 pm
Period 8	1:20 pm	to	1:45 pm
Period 9	1:50 pm	to	2:15 pm- Student Dismissal
Period 10 Teacher Prep	2:20 pm	to	3:00 pm- End of Day for Teachers
<b>Early Release Schedule, Shortened Periods</b>			
Teachers to Work Areas by 7:45 am			
Period 1	8:00 am	to	8:30 am
Period 2	8:35 am	to	9:05 am
Period 3	9:10 am	to	9:40 am
Period 4, 5, 6- Lab, Intervention, Lunch	Periods Eliminated	to	-----
Period 7	9:45am	to	10:15am
Period 8	10:20am	to	10:50am
Period 9	10:55am	to	11:25am- Student Dismissal
Period 10 Teacher Prep, Served Staff Lunch, In-Service Meetings	11:30pm	to	12:10pm: Prep 12:10-12:40pm: Staff Lunch

## PART IV: ADMISSIONS, ACADEMICS, GRADING

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

### GUIDANCE AND ATTENDANCE

The counselors are the contact between the students and the home school. Counselors are located in each of the three Schools/Learning Communities and are available to students and parents for discussion of educational, personal and social issues. If students desire to meet with a counselor, they should first obtain permission from their instructor or fill out an "I Want to See a Counselor" form. Completing the form and giving it to the nearest school secretary, counselor, or teacher will result in an appointment for that student to meet the counselor responsible for his/her particular program.

The attendance desk is available for students, parents, and staff. Details on how to use attendance services are defined under "Attendance."

### CHANGE OF SCHEDULE AND/OR TRANSFER PROCEDURE BACK TO HOME SCHOOL

After a student registers and is accepted to SCCTC, the student is considered a student at the Career Center on August 1 preceding the new school year. This means that any student who changes their mind needs to do so before August 1. If the withdrawal occurs after August 1, the student needs to officially withdraw from SCCTC BEFORE THE FIRST DAY OF SCHOOL.

Students who begin the year at SCCTC who consider returning to their home school must attend SCCTC for the first 5 days of school before having the option to return to their home school. A return to the home school may be initiated in either of two (2) ways:

- (a) the designated date in the second week of school;
- (b) the end of the SCCTC 1st semester.

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

*If a student still desires to return to his/her home school after the 5-day requirement, the first step is to contact one of the SCCTC counselors, who will initiate the procedure. It is suggested that students exercise a great deal of thought prior to initiating such a change, and have honestly given SCCTC and their program a good try before withdrawing. A DECISION TO RETURN TO THE HOME SCHOOL MUST BE DONE BEFORE THE 10<sup>TH</sup> DAY OF SCHOOL. As a rule, students are not permitted to withdraw from SCCTC after that 10<sup>th</sup> day until after the semester. Requests of this nature will be handled through the Director. When the SCCTC and a member school are not in agreement regarding the return of a pupil, the SCCTC will initiate a meeting among (a) a representative of Student Services Office of the SCCTC, (b) a representative from the home school, (c) the parents or legal guardian of the student and (d) the pupil. The respective Dean will be responsible for submitting the group's recommendation to the home school.*

### CHANGE OF PROGRAMS/SCHEDULES

*This school year, many of you have elected to take more academic courses, especially in math. Great attitude! Just remember... we spend months making your schedules and your teacher's schedules AND we are conducting a gradual phase out of study halls. We are not going to agree to drop scheduled classes except in situations that better student schedules. Stick with your selections from last spring and work hard!*



A student's request to change career technical programs will only be considered during the first two weeks of school. If a student wants to change a career technical program, **he/she must first arrange contact with the Dean of his/her school.** Changes are not always possible; if it is in the best interest of the student and space is available in the preferred program, every effort will be made to facilitate the change.

Changes in a student's schedule will be made only during the first two weeks of school. Any change to a student's schedule will require parental permission and must be for the following reasons: Schedule conflicts/CTC error, prerequisite and credit deficiencies, completion of pre-approved summer coursework, and availability of a previously closed course.

**COLLEGE ENROLLMENT**

Upon graduation, students will be eligible to enter many colleges and universities. Recent changes in college admission practices may require careful planning during high school to be properly prepared for admission to college. If additional courses are needed, this limitation should be considered when choosing an institution of higher learning.

**OHIO GRADUATION TEST (OGT) PREPARATION**

Students who enter SCCTC still owing one or more sections of the OGT will be required to take part in preparation designed to assist students succeed. These activities will include but not be limited to digital learning, preparation interventions, and workshops. Students taking digital courses and/or intervention classes may have the opportunity to receive transcribed credit for taking those courses.

**SPECIAL EDUCATION SERVICES**

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

**WORK PERMITS AND LABOR LAWS**

Students can secure information about work permits and labor laws from the M-TEC Office.

**GRADUATION CREDITS AND SCHOOL DISTRICT TRANSFERS**

The student and parent/guardian are responsible for reviewing credits and graduation status with the home school counselor. Likewise, students who transfer to a new home school while attending SCCTC are responsible for reviewing credits and graduation status with the new home school district counselor. Graduation credits vary by school district and SCCTC cannot guarantee that credit deficiencies can be completed through regular course offerings. It is also important to note that the home schools issue the credits and transcripts.

**ARMED SERVICES, COLLEGE, AND TECHNICAL SCHOOL REPRESENTATIVES**

Students are eligible to miss two days per year to visit a post-secondary institution or to go for armed services physical and testing. Prior appointment and prior approval by the school guidance counselor and/or Dean is needed. See “Attendance” section for details.

**GRADING POLICY**

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

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

Letter	%	Value
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.5
F	59 & lower	0.0

I = Incomplete work (work must be completed according to policy—see section on “Make-Up Work”)

P = Used only with permission of Dean.

***Note from your 3 Deans:***

*Grades matter! Your teachers will work with you in anyway possible to ensure you are successful in your academic and career tech courses. Please be responsible, please understand the grading policy and scale, and do your best at all times.*

Mr. Smith
Mr. Jennings
Mrs. Schakat



- Semester grades will be determined by averaging the quarter letter grades.
- Grades for the year will be calculated by averaging 1<sup>st</sup> and 2<sup>nd</sup> semester point values.
- If a student fails 3 of the 4 grading periods, this will result in failure for the year in that course.

- If a student fails both 3<sup>rd</sup> and 4<sup>th</sup> grading periods (second semester), the 3 Deans will meet with that student to determine reasons for this failure. The Deans will determine if the student will receive credit for the course in question. The Deans will also be able to exercise other options for credit, passage, or failure. This meeting will also determine if the student will earn a CT Certificate or a Letter of Participation (seniors) or if the student will return to SCCTC for their senior year (juniors).

### INCOMPLETES

SCCTC realizes that on occasion, extenuating circumstances may occur. For this, the “I” option may be used and the student needs to follow policy in completing the missed work. Teachers who may have a need to post an “I” will secure permission to do so from the respective Dean. The staff member charged with submission of grades will provide an “I” list for the Director and respective Deans each quarter, who will communicate with teaching staff, guidance, and associate schools as needed. All incompletes will be need to be changed to a regular grade by the 3<sup>rd</sup> Friday of the new/next grading (students have until the 2<sup>nd</sup> Friday of the new grading period to turn in work to satisfy the “I”). There will be no incompletes posted for 4<sup>th</sup> quarter. Special circumstances will be left to the discretion of the Director and/or respective Dean.

### CAPSTONE AND/OR SENIOR PROJECTS

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

### EXAMS

Quarterly and semester exams are given at the discretion of each teacher.

### FLEXIBLE CREDIT:

*You may have heard about “Flexible Credit.” The SCCTC Board of Education Policy will be available at our website.*



**GRADING ADDENDUMS RELATED TO WORKFORCE DEVELOPMENT:** Due to the nature of a career center and the fact that a career center is intensive training for the workforce and for post-secondary education, students are held accountable for their conduct in their chosen career technical program.

Teachers may incorporate the following into their quarter grading plan:

1. *Attendance and Participation:* Preparing for the world of work, post-secondary education, and careers is enhanced by acceptance of the fact that one has to be at school in order to be properly prepared. Daily attendance/participation may be weighted by up to 10% of the 9 weeks grade. **Refer to Attendance section (including #3 of that policy) for detail on what areas (e.g. school related field trips, excused absences, in-school suspension, other) that will not be factored into daily/quarterly grades for attendance and participation.**
2. *Compliance with Behavior Expectations and Required Manner of Dress:* Preparing for the world of work, post-secondary education, and careers requires that students be conscious of and compliant to rules for personal appearance and acceptable workplace behaviors. Career Tech teachers may factor up to 10% of a students quarterly grade for adherence to program standards for behavior and dress. All students are expected to adhere to school-wide dress code standards throughout the school day. *Standards of Dress Within Programs:* SCCTC programs have requirements of dress unique to programs. **The Director and Deans will evaluate each Career Tech program’s requirement of laboratory dress and will help provide information necessary to student understanding of program expectations.** *Standards of Behavior:* As teachers work with students to reinforce positive workplace behaviors, teachers will also determine if misbehaviors are matters that will be handled as a part of the program or if they will be referred as an administrative matter. **Teachers and support staff have a number of steps in their classroom management plans to handle minor discipline occurrences.** In a career center setting, these minor occurrences may be a factor in determining the student’s quarterly grade if warnings and/or directives are not followed. When disciplinary offenses merit administrative intervention, the steps under the code of conduct will be administered.

*Students should see these two factors (from the previous two paragraphs) of the grading policy as a way to earn up to 20% of their grade by positive attendance, following dress code, and for positive classroom and laboratory behaviors. The disciplinary referral form will serve as a guide for teachers to determine how to help factor these into the quarterly grades.*



### **REPORT CARDS/INTERIM REPORTS**

All parents/guardians and students will be advised via mail regarding student achievement and progress. This report will be prepared by the teaching staff at the end of each grading period. Mid-term progress reports will be mailed to all parents/guardians and students. When a student appears to be at risk of failure, notification will be provided to the parent(s)/guardian(s) by the program or academic instructor and/or counselor so they can talk with the teacher about what actions can be taken to improve poor grades. Parents can also check our online grade program to see up-to-date student performance at any time. SCCTC also encourages parents to contact teachers/counselors and/or arrange conferences when a student is at risk of failure to discuss actions to improve poor grades.

End of Grading Periods  
 1st Quarter – October 28  
 2nd Quarter – January 13  
 3rd Quarter – March 16  
 4th Quarter – May 31

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

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

**MAKE-UP WORK:** Students who are absent from school are required to complete work missed in each class. Due dates for make-up are specified by the teacher, but generally students will have days equal to the number of days missed to make-up work. Students who have unexcused absences or out of school suspensions do not receive credit for make-up work. Students are expected to contact the teacher at the earliest opportunity to make arrangements to make-up missed work. Lengthy absences may facilitate an IAT meeting (where work assignments and make-up requirements are determined), alternative assignments, and in some cases exemptions. All make-up work must be completed by the end of the quarter unless the Director and/or respective Dean give permission for an incomplete (I). If permission for an “I” is granted, the student has until the end of the second week of the following quarter to have all work completed and turned in. There are no “I’s” given 4<sup>th</sup> quarter. The Director and/or respective Dean may consider special circumstances.

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

**EXTRA-CURRICULAR ELIGIBILITY:** Students may participate in associate school extracurricular programs but must meet associate school eligibility requirements.

**GRADUATION/DIPLOMA REQUIREMENTS:** Students who successfully complete the graduation requirements in their associate school district and the course requirements will be eligible to receive a diploma and graduate from their associate school. It is the responsibility of the student and the associate school to make arrangements to complete credit deficiencies needed for graduation. Senior students will also be eligible to participate in the SCCTC Convocation Ceremony.

**TRANSCRIPTS:** Student transcripts should be requested from the Associate School that holds complete academic records.

*The next section is on earning your certificate. Make sure each of you understands this exciting way to earn both your Career Tech certification AND receive honors for your work.*



## PASSPORT/CAREER-TECHNICAL CERTIFICATE REQUIREMENTS

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

### 1. CT Completion Certificate with Honors

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

#### **Attendance:**

Students may not have more than 9 absences each year of program involvement (all absences are counted toward the total absences, both excused and unexcused.)\*

#### **Grade Point Average:**

Students must have a SCCTC G.P.A. of 3.0 through the 30th week of the final year of the program in both academic and career-technical classes.

### 2. CT Completion Certificate

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

#### **Attendance:**

Students may not have more than 18 absences (90% attendance) each year of program involvement (all absences are counted toward the total absences, both excused and unexcused.)\*

#### **Grades**

Students must have passed all career-technical classes.

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

### 3. Letter Confirming Participation

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

Factors: Attendance (89% or below), failure, and other factors as determined by the Director/Deans.

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

*\*The Director/Deans will make the final decision on the type of certificate awarded. The Director/Deans will also determine if students in question will be able to participate in the Convocation Ceremony.*

*-Students who fail their Career Tech program do not participate in convocation.*



*Let's make a deal: Do your best work every day in every class. By following this simple rule, you will avoid any questions on failure, completion, or not receiving your certificate or diploma. ALSO... read on to see what kind of cool awards and recognitions you may qualify for through hard work and determination!*

## RECOGNITION OF STUDENT ACHIEVEMENT AND ANNUAL AWARDS CEREMONY

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

(A) Diploma

Diplomas are granted by the home school.

(B) Honor Student Cord

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

(C) One Year Certificate of Perfect Attendance

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

(D) Two Year Certificate of Perfect Attendance

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

(E) One Year Honor Attendance Certificate

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

(F) Two Year Honor Attendance Certificate

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

(G) Honor Roll Recognition

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

(H) Program Outstanding Senior (Jaguar Award)

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

## HONOR ROLL

Juniors and Seniors who maintain a 3.0 GPA or better average in academic and career technical programs are eligible for the Honor Roll, which is updated each quarter. An "A" average (4.0) will be designated with an asterisk (\*).

## STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Unless exempted, each student will be expected to pass the OGT (upcoming years: tests set forth through the CORE transition). Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled in advance so that unnecessary absences can be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are also used to help the staff determine instructional needs. Classroom tests will be used to assess student program progress and to assign grades. These tests are selected or prepared by teachers to assess how well the students have achieved specific instructional objectives. Career-Technical and interest surveys, including ASVAB (Armed Services Vocational Aptitude Battery), may be given to identify particular areas of student interest or talent. College entrance information can be obtained from the SCCTC counselors. Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. SCCTC will not violate the rights of consent and privacy of a student participating in any form of evaluation. SCCTC students will participate in, national or state standardized and/or business/industry credential assessments before they exit their program.

**HIGH SCHOOL CREDIT POLICY:** Credit is awarded by the home school based upon each student's completion of their SCCTC Program of Study.

## PART V: ATTENDANCE

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

*An Important note to all SCCTC Students: Attendance and punctuality matter! This year, next year, on the job, and for the rest of your lives. Develop the habits now that will help you achieve success in life.*



**STUDENT ABSENCES:** Employers on the Springfield-Clark CTC Advisory Committees specify they need employees who are at work and on time every day. We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of the completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students, who attend school with a high degree of regularity, increase the likelihood of their academic success. Thus, we believe that the best attendance policy is one that places a high emphasis on students being in

school, holds students accountable for “poor” attendance, rewards students for “good attendance,” and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations. Based on these beliefs, we expect students’ attendance to be 100%. However, realizing that circumstances arise which prevent students from meeting this expectation; we will encourage attendance for all students to be an integral part of their educational goal.

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

1. Parents/guardians are responsible for reporting their son/daughter’s absence and the reason(s) for the absence. This should be done on the morning of the absence via a telephone call to the SCCTC attendance office: 937.325.7368 ext. 127. In the event that this is not possible, parents/guardians should notify the school of the absence the day following via a written note. Unless otherwise directed, this expectation is in force for students 18 and older as well.
2. School personnel are responsible for implementing a process whereby parents/guardians are contacted regarding an absence if parental notification has not occurred.
3. School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips, and/or such things as guidance appointments, administrative conferences, CTSO event participation, and other school related functions (includes approved home school activities). Students do not lose points or grades when on these types of school related assignments.
4. School personnel are responsible for recording full and one-half day student absences and, based on the reasons for the absence, will record the absences as being excused or unexcused as established by standards set forth by the State of Ohio.
5. Students are responsible for making up work due to any absence. Students will typically be given the same amount of time to make up the work as the amount of time that they were absent from class. However, for absences due to truancy, class cutting, and/or suspension, students may not be given credit for the make up work. Alternate assignments may be given in lieu of certain assignments due to the nature of laboratory activity or waived at the discretion of the teacher or Dean.
6. Teachers are responsible for creating and maintaining a daily attendance and a participation point system to be used in each class that may influence the quarterly grade. Students who are absent from class due to an approved CTC or Associate School activity do not lose points for this portion of their grade.
7. School personnel are responsible for implementing a system of accountability for student attendance related to the State of Ohio House Bill 140 as it pertains to eligibility for and maintenance of an Ohio Driver’s License.
8. When SCCTC is in session, students are expected to attend school. Weather emergencies are described in a previous section.

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

Students must comply with the following procedures:

1. Bring a note to the Attendance Office the day following the absence. This note has to be from a parent or guardian, doctor/dentist or other appropriate official explaining the nature of the absence. **A written note is required to be turned into the attendance office no later than two days after student returns to school.**
2. The Attendance Office will give the student a pass with the appropriate designation for the absence
3. Failure to appear the day following the absence will result in an unexcused absence
4. Students will return to class, and should present the pass to the teacher for admittance to class the day following an absence(s)
5. Attendance discipline is handled by the Deans after receiving information on unexcused or excessive absence from the attendance office and/or from instructors.

*Remember, bring your excuse notes to the Attendance Office the day following an absence.*



#### **EXCUSED AND UNEXCUSED ABSENCES**

State law requires that all students be in school all days and hours that school is in session. Students who must be out due to reasons of health and/or family emergency may be returned to school on a statement from a parent or guardian to the principal’s office.

Depending on the reason, a student’s absence may be classified as excused or unexcused.

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

- A. Personal illness (Dr. verification/note may be required in cases of chronic absenteeism).
- B. Illness in immediate family
- C. Death in family or close personal acquaintance
- D. Home school activities
- E. Religious holiday
- F. Doctor's/Dentist's appointment
- G. Quarantine
- H. Court appearance, if subpoenaed
- I. No bus (pick-up at home or departing from home school)
- J. Family Vacation\* (limit 5 days)
- K. College Visitation or School to Work Activity\*\* +
- L. Hospitalization
- M. Military related\*\*+

\*Must be approved in advance by the respective Dean by completing and submitting appropriate documentation.

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

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

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

**AND**

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

**An Unexcused absence is for one of the following reasons (but not limited to):**

- (1) oversleeping
- (2) an absence supported by only a parent note after being placed on "Medical Status"
- (3) transportation issues
- (4) non-medical personal appointments
- (5) non-verified medical, legal, or school appointments
- (6) out-of-school suspensions
- (7) truancy

**OR**

Is not supported by a parent note within two days of return to school

**All notes must include the dates and times for which a student is excused.** Students entering school after 2nd period (9:30 am) or leaving before 8th period (12:50 pm) will be counted absent for ½ day. Absences will be labeled "Absence" until they can be classified as Excused or Unexcused. Any appeals concerning attendance must be made to the Attendance Office.

**ADDITIONAL PROCEDURES FOR UNEXCUSED ABSENCES**

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

*The following procedures will be followed if a student accumulates excessive unexcused absences*

- 5 days - Referral to counselor for truancy awareness discussion with student and parent
- 8 days - Letter to parent and Associate School
- 12 days - Letter to juvenile court/possible charges
- 15 days - Filing of charges with court

**FAMILY TRAVEL/VACATION**

Students planning an extended absence (for three or more days) due to family travel or personal reasons should request a "leave of absence" form from the attendance office five days prior to departure. A maximum of five days may be excused. All days missed will accumulate towards the student's "Medical Status". Students already on "Medical Status" will not be granted excused absences.

**TARDY**

Any student who arrives between 8:00 and 9:30 am will be considered tardy. Three tardies equal 1/2 day absence. Any student who arrives after 9:30 am will be considered absent 1/2 day. Students who are not in their assigned room when the tardy bell rings will be considered tardy.

Tardies will be counted from the first day of school and the following disciplinary procedures may be followed:

At 3 tardies	- Lunch Detention (failure to serve will result in After School Detention)
At 6 tardies	- After School Detention (failure to serve will result in ISS)
At 9 tardies	- Assigned In-School Suspension (ISS) (failure to serve will result in assignment to bus)
At 12 tardies	- Assigned to ride Associate School bus transportation for 5 days
After 12 tardies	- Discipline at the discretion of administration

**EXCUSED TARDY**

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

**HALF-DAY STUDENTS (P.M. ONLY):** All (p.m.) half-day students are to report to the attendance office at SCCTC each day prior to going to class. They are to sign the half day (p.m.) attendance sheet on the counter of the attendance secretary.

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

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

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

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

**REVOCAION OF DRIVER'S LICENSE**

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

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

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

**PART VI: EARLY PLACEMENT, INTERNSHIP, AND APPRENTICESHIP**

Students interested in Early Placement, Internships or Apprenticeships should see their respective Dean, their guidance counselor, or the Associate Schools Coordinator.

## PART VII: CAREER TECH STUDENT ORGANIZATIONS

Get  
Involved!



### INTRODUCTION

Career Tech Student Organization activities at SCCTC are associated directly to your areas of study. Their main purposes are to develop leadership skills, foster develop an awareness and appreciation of good citizenship, and to upgrade group social activities. They are an integral part of the curriculum.

All students are encouraged to participate in their home school's extracurricular offerings as well.

### BUSINESS PROFESSIONALS OF AMERICA

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

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

### FUTURE EDUCATORS OF AMERICA

FEA is the student organization for our Pre-Professional Teacher program. The organization is dedicated to encouraging future educators to make positive decisions that influence their career choice. Students will learn the business meeting format and participate in projects, community service learning and teaching skill competitions. FEA members may participate in competitive contests at the local, state and national levels.

### SKILLS USA OHIO

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

## PART VIII: STUDENT RESPONSIBILITY AND CODE OF CONDUCT

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

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

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

### BEHAVIOR EXPECTATIONS

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

### STATEMENT OF ZERO TOLERANCE

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

### STUDENT DISCIPLINE CODE

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation. The absence of a behavior or any specific action not listed in the student discipline code does not mean that such conduct does not violate the discipline code or cannot be punished.

*Work hard and  
work smart.  
Busy students  
do not have  
time to get into  
trouble.*



### JURISDICTION

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

### DRESS CODE

Career Technical Centers are advanced career preparation institutions that ensure students are ready for the workforce and for the rigors of post-secondary education. The world of work and every career we train for at SCCTC has expectations of appearance. To that end, SCCTC has determined a reasonable dress code for students and students are expected to present themselves in this manner at all times. **Uniform Expectations:** Programs at SCCTC have uniforms or other manner of expected daily dress. Students are expected to comply with the reasonable expectations of dress for their respective program. These uniform requirements include cleanliness and proper fit. This is generally regarded as "business and industry appropriate." It is not permissible for students to change out of uniforms when not in their career tech program. Show pride throughout the day for yourself and your chosen program. It should also be noted that SCCTC offers laundry service to its students.

**School-wide Dress Code-- Students are expected to comply with the following directives:**

**Students and parent/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress or grooming. The district reserves the right to restrict any attire that disrupts the education process.**

**Lower Body Articles of Clothing:** No shorts, biker pants, athletic shorts, or mini skirts. Lower body garments are to be worn appropriately and midriff covered. Saggy pants are unacceptable. Skirts and dresses must be hemmed and will be at least  $\frac{3}{4}$  length from waist to knee. Trouser skirts are to be worn at waist level at all times.

**Upper Body Articles of Clothing:** Shall cover the body from the shoulders to the waist. Shirts exposing midriff or shoulders at any time are unacceptable. Shirts must have some type of sleeve, the armholes should contain a hem and not expose more than the underarm area.

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

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

**Piercings:** No body, facial, or tongue piercings will be permitted with the exception of ears. Extreme hairstyles/hair color and/or make up which are not conducive to learning and/or employment will not be permitted.

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

*Please make it a point to follow the dress code. Due to the nature of our Career Tech programs and the investment you, your parents, and our school have made in your uniforms, complying with the SCCTC dress code is rather easy to do. Be familiar with the basic items on this page and follow your program's uniform expectations. Also remember, the Dean of your school makes the final call on dress code. Thanks!*



*The next section of our handbook is extremely important to students and families. Please read thoroughly and follow the advice we offer. This section is important for school, for personal success, and for personal well-being.*

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

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

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

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

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

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

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

**5. National Child Safety Council Guidelines: Sexting:** SCCTC, beginning Fall 2010 will treat students as adults (on a trial basis) regarding the use of cell phones and electronic devices. Students are not allowed to use electronic devices in a class or lab and devices must be shut off during classes and labs. One problem inherent with the use of electronic devices and teens is the growing problem of "sexting." Sexting is the sending, uploading, receiving, or forwarding of explicit photos, videos, or text. Photos or videos are often taken using camera phones or Web cams and passed through cell phones or computers using the internet. Doing this in school or using school based or issued computers is explicitly forbidden by school policy. However, students also need to understand the dangers of doing this at any time. Once an item is sent or posted, it is no longer private and it can exist for indefinite periods causing future embarrassment and harassment. . It is our intent to do all within our jurisdiction to eliminate the dangers correlated to sexting with the students we serve. Issues of sexting may be punished under the "Immortality" rule of our student code of conduct. Resource guides are available in our school office for students, parents, and staff.

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

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

*We have important work to do in Career Tech programs and in your Academic Courses. Abide by the most important rule: RESPECT. Respect others, respect the property of others, and most of all... respect yourself! Thank you for cooperating! Let's have a trouble-free year and let's work hard!*



## CODE OF CONDUCT CATEGORIES

### CATEGORY: RED

Students behaving in a manner as described in Category RED will be suspended from school for ten (10) school days and will be recommended to the Superintendent for expulsion from school for up to one calendar year.

#### Weapons Defined:

It will make no difference whether or not the weapon belongs to the student or to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed the weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law requires that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any type of firearm
- B. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- C. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- D. Any similar object that is intended to invoke bodily harm or fear of bodily harm
- E. Look-alike weapons may be treated as any of the above

**1. FIREARMS:** A student shall not bring a firearm to school, to a school sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device; (See 18 U.S.C.A. Sections 921-924). "Destructive device" means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. This includes any dangerous ordinance as defined by Ohio Revised Code. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

1. The student has not had a record of reoccurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
3. The student's age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
4. A reason(s) not listed in one, two, or three but which the Superintendent, in his/her sole discretion, believes warrants a reduction of the expulsion period.

**2. KNIVES:** A student shall not bring a knife onto school property, to a school sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year. The Superintendent may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category RED: Firearms.

**3. DANGEROUS WEAPONS/OBJECT:** A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but is not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poisonous gases, poison or firearm (not within the definition in Category RED Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

**4. FIREWORKS AND EXPLOSIVES:** A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

**5. LOOK-ALIKE WEAPONS:** A student shall not possess, transmit, use, or conceal a look-alike weapon including, but not limited to, a knife, gun, or a device that could be considered a look alike weapon.

#### **CATEGORY A**

Students behaving in a manner as described in Category A will be suspended from school for ten (10) school days and a letter recommending expulsion may be sent to the Superintendent. The school may refer these cases to the proper legal authorities.

**1. ARSON:** A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

**2. ASSAULT/MENACING/BULLYING/HARASSMENT:** A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault. Menacing (the act of threatening or intimidating another person without physical contact) is treated the same as assault. Bullying and harassment fall under this rule and may be treated with the same consequences. Harassment and bullying may be defined as but not limited to: planning, encouraging in any harassment of another person. Also included in the definition are physical, mental, and/or sexual harassment/misconduct and includes retaliation, coercion, interference, and intimidation. Intervention of law enforcement, Children's Services, and contact to parents may also occur as consequences under the "assault" rule.

**3. COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS:** A student shall not possess, use, transmit, conceal and/or sell, counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

#### **4. ENDANGERMENT OF HEALTH, WELFARE & SAFETY OF SCHOOL ENVIRONMENT:**

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

**5. FALSE ALARMS:** A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

#### **6. NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING, SUBSTANCES, AND DRUG PARAPHERNALIA:**

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

**7. UNAUTHORIZED ENTRY:** A student shall not enter a school building, or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

**8. UNAUTHORIZED USE OF SCCTC TECHNOLOGY/MISUSE OF SCCTC ISSUED COMPUTERS:** A student shall not, without proper authority, use any computer or computer component to include printers, scanners and other equipment without expressed consent of an instructor or staff member. All use of the aforementioned equipment and the SCCTC issued computers will fall under the Acceptable Use Policy (AUP) signed by each student. Failure to comply with the AUP results in a category A infraction. SCCTC reserves the right to retrieve any technology property (including issued computers) and conduct searches. Issued computers are for educational purposes only as outlined by SCCTC programs of study. Using issued computers for activity outside of this statement may result in violation of the AUP. REFERENCE: Your AUP.

#### **CATEGORY B**

Students behaving in a manner as described in Category B may be suspended from school for one (1) to ten (10) school days. Serious and/or further violations may result in a letter sent to the Superintendent recommending expulsion.

**1. DANGEROUS HORSEPLAY:** Students shall not engage in activity that can or does result in injury to another student. Although this rule draws a line between fighting and engaging in roughhousing with friends or acquaintances, the penalties for horseplay that results in or can result in injury to students or school property may be punished to the same degree as fighting.

**2. DEFIANCE/INSUBORDINATION:** A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked. **This includes "failure to identify"** when asked to do so by any SCCTC staff member.

**3. DESTRUCTION/DAMAGE OF PROPERTY:** A student shall not cause or attempt to cause damage to school or private property.

**4. DISRESPECT:** A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

**5. DISRUPTION OF SCHOOL:** A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

**6. EXTORTION:** A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

**7. FAILURE TO SERVE IN-SCHOOL SUSPENSION (ISS), (Includes other alternative suspensions i.e. Friday School):** A student shall not fail to serve an ISS assigned by the respective Dean.

**8. FIGHTING:** Students will not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

**9. HARASSMENT:** A student shall not plan, encourage or engage in any harassment of another student or person. Harassment may include, but not be limited to, physical, mental, and/or sexual harassment/misconduct and may include retaliation, coercion, interference, or intimidation. Harassment also includes bullying, cyber bullying, and dating violence. SEE SPECIAL SECTION ON BULLYING AND HARASSMENT.

**10. HAZING:** A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

**11. IMMORALITY:** No student shall engage in sexual acts on school property or during school events. No student shall commit any acts of gross immorality on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events or access obscene or pornographic Internet sites in the school building or bring obscene or pornographic computer material into the school building. "Sexting" falls under the category of immorality.

**12. RECORDS:** A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

**13. SEARCH:** No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

**14. STEALING:** A student shall not take or acquire the property of others without the consent of the owner.

**15. CELL PHONES AND ELECTRONIC DEVICES:** No use during class time unless directed to do so by teacher for a directed learning activity AND students are not to use other student's electronic property without permission. This rule may be changed at any time by the Director and Deans. See Mr. Jennings' statement below:



*Listen up! Can you be responsible users of your cell phones and other electronic devices? Are you responsible enough to understand that phones and electronic devices must be shut-off during classroom time? Can you follow the "no non-school wi-fi" device rule? Your school administrators believe that you can! We will not interfere with electronic devices, including cell phones as long as you do not use them in classes and labs. This means shut them off when you enter a classroom or lab. When a teacher has an activity that allows you to use your devices, do so as the teacher directs.*

### **CATEGORY C**

Students behaving in a manner as described in Category C may be suspended from school for one (1) to ten (10) school days. Repeated violations may result in a letter sent to the Superintendent recommending expulsion.

**1. CHEATING:** A student shall not cheat on any educational assignment.

**2. CLASS CUTTING:** A student shall not cut any educational assignment (class, study hall, library, homeroom, field trip, etc.).

**3. DRESS CODE VIOLATION or INNAPPROPRIATE DRESS:** The dress code is outlined in detail in this section of the student handbook. Refer to the previous detailed explanation.

- 4. DISRUPTION OF CLASS:** A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.
- 5. FAILURE TO ATTEND SCHOOL:** A student shall comply with the compulsory attendance laws.
- 6. FAILURE TO SERVE DETENTION:** A student shall not fail to serve detention as assigned by the teacher and/or administrator.
- 7. GAMBLING:** Student shall not gamble under the jurisdiction of the school.
- 8. LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION:** Upon boarding the school bus or upon arriving onto school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.
- 9. PROFANITY/OBSCENITY:** A student shall not use profane or obscene language or gestures.
- 10. RESTRICTED AREA:** A student shall not enter a closed or restricted area without administrative or staff approval.
- 11. RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS:** A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.
- 12. STUDENT AUTOMOBILES/PARKING LOT:** Use of the parking lot is a privilege. A student shall comply with the parking lot regulations. A parking pass is required and must be purchased through the Business Manager's Office.
- 13. TARDINESS TO CLASS:** Any time a student comes to class late, the student is considered tardy unless accompanied by an excused pass.
- 14. TARDINESS TO SCHOOL:** Any student who arrives to school after the designated starting time must report to the general office to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency, provided the school receives parental/guardian verification by telephone or in writing.
- 15. TRUANCY:** A student shall not be absent from his/her assigned class or from school without the knowledge of his/her parents/guardians or school officials.

#### **CATEGORY D**

- 1. SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS:** A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.  
 First Offense: Three day suspension (Director and/or Deans may allow for a one-time secession intervention in lieu of suspension)  
 Second Offense: Five days suspension  
 Third Offense: Ten day suspension with recommendation for expulsion

#### **CATEGORY E**

- 1. AIDING/ABETTING:** A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal/Administrator. Failure to report such knowledge may be subject to the disciplinary action outlined above.
- 2. REPEATED VIOLATIONS OF SCHOOL RULES:** A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent for expulsion from school.
- 3. SCHOOL PROPERTY:** School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time. The AUP authorizes school officials the same property rights with issued computers.

#### **CATEGORY F**

- 1. TRANSPORTATION OF STUDENT:** Students violating the Student Code of Conduct for the Student Transportation policy may be suspended from the bus and/or school for three (3) to ten (10) school days. Serious and/or repeated violations may result in a letter sent to the Superintendent recommending expulsion from the bus and/or school. The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

**CATEGORY G**

**1. STUDENT ACTIVITIES:** A student shall comply with the rules and regulations of said club, organization, department and/or school.



*CTC, colleges, and careers...all have rules and all have expectations for positive behaviors. We want all students to succeed and we want all of you to have a trouble-free year.*

**ADMINISTRATION OF STUDENT DISCIPLINARY CODE:**

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

**DISCIPLINARY STEPS**

It is first determined if the offense is a classroom matter or an administrative matter. **Teachers and support staff have a number of steps in their classroom management plans to handle minor discipline occurrences.** In a career center setting, these minor occurrences may be a factor in determining the student's 9-week grade. See the section on Grading Policy to view parameters set by the student handbook. When the offense merits administrative intervention, the following steps are implemented:

- A. Administrative conference with student and/or parent
- B. One (1) day suspension, In-School Suspension (ISS) (After school detention, Friday School Detention if facilitation is available)
- C. Three (3) day suspension (out-of-school)
- D. Five (5) day suspension (out-of-school)
- E. Ten (10) day suspension (out-of-school)
- F. Recommendation for expulsion
- G. Restoration/restitution/community service
- H. Police notification and/or arrest
- I. Loss of driving privileges

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

**DISCIPLINE OPTIONS**

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

**1. Informal Discipline**

1. Detention/Wednesday School Detention (when available):

Detention will be issued by school officials as necessary.

Detentions may be given for violation of school or classroom rules.

Detentions will be served at the discretion of the respective Dean.

Students are required to arrive for their detention with written assignments or textbooks for study. Students arriving late or without work to do will not be permitted to serve detention. Students will be afforded at least 24 hours notice to make necessary arrangements to serve their detention. However, neither employment requirements nor personal commitments will constitute exemption from detention.

## **2. In-School Suspension (ISS):**

Students assigned to ISS should report to the ISS Room in Building E by 8:00 a.m. Students: 1) are to have sufficient learning activities and materials for the period of their restriction; 2) are not to communicate with each other unless given special permission to do so; 3) are to remain in their designated seats at all times unless permission is granted to do otherwise; 4) shall not be allowed to use the telephone or to go to their lockers; 5) shall not be allowed to put their heads down or sleep; 6) shall have no electronic devices, cards, magazines, or other recreational articles in the room; 7) shall consume no food or beverages while in the room. Students who fail to work on school assignments and/or fail to cooperate with ISS school personnel will be dismissed from ISS and appropriate discipline will be enacted. Students will not be permitted to sleep and/or just sit, etc. NOTE: Each ISS assignment that a student fails to serve/complete satisfactorily will result in the student being suspended out of school. Students in ISS are considered IN SCHOOL. This means that no unexcused absences will be issued and no grades effected.

Generally, ISS assignment will provide time for the student to secure work to take to ISS. It is the student's responsibility, not the teacher's, to secure needed work to stay current in classes. ISS can only be assigned by the Deans.

At the respective Dean's discretion, students may be assigned to ISS for the career tech portion of their day and required to attend academic classes.

## **3. Formal Discipline**

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

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

## **DUE PROCESS RIGHTS**

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

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

When a student is considered for a suspension, the respective Dean will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Dean will make a decision whether or not to recommend suspension. If a student is suspended his/her parent(s)/guardian(s) will be notified, in writing within one day of the reason for and length of suspension. The suspension may be appealed by scheduling an appointment with the Director. If the Director upholds the suspension decision, further appeal would be initiated by requesting an appeal to the Superintendent. A written appeal request must be received by the Superintendent within ten (10) days after the receipt of the suspension notice. During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas. When a student is suspended, s/he may make up work missed while on suspension without credit. Any learning that cannot be made up such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

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

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent, during which the student may be represented by his/her parent(s)/guardian(s), legal counsel and/or by a person of his/her choice. Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. Expulsion for certain violations may result in revocation of a student's driver's license or permanent exclusion from school. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

### **3. Permanent Exclusion**

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

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes.

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

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

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

#### **SEARCH AND SEIZURE**

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

#### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Director 24 hours prior to display.

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

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

#### **EMERGENCY REMOVAL**

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

#### **PARKING RULES**

Driving to school is a privilege. Many other students would also like to drive to school daily; however, we may limit the number of drivers due to the large number of students that attend SCCTC, our limited parking facilities, and traffic congestion on nearby roads. We do permit some students to drive if they meet the guidelines noted under "Eligibility requirements for permanent and temporary permits." For safety reasons, following dismissal at the end of the school day, we cannot guarantee students a timely arrival at work or for appointments prior to 3:30 PM.

Student drop off and pickup will be on the west side of the campus only. For safety reasons, students may not walk off campus.

**(A) Parking Permits:** Students shall have parking permit on his/her vehicle. The permit is good only for the current school year. Permits and their replacements are school property. Information concerning how to apply for either of these permits may be obtained in the Director's office.

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

**(B) Eligibility Requirements for Temporary or Permanent Parking Permits:**

(1) Possession of a current driver's license.

(2) Possession of a vehicle meeting or exceeding the requirements of a safety check by the Highway Patrol. SCCTC reserves the right to conduct a safety inspection on a vehicle.

(3) Satisfactory completion of an SCCTC vehicle registration card.

(4) Acknowledgment, in writing, of having read and understood the school driving rules.

**(C) Cost of Permits:**

(1) SCCTC students will be required to pay permit fee

(2) There will be a charge of \$5 for each replacement pass. (due to theft, loss, etc.).

(3) Student I.D. Card must be displayed to purchase parking passes.

**(E) Other Parking Regulations:**

(1) When a permit is no longer needed for the reason it was issued, the permit will be returned to the Director's office.

(2) Speed limit on SCCTC property is 15 miles per hour AT ALL TIMES.

(3) No student is permitted to obtain a permit for a vehicle other than his/her own vehicle.

(4) The vehicle must be parked appropriately.

(5) Students must not loiter in their vehicles. Students are expected to lock their vehicles and enter the school building.

(6) Students must not visit the parking lot during the day without permission of the respective Dean.

(7) Passengers are to be picked up only in a vehicle parking space. Passengers may not be picked up on the driveway, beltway, or beside buildings.

(8) Passengers are not permitted to ride in beds of pick-up trucks.

(9) Staff will be assigned to assist traffic flow at the end of the school day. Students are directed to follow the flow of traffic leaving campus and are not permitted to go the opposite direction in an attempt to exit campus more quickly.

(10) Any students having a traffic violation while on school premises may lose his/her parking privilege. Other corrective action may be taken.

(11) Student parking is provided as a convenience and a privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safety or effective operation of the school.

**(F) Student Parking Lots:**

(1) All students are to park in the students lots on the east side of campus.

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

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

Again, the most important rule is RESPECT. Respect others, respect the property of others, and respect yourself. Help us help you have a positive and trouble-free school year.



## PART IX: TECHNOLOGY USE, ACCEPTABLE USE OF TECHNOLOGY, AND LAPTOP PROGRAM

### Fees and Financial Hardships

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

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

### Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. The SCCTC takes a "best effort" approach to block these sites while students are logged on to the District network, but may be unprotected at home. Parents may want to restrict their home access. For more information about online safety go to <http://www.isafe.org>. The Springfield-Clark CTC and MVECA (internet provider) cannot guarantee the accuracy, quality, or appropriateness of information received via the Internet.

### Network Student Drives

The students will have a network drive setup from their login. Students should save important items on this network drive, keeping a backup that they can access from anywhere on the network. Students who are located in a satellite program may not have a network drive in which to save their school files.

### Appropriate Use Policy—Technology (AUP)

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

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

- **Gaming:** No games of any kind shall be played on CTC computer/network equipment.
- **Damage or destruction of property/vandalism:** This includes uploading and/ or downloading any inappropriate material, creating or introducing computer viruses and/or any attempt to harm, destroy, move, assemble, or disassemble or modify equipment, materials, or data of any other user. No alterations may be applied to the laptop computers, peripheral technology, or other technology equipment including both hardware and software. Students are not allowed to deface, decorate, or change the production looks of the laptops or any other computer or technology equipment.
- **Theft / Attempted theft:** Filing a false Missing Laptop Report/failure to report Laptop found. Fraud, misrepresenting damage or theft.
- **Unauthorized software use:** No student shall install, run, play, listen, view, copy, delete, transmit, or modify files in any way, or violate copyright laws or use any software outside the rights granted to the student. This is to include but not limited to: the Internet, software use for class, or software used in the media center, and the use of software, include discs not approved, owned by, or legally licensed to the Springfield-Clark CTC District. Inappropriate media may not be used as a screensaver or wallpaper.
- **Violation of law or rights of others:** No student shall use computer technology in ways which violate the law, violate school or classroom policies/rules, and/or violate the rights of others: e.g. viewing, hacking, copying files, transmitting, deleting, harassing, threatening, degrading, racism, and/or pornographic and sexually explicit use.
- **Plagiarism:** Academic misconduct including the transmission of unauthorized academic information.
- **Unauthorized access:** No student shall attempt to access the SCCTC computer network outside the regular connection, e.g. via modem or by any other unauthorized means. **Use of non-SCCTC computers and/or laptops or hot spot devices on campus is prohibited.** No student shall attempt to make unauthorized access to another Organization's network (e.g. hacking, Telnet, remote desktop, et al). Using other's login/password is considered unauthorized access. Sharing passwords, using another's password, is a disciplinary offense. Attempting to bypass any Internet filtering or proxy methods is considered unauthorized access. Only files or stored data directly relating to the curriculum of the courses taken by the student are considered appropriate for storing or saving on the computer or network. Students are not permitted to use technical equipment, use teachers or administrator's workstation, or login, or use any computer without the direct supervision of a member of the SCCTC faculty, or staff present.

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

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

### Laptop Program Information

SCCTC instituted a laptop program in 2005 as a means to augment and enrich our students' learning environment. The program affords our students with access to technology and learning opportunities they may otherwise not have been able to take advantage of. SCCTC will furnish laptops. Certain programs may not use the laptops based upon use of other technology services and admin/teacher discretion. Though students are not required to participate in the laptop program, it is strongly encouraged and advised that they do so.

**Terms of the Laptop Loan:** It is important for all students to understand that they have a responsibility to pay the nominal SCCTC School fee of \$75 which is directed to the overall SCCTC experience. Students will comply with the SCCTC's Technology Usage Guidelines and Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and SCCTC may repossess the property. Your right to the use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. Failure to return SCCTC equipment will result in fees being assessed to your account and / or may be reported to law enforcement agencies as theft. Legal title to the property is with the District and shall at all times remain in the District.

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

**Student Responsibility:** - Do not leave the laptop unattended; -bring laptop to school each day, -charge laptops at home.

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

**No Loaning or Borrowing Laptops:** No loaning of laptops to other students, no borrowing of laptops from other students, no sharing of passwords.

**Passwords on laptops:** Students are not to activate any passwords on the laptop such as BIOS or Hard Drive passwords without written permission from the Technology Director. Passwords on screensavers and power-on screen are not to be used. Students who have assigned a BIOS or Hard Drive password that cannot be recovered will be responsible for any charges related to removal of the password.

**Transporting Laptops:** To prevent hard drive damage, laptops need to be put in Standby status between classes.

**Loaner Laptops:** There are a limited number of loaner laptops available that can be borrowed while your laptop is being repaired or worked on and are issued on a first-come, first served basis. Loaners are checked out PER DAY and must be returned before the student leaves last period. If there is a need to borrow the loaner overnight for homework purposes, an AC adapter will be issued before the student leaves campus. The student must check back in with SCCTC Technology Department first thing in the morning and return the AC Adapter. A loaner laptop or AC Adapter will NOT be issued if the student forgets to bring their issued unit to school. If your machine requires non-warranty repairs, a loaner laptop may be issued (if available) during the duration of the repair; however, once the machine has been repaired, the loaner laptop is required to be returned regardless if the repair fee(s) have been paid.

**Laptop Warranty:** Warranty claims are at the discretion of the laptop manufacturer and not the District. Students pay for all non-warranty damages.

#### Theft, Loss, or Damages

- If a laptop is lost or believed stolen, the student **MUST** report the incident to the SCCTC by the next school day. In cases of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the appropriate law enforcement agency by the student and / or parent and / or guardian and a copy of the report must be given to the school. Incidents occurring on-campus must be reported immediately to the appropriate Dean. The SCCTC will contact local law enforcement.** If laptop is lost, stolen, or has sustained damages not covered by the manufacturer's warranty (non-warranty repairs), the student will be responsible for any costs associated. Figure 1 illustrates those costs.
- **Student will be charged the full replacement price of the laptop if deliberately damaged or vandalized.**
- **The Technology Department is trained to determine the difference between unintentional damage and damage that is the result of carelessness and/or intentional abuse. The Technology Department along with the Dean of your school has the authority to determine the difference between repairs resulting from normal "wear and tear" and repairs that are necessitated by carelessness and intentional abuse of the computer.**

*Figure 1 – Table of Graduated Repair Costs for Laptop Repairs and Replacements*

Repair: Normal Wear		Repair: Carelessness/Abuse		Theft	
1st Repair =	No charge	1st Repair =	Cost of Parts or Replacement	1st Loss=	\$400
2nd Repair =	Cost of Part(s)	2nd Repair =	Cost of Parts or Replacement  AND Removal of Laptop Privileges	2nd Loss =	Cost of Replacement  AND Removal of Laptop Privileges
3 <sup>rd</sup> to 4 <sup>th</sup> Repair =	Moves to Carelessness/Abuse + Cost of Repairs				

**\*\*Incidents involving loss, theft, vandalism, or other criminal acts require proper paperwork and / or a police report to be filed promptly. In the event that the proper paperwork and / or police report is not filed but is required, the student will be charged the full replacement cost of the unit. If you have questions, please see your Dean or report to the Technology Desk for guidance.**

**To Earn a Free Computer**

SCCTC offers our students an opportunity **to win a used laptop** at the end of their Senior year.

To earn a computer (from a recent student computer fleet, not current computer fleet)

1. Perfect attendance for at least one year of the two year program. One year programs: perfect attendance senior year.
  - a. If a student has perfect attendance for one year of a two-year program, they must have earned “Honor Attendance” during the other year.

**-OR-**

2. 3.5 accumulative GPA or higher during 2 year program at SCCTC. One year programs: 3.5 GPA and Honor Attendance.

Students must be a completing senior to qualify. Students may only earn one laptop during their CTC Career. Students may NOT acquire a computer through this incentive for the purpose of giving it away or selling it to another person including CTC employees.

**PART X: SAFETY**

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

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

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

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

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

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will arrange for the student to report to the school nurse. The school nurse will determine will remain at school or go home. No student will be released from school without the proper parental permission.

#### **GENERAL PROCEDURES**

- (A) Wear protective glasses and clothing as prescribed by the SCCTC Board Policy and by the program in which student is enrolled. Students are responsible for the proper use of equipment and being safety compliant.
- (B) Do not operate any unfamiliar equipment or use any unfamiliar supplies.
- (C) Reference procedures described on the (MSDS) Material Safety Data Sheets when using supplies.
- (D) Students will seek permission from instructor before operating equipment.
- (E) Students will receive permission from Director before using school equipment outside of labs and classrooms.
- (F) Report any faulty equipment or unsafe conditions to the instructor.
- (G) Report any injuries to the instructor and seek first aid treatment immediately from the nurse, safety officer, Principal, etc.
- (H) Keep the work area clean.

#### **SECURITY**

- All visitors must report to the office when they arrive at school
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school day are closed off where possible.
- Students are required to carry and wear their student ID's at all times.
- District employees will wear ID's as directed by the Director

## **XI: COMPLIANCE**

### **PUBLIC NOTICE**

#### **NON- DISCRIMINATION POLICY**

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

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

Alleged Discrimination Grievance Procedure:

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

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

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

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

TITLE IX/Section 504 Coordinators

Students: Director                      Employees: Compliance Officer

Springfield Clark CTC

1901 Selma Road

Springfield OH 45505

(937)325-7368

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

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

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

## **XII. PUBLIC RECORDS, DIRECTORY INFORMATION**

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

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

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

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

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

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

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

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

SCCTC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCCTC will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

**STUDENT BASED COMMERCIAL SERVICES:** SCCTC collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, school jewelry, and graduation products. Contact the SCCTC Director or Compliance Officer no later than September 15, 2011 if you do not want your child to participate in this activity.

**Hall Pass Record Student:** \_\_\_\_\_ **10 11 12**



