

COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER

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Central Office

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Career Tech Office

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Student Services Principal.....Mr. Curt Kaiser-Ext. 117
Student Services Coordinator.....Mrs. Michelle Fitzsimmons- Ext. 158
Secretary.....Mrs. Cindy Pugh- Ext. 110

Attendance Office/ Discipline

Principal.....Mr. Jordan G. Williams-Ext. 113
Secretary.....Mrs. Cindy Pugh- Ext. 110
Attendance Call-Off.....Ext. 226

Student Services Office

Guidance Administrator.....Mrs. Sue Allison-Ext. 118

Board of Education Members

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Anthony Roncone.....Columbiana
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Brian Moore.....East Palestine
Larry Duko.....Leetonia
.....Lisbon
Linda Morris.....Southern Local
Mike Ellyson.....United Local
Richard Salsbery.....Wellsville

2023 – 2024 STUDENT HANDBOOK

This agenda belongs to:

Name _____

Address _____

City/State/Zip _____

Phone _____

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Columbiana County Career and Technical Center

Tentative School Calendar 2023-2024

August 17	Junior Orientation Night (6:00-8:00)
August 21	First Day of School
September 1	Student Forms Due
September 4	No School/Labor Day
October 12	Parent Teacher Conferences (3:00 – 9:00)
October 13	No School
October 20	End of 1 st Grading Period
November 22	No School Compensatory Day
November 22 – November 27	No School, Thanksgiving Break
December 20 - January 2	No School, Christmas/Winter Break
January 3	School Resumes
January 12	End of 2 nd Grading Period
January 15	No School, M.L.K Day
February 15	Parent Teacher Conferences (3:00 – 9:00)
February 16	No School, Compensatory Day
February 19	No School, Presidents' Day
March 7	Sophomore Parent Night (6:00-8:00)
March 14	Student Career Fair
March 15	End of 3 rd Grading Period
March 28 – April 1	No School, Spring Break
April 22 – April 26	Senior Capstone Presentations
April 20	Level 2 Capstone & CTSO Celebration
May 21	Senior Awards Practice Group A (8:00-10:49)
May 21	Senior Awards Group A (7:00)
May 22	Senior Awards Practice Group B (8:00-10:0)
May 22	Senior Awards Group B (7:00)
May 23	End of 4 th Grading Period & Last Day of School

The Board, as one of its lawful duties, reserves the right to modify this calendar to whatever extent necessary, when and if, emergencies arise. If emergency days are in excess of the statutorily provided and approved calamity days, and make-up days are required, such days shall be added to the end of the school year.

TRANSPORTATION

Dates may occur when the CCCTC is in attendance but partner schools are not (ie. Spring Break). Partner schools will provide transportation from pick up points (ie. High School). It is the responsibility of the student/parent to be at the pickup points or provide their own transportation as all students are required to follow the CCCTC school calendar.

BELL SCHEDULE

Breakfast	7:40-7:48
Tardy Bell	7:50
1 st Block	7:50-9:19
2 nd Block	9:19-10:49
3 rd Block	10:49-12:45
Level 2 Lunch	10:49-11:19
Level 1 Lunch	12:15-12:45
4 th Block	12:47-2:10

COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER

The staff and faculty of the Columbiana County Career and Technical Center are happy to welcome you to what we hope will be a new and satisfying experience for you. As a student you are encouraged to use your abilities to develop skills and to learn all that you can in your selected courses. You are also encouraged to participate in your youth club and the other extra-curricular activities which are offered to balance your education and prepare you for the future. While we have a student conduct code established for the welfare of the student body, we believe strongly in a self-discipline concept for all students. We want your school year to be a happy and memorable one, and we will do our best to create a positive atmosphere.

MISSION STATEMENT

The mission of the Columbiana County Career and Technical Center is to prepare youth and adults to make informed career choices and to successfully enter, compete and advance in a changing work world. This mission will be achieved through a concerted effort of both the education and business communities working together to offer education, training, and support.

SAFE SCHOOL

In order to maintain a sense of security the Columbiana County Career and Technical Center is offering a confidential Safe School Help Line. Students and parents are encouraged to call 330-965-2873 to report such things as: bullying, violence, theft, drug and/or alcohol abuse, harassment, and weapons.

ELECTRONIC SURVEILLANCE

The Columbiana County Career and Technical Center maintains digital surveillance of public areas in and around the facilities virtually 24 hours a day 365 days a year. The CCCTC will, in all ways, act in compliance with all federal and state privacy which generally provide:

1. use to detect and deter criminal offenses which occur in view of the equipment;
2. use for inquiries and proceedings related to suspected violations of the Student Code of Conduct;
3. use for research such as the nature of area usage, traffic patterns or evaluation of particular electronic surveillance

- systems;
- 4. use in accordance or compliance with any court order or governmental agency directive.

Questions about electronic surveillance should be directed to the principal. Students are reminded to take a proactive approach concerning all possessions and belongings as surveillance equipment will not be used to attempt to recover lost, stolen or misplaced items.

STUDENT CODE OF CONDUCT

House Bill 421 requires every board of education to adopt a student code on or before September 1, 1976, covering suspension, expulsion, and removal and the types of misconduct for which a student may be suspended, expelled, removed, or administered corporal punishment. A copy of the code must be posted in a central location and made available to students upon request. No pupil may be suspended, expelled, or removed except in accordance with this code. Our Student Code of Conduct has been established for the welfare of the entire student body. At Columbiana County Career and Technical Center, we believe very strongly in the concept of self-discipline. Our philosophy is that, without effective discipline, there is little or no opportunity for a learning situation. We define discipline as control to the point where an atmosphere of learning is established and maintained.

We believe each student has a responsibility to his fellow students and teachers that he will exercise self-control to avoid interfering with the educational opportunity within his classroom group and within the school in general. We further believe each student has the right to participate in a learning experience in an orderly and controlled classroom and he can expect to enjoy this right without disruption by any other class member. Rules are made in schools, as they are in society, to maintain order. If a student violates a rule, that student must assume the responsibility for his actions. Discipline will be administered to the student as necessitated by the nature and seriousness of the offense. Students who repeatedly fail to follow rules and regulations as listed in the student discipline code will be considered as "unruly" and cited into court under the "unruly child" section of the law. In order for discipline to be effective, it is essential that teachers, parents, students, and administrators work together. Following is a list of possible disciplinary actions which may be placed in effect against any student who does not comply with the board approved student discipline code:

- A. Conference with teacher or administrator.
- B. Mediation
- C. After-School Detention and written notification.
 - 1. After-school detention assignments will be two hours in length and held every Wednesday from 2:30 to 4:30 P.M.
 - 2. Students assigned to detention are expected to bring paper, pencil, and work assignments.
 - 3. Students assigned to detention should report directly to the cafeteria at the end of the school day. Students arriving after 2:30 will receive no credit for serving detention. Failure to follow directions from the detention supervisor will result in further disciplinary action.
 - 4. Students will be given 24-hour notification of any after-school detention. Because students receive detention as a result of their poor behavior, the school will not be responsible for transportation after regular school hours. All after school detention will be assigned by the Principal. Failure to serve the assigned detention may result in further disciplinary action which may include suspension.
- D. Saturday School and written notification.

Saturday School will be a disciplinary action given in certain situations where a student does not comply with the board approved student code of conduct.

The student will be required to report to the high school cafeteria from 8:00 A.M. to 12:00 P.M. on the date(s) assigned. Students will use the time as directed by the Saturday School supervisor. Being late to or failure to attend an assigned Saturday School may result in further disciplinary action including suspension. Late to Saturday School will result in the student being sent home and further discipline, including possible suspension. Students are responsible for finding their own transportation to and from Saturday School. Students are to wear normal school attire when assigned to Saturday School and bring sufficient work and paper and pencil.

- F. External Suspension, phone call to parents, written notification, and possible parent conference.

External Suspension is given in certain situations where a student does not comply with the Board approved student Code of Conduct. The student will be removed from school and not allowed to return to school for between (1-10 days). **The CCCTC will honor any suspension or expulsion from other county schools, Ohio schools or out of state schools.** CCCTC reserves the right to allow student to make up work and grant credit got completed work on a case by case basis in accordance to Ohio Revised Code.

- G. Court action.

- H. Expulsion (up to 80 days with loss of all credit)

- I. Restitution for stolen or damaged property.

- J. Loss of privileges (i.e., driving car, bus transportation, extra-curricular activities, etc.).

- K. Confiscation of materials.

- L. Emergency removal.

Removal from class for disciplinary action is a serious matter. Administrators may remove a student from class for the remainder of the current school day or period if that student's continued presence represents a disruption to the class. Students dismissed are to report immediately to the Principal's office with an appropriate explanation by the teacher to follow. Emergency class removal is indicative of a break in the normal expected education of a student thus representing more serious discipline implications in terms of student code of conduct.

Discipline will be administered according to the seriousness of the specific situation and according to the number of repeated offenses committed by the student.

ATTENDANCE

ABSENCES

In order to allow for more effective school work, the following regulations in regard to absence and make-up work have been adopted. Parents should call 330-424-9561 ext 226, to report student absences. **This will eliminate the parent/guardian from receiving a phone message informing them of the student's absence on that day.** However, state law requires a written note or doctor's excuse for the absence to be considered excused. Half-day students should ask attendance personnel to make a copy their excuse since the CCCTC and the home school both require written notes/doctors' excuses. **Students who become ill at school must see the school nurse before they can call a parent/guardian to pick them up** and for their absence to be considered excused. Students absent from school for the following reasons will receive excused absences when they bring a note to school written by the parent stating the date and reason for absence:

- (1) personal illness
- (2) death of a relative
- (3) quarantine
- (4) observance of a religious holiday
- (5) court

(6) College visit (Proper Documents must be filled out)

Students excused for early release from school will be honored for the following reasons:

- (1) medical and dental appointments
- (2) death of a relative
- (3) religious holiday
- (4) partner school activities

In case of other emergencies, parents must call the school for permission.

If a student is absent for three (3) or more consecutive days, he/she must present a doctor's excuse upon return to the school. According to Ohio State Law, "NEEDED AT HOME" is not an excusable absence unless the set of circumstances deem it to be judged as a sufficient cause by school authorities. Any questionable excuses should be presented to the Principal prior to the absences. Students will not be given an excused absence for hunting due to the state mandate on attendance. Unexcused absences will result in loss of credit for all work missed while the student was absent. Student participation in classroom work must be considered in the evaluation of any student during any grading period.

HOUSE BILL 410

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Attendance Restitution;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

HABITUALLY TRUANT

The following is the definition of "habitually truant," as defined by law:

- Absent 30 or more consecutive hours (equivalent to approximately 5 days) without a legitimate excuse;
- Absent 42 or more hours (equivalent to approximately 7 days) in one school month without a legitimate excuse; or
- Absent 72 or more hours (equivalent to approximately 12 days) in one school year without a legitimate excuse.

Students deemed "habitually truant" in any of these circumstances will be turned into the CCCTC Absence Intervention Team (AIT). The AIT will contact the parent regarding the date and time of a meeting set by the team that the parent is required to attend. Failure to attend may result in the school district contacting Children's Services.

During this meeting, the AIT will develop an absence intervention plan (AIP). The school's AIT will monitor and evaluate the intervention plan during implementation. Failure to follow and meet the plan requirements will result in the district filing an official complaint with the Columbiana County Juvenile Court.

EXCESSIVE ABSENCES

House Bill 410 also defined "excessively absent" as the following:

- Absent 38 or more hours (equivalent to approximately 6 days) in one school month with

or without a legitimate excuse; or

- Absent 65 or more hours (equivalent to approximately 10.5 days) in one school year with or without a legitimate excuse.

Students deemed "excessively absent" in either of these circumstances will be sent a letter from the school district notifying them of excessive absences. No further action will need to be taken at that time. If absences continue to occur students will need to follow the districts policies on excessive absences and may impact your enrollment at the CCCTC. The student and Family may be required to use community resources as appropriate.

CHRONIC ABSENTEEISM

Ohio defines chronic absenteeism as missing 10 percent or more of the school year for any reason. A child who is not in school is a child missing out on his or her education. Students who fall in this category may be required to complete restitution to make up their hours.

18 YEARS OLD

For students who are 18 years or older, the student will receive the same notifications and be required to go through the same process and or face disciplinary action. Any 18-year-old student failing to comply with the 18-year-old contract may be withdrawn to their home school.

ABSENT STUDENT RETURNING TO SCHOOL

Students must present their planner to the attendance office upon arrival the day following each absence. Written parental excuses must contain the reason and date(s) of absence to receive an admission slip. Students must bring in their written excuse within two days of the absence. In the event of a question, the Principal will determine if the absence is excused or unexcused.

Students who will be absent for an extended period of time should make arrangements through the Student Services Office to pick up assignments for their classes. Please allow 24 hours for all assignments to be gathered. Students having an excused absence will be provided an opportunity to make up work missed equal to the number of days of school missed. It will be the responsibility of the students to complete the work. Teachers may require students returning the day of a test to take the test. Students absent from school will not be permitted to participate in any extracurricular activity on that day, or participate in early placement work experience or youth club activities.

If the partner school is closed for reasons OTHER THAN SEVERE WEATHER CONDITIONS, our students are still expected to be in attendance at the Career Center. Dates may occur when the CCCTC is in attendance but partner schools are not (ie. Spring Break). Partner schools will provide transportation from pick up points (ie. High School). It is the responsibility of the student/parent to be at the pickup points or provide their own transportation as all students are required to follow the CCCTC school calendar. Snow day absences will not affect perfect attendance or the Certificate of Completion.

TRUANCY, UNEXCUSED TARDINESS, AND UNEXCUSED ABSENCE

Truancy is declared when a student is absent from school or class for any portion thereof without both school authorization and parent consent. Excuses from school or class must meet the State and Board of Education conditions as outlined under "Absences" in the student handbook and the Ohio Revised Code. **After 10 days accumulated absence (excused and unexcused), a doctor's excuse will be required to verify any further absences.** Unexcused absences will result in loss of credit for all work missed while the student was absent. **ANY ABSENCE FOR WHICH A STUDENT FAILS TO PRESENT A VALID EXCUSE WILL BE COUNTED AS UNEXCUSED.** (ORC Section 3321.04) All false

excuses are considered to be unexcused as are all known truanancies.

THREE DAYS (18 Hours) OF UNEXCUSED ABSENCE AND/OR TARDIES WILL RESULT IN A WRITTEN WARNING TO THE PARENT AND CHILD. (ORC Section 3321.19) The Principal will notify the parent and child in writing of the consequences of accumulated unexcused absences and the laws of compulsory education.

SIX DAYS (36 Hours) OF UNEXCUSED ABSENCE AND/OR TARDIES WILL RESULT IN AN INFORMAL SCHOOL CONFERENCE WITH PARENTS, CHILD, AND POSSIBLE HOME SCHOOL. The school Attendance officer will send and or call the parent and student to notify of the significance and consequences of the unexcused absences. The parents will be warned that The Absence Intervention Process will be enforced if an additional 6 days of unexcused absences occur.

TWELVE DAYS OF UNEXCUSED ABSENCE AND/OR TARDIES WILL RESULT IN A FORMAL HEARING WITH ABSENT INTERVENTION TEAM. Absent Intervention Team will set up mandatory meeting with Student and parent or guardians. If Student is over the age of 18 expectations may be the same or may face disciplinary action.

HALF-DAY STUDENTS

SCHEDULE

Half-Day students are only permitted to be at the CCCTC during their regularly scheduled lab time unless exclusive permission is granted by the principal. In the rare opportunity that this occurs, the principal will contact the parent/guardian and the home school administrator to confirm reason for exception.

ABSENCES

When returning from an absence, Level I half-day students should ask CCCTC attendance personnel to make a photocopy of their excuse so that they may also present the original to their home school when arriving there in the afternoon.

Level II Half-day students should ask their home school attendance personnel to make a photocopy of their excuse so that they may present the original excuse to the CCCTC attendance office upon arriving at the mid-day.

HOUSE BILL 410

The Columbiana County Career and Technical Center will communicate with student's home school to relay student attendance information. Hours absent from a student's home school and the Columbiana County Career and Technical Center will be combined to determine eligibility for Absent Intervention Process.

FAMILY VACATIONS

In the best interest of a student's education, family vacations should be scheduled around the holidays as noted on our school calendar. However, we realize that this is not always possible. Students will be excused for vacations only in the company of parents or guardians. One-week prior notice is required so the Principal and instructors can approve the vacation form. Students are required to make arrangements for all missed class work prior to leaving for vacation. Students who have accumulated 10 total absences will not be granted permission for an excused vacation.

TARDY TO SCHOOL

Students arriving tardy to school are to report to Principal Office/Attendance Office where a pass will be issued to enter class. Students arriving to school on late buses must report

to the lobby and sign in to have their names removed from the absence list. Students arriving after 7:50 A.M. will be marked as tardy. Since partner schools provide transportation, if a student is given the privilege to drive, he/she must follow the Student Code of Conduct related to driving as outlined in this Student Handbook as well as the partner school handbook. The first tardy of each 9-week grading period is a warning and each subsequent tardy may result in an after-school detention. Any student driver who is tardy 2 or more times in a grading period may lose driving privileges for 1 week up to the remaining school year.

LEAVING SCHOOL

No student is to leave school for any reason without permission of the school administration. If you leave school without permission, you are considered truant and Saturday School or suspension may result. If a student becomes sick during the school day, the **student must report to the Nurse's office**. Parents will be called. If a student contacts parent without permission from nurse/administration, consequences will be assigned. If you have a note for an early dismissal for a medical appointment, you must bring it to the Principal's Office/Attendance Office in the morning and have your planner signed. Before leaving, you must sign out on the student sign-out sheet in the Principal Office/Attendance Office. Failure to present a note from a doctor or dentist upon returning to school will be the same as an unexcused absence and may result in discipline. All driver exam appointments and job interviews not scheduled through work-based learning must take place after school hours as they will be considered unexcused.

SKIP DAYS

Because our school district administration does not condone truancy, there is no such thing as a SENIOR SKIP DAY. All seniors are expected to be in school every day until the last day set by the Columbiana County Career and Technical Center Board of Education. Parents are encouraged to discourage any such behavior on the part of their child. Organizing and participating in a SENIOR SKIP DAY may be grounds for an automatic ten (10) day suspension, and individuals may not be eligible to participate in Senior Awards Assembly.

SCHOOL DAY

State regulations (ORC Section 3313.48) mandate the official school day for each full-time student shall consist of not less than six (6) hours of scheduled classes (including ½ hour lunch) and other educational options in a vocational school organized on a semester plan. A full-time pupil, within the meaning of this standard, is one who participates in regularly scheduled classes for the duration of the official school day. Other educational options may be available in accordance with State Minimum Standards and as approved by the Director and Superintendent. Students are expected to arrive on time and remain until the dismissal bell. Students leaving prior to dismissal will be truant and receive disciplinary action. Career and technical programs have been developed to prepare students to pass industry credential assessments. To this end, students are required to take and pass all level one courses in year one and level two courses in year two of enrollment.

SLEEPING IN CLASS

Students are not permitted to sleep in class for any reason. If students are ill, they should ask their instructor to see the nurse who will evaluate them and advise. Students attempting to sleep in class will be sent to the nurse after their first warning and may receive disciplinary action if the situation persists.

GRADING POLICY

The grading policy for the Columbiana County Career and Technical Center will be based upon percentage averages for each grading period. The following percentages will be used

when calculating grades: 93-100 = A 85-92 = B 75-84 = C 65-74 = D 0-64 = F
Grades will be reported as both a percentage and as a letter grade on student report cards. The semester grade and the final grade will be based on the collective average percentage of each grading period. A student must earn a collective percentage of 65 % in order to earn credit for the course. Incomplete grades must be completed before credit can be granted. Students with an excused absence will be provided an opportunity to make up work missed equal to the number of days of school missed. Students with prolonged absence or extenuating circumstances will have their case reviewed by the director to determine if an extension should be granted. Midterm grade reports will be mailed to students the 5th week of each grading period. Students may earn the following credits while attending the Columbiana County Career and Technical Center:

Level I

Career Path Lab – 4 credits
English – 1 credit
Social Studies– 1 credit
Math – 1 credit
Science – 1 credit

Level 2

Career Path Lab – 3 credits
English – 1 credit
Social Studies– 1 credit
Math – 1 credit
Science – 1 credit
Senior Capstone – 1 credit

ACADEMIC INTEGRITY

All instances of cheating will be reported to the Principal. Parents will be notified by telephone, mail or both and a conference can be held with the student, parent, teacher and/or Principal. If a student is caught cheating on a quiz, test, or final exam they will receive a zero. If a student plagiarizes any material, he or she will receive a zero on the assignment. All student work submitted in written or electronic form will be subject to plagiarism screening.

SENIOR CAPSTONE PROJECT

All students in a Level II program will be required to complete a senior capstone project. The capstone project is a one credit course during the senior year. Grades are collected and reported on the project each nine-week period.

WORK BASED LEARNING

Students with an approved plan will be eligible to participate in the CCCTC Work Based Learning Program. Interested students should obtain the overview packet located in the office and speak with the Work Based Learning Coordinator.

CAREER PATH CERTIFICATE REQUIREMENTS

Beginning with the class of 2018, students will earn a career path certificate/honors certificate by completing the following requirements:

Career Path Certificate:

1. Pass all career path courses for the program in which the student is enrolled including the senior capstone project.
2. Have less than 10 unexcused absences during Level I and less than 10 unexcused absences during Level II years. Absences must be accompanied by a parent note/ doctor's note to be considered excused. See attendance policy for details.
3. Have at least 85% attendance both Level I and Level II years.
4. Have less than 10 days of suspension and no expulsions while at the CCCTC.
5. Meet Ohio Department of Education/partner school requirements for earning a high school diploma.

Honors Career Path Certificate:

1. Pass all career path courses for the program in which student is enrolled including the senior capstone project with an 85% or higher.
2. Have at least 95% attendance both Level I and level II years. This is no more than 9 absences each year.
3. Have no suspensions or expulsions during Level I or Level II years. No more than two disciplinary referrals/ infractions during Level II year.
4. Graduation Requirements

Math	4 units
Science	4 units, Including 2 units of Advanced Sciences
Social Studies	4 units
World Languages	2 units of one world language
Electives	4 units of career-technical courses

5. 3.5 or higher on a 4.0 scale
6. ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on reading for information and 6 or higher on Applied Mathematics
7. Complete a field experience and document the experience in a portfolio specific to the student's area of focus. (Work-based learning)
8. Develop a comprehensive portfolio of work based on the student's field experience on a topic that is related to the student's area of focus (Senior Capstone Project)
9. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

*ODE requires students to meet **all but one** of criteria numbers 5-9

The primary goal for all students is to earn their high school diploma. Students enrolled in career and technical programs may elect to earn an industry credential and pass the WorkKeys work-readiness tests as a pathway to graduation. If a student fails a Level I course, it is unlikely that they will earn an industry credential and may be required to return to their home school at the end of the Level I school year to focus on graduation requirements. If a student fails a Level II course, they will be able to sit for their industry credential test but will not be eligible to participate in the senior awards ceremony or receive a career path certificate.

Career Technical Assessment/Industry Credentials

All students will be required to pass career technical readiness assessments. Students may have the opportunity to earn credentials specific to their career path by passing career technical/industry assessments.

GRADUATION REQUIREMENTS/PARTICIPATION IN SENIOR AWARDS CEREMONY/CERTIFICATES

Students who do not meet all graduation requirements will not be permitted to take part in the CCCTC Senior Awards Ceremony or earn a career path certificate.

Requirements for Participating in the Senior Awards Night Program

The following **MUST** be completed before the student will be permitted to take part in the Senior Awards Program:

- a. Meet Ohio Department of Education/ partner school requirements for earning a high school diploma.
- b. Meet all CCCTC criteria for earning a career path certificate.

- c. Return ALL uniforms (student is responsible for cost of lost or stolen items)
- d. Pay all student fees.
- e. Buy or borrow a cap and gown.
- f. Buy or borrow dress clothes to wear under cap and gown.
- g. Successfully complete all components of the senior capstone project.

****Students MUST attend both scheduled practices to take part in the senior awards program.**

ZERO TOLERANCE

The Board of Education has adopted a ZERO TOLERANCE behavior code of conduct which recognizes the responsibility of the school and the school personnel, parents, and civil authorities to provide all students with equal educational opportunities and equal consideration under the rules and regulations governing student conduct. The code is intended to lessen or eliminate behavioral problems and protect students and teachers from frustration, interruption, and loss of time as a result of misconduct. It is important to know that the code of conduct applies to the school day including transportation to and from school, and all school events and activities on or off school property.

LIST OF RULES/DEFINITIONS/DISCIPLINARY ACTION

1. **DISRUPTION OF SCHOOL:** A student shall not use violence, force, excessive noise or loudness, coercion or threats to cause material disruption or obstruction to the normal school day, including all curricular and extracurricular activities. Students shall not advocate or encourage others to cause disruption of the educational program or to violate school rules. The following list is not intended to be exhaustive, but rather to give examples of various types of violations of this rule - screaming, excessive loudness or noise, bomb threats, the setting off of fire alarms, strikes, walkouts, the use of smoke or stink bombs, fireworks, the impeding of free traffic to or within the school, etc.
DISCIPLINARY ACTION: *May range from mediation to expulsion depending on the severity of the offense.*

2. **INSUBORDINATION: FAILURE TO COMPLY WITH REASONABLE REQUESTS OR DIRECTIONS:** A student shall not fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations or refusals to comply with any rule, directive, or discipline procedure shall also constitute insubordination.
DISCIPLINARY ACTION: *May range from after school detention to expulsion depending on the severity of the offense.*

3. **TRUANCY, UNEXCUSED TARDINESS, AND UNEXCUSED ABSENCE:** A student shall not be truant, tardy or absent (unexcused) from school as explained in the student handbook under this subject.
DISCIPLINARY ACTION: *May range from after-school detention to expulsion depending upon the severity of the offense.*

4. **FIGHTING (PHYSICAL AND MENACING):** A student shall not act or behave in such a manner that could cause physical injury to another person, including verbal or written threats to another person or property.
DISCIPLINARY ACTION: *May range from after school detention to expulsion depending on the severity of the offense.*

5. **FRIGHTENING, DEGRADING OR DISGRACEFUL ACTS:** A student shall not engage in or take part in any act which frightens, degrades, or disgraces another

person by written, verbal, physical, or gestured means. This includes any threatening remarks.

DISCIPLINARY ACTION: May range from *after school detention* to expulsion depending on the severity of the offense.

6. **DANGEROUS WEAPONS AND INSTRUMENTS:** A student shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence. The following list is not intended to be exhaustive, but rather to give examples of various types of instruments that could be a violation of this rule – guns, rifles, knives, ice picks, switchblades, brass knuckles, fireworks, chemical gasses, etc. Utility blades are permissible at the instructor's discretion but must remain in the lab and are not to be carried anywhere in the building at any time.

DISCIPLINARY ACTION: *Any student not abiding by this rule may receive expulsion depending on the severity of the offense as amended by Section 3313.66 of the revised code. Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If the student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above. The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may result in expulsion depending on severity of offense.*

7. **DAMAGE OF PROPERTY:** A student shall not cause, or attempt to cause, damage to school property, or private property, on school premises or under school control or during a school activity, function or event off school grounds. Pupils should take care of all school property. Students involved in damage to school property will be held responsible for the cost and/or labor necessary to repair the damage.

DISCIPLINARY ACTION: *May range from after-school detention to expulsion depending on the severity of the offense. Restitution will be required.*

8. **THEFT:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of any other person.

DISCIPLINARY ACTION: *May range from after-school detention to expulsion depending on the severity of the offense. Student will make restitution for the stolen items.*

9. **OBJECTIONABLE MATERIALS:** A student shall not possess, use, sell, buy, or transmit any of the following:

- a. Materials which are offensive to standards in the community, and which are without social value.
- b. Materials which contain offensive language.
- c. Materials which are libelous or slanderous of any person or institution, or which are intended to hold any person, race, ethnic group, or religion as such up to scorn, ridicule, or contempt.

- d. Materials which pose clear and present danger to health or safety of the student or any other person.

DISCIPLINARY ACTION: May range from after-school detention to expulsion depending on the severity of the offense.

10. **PROFANITY AND OBSCENITY:** A student shall not use profanity and obscenity. This includes written, verbal, electronic, gestures, signs, pictures, or publications.

DISCIPLINARY ACTION: *May range from after-school detention to expulsion depending on the severity of the offense.*

11. **TOBACCO AND PARAPHERNALIA:** The CCCTC is a tobacco free campus. Students are prohibited from the use and/or possession of tobacco products and shall not possess, smoke, dip, chew or use any tobacco products. This includes the possession or use of electronic cigarettes, electronic "vaping" devices and all lighted and smokeless tobacco products at any time while a student is on school property.

DISCIPLINARY ACTION: *May range from a Tobacco Cessation Program to expulsion.*

12. **NARCOTICS, DRUGS, (OR UNKNOWN SUBSTANCES), PARAPHERNALIA, INHALANT, AND ALCOHOL BEVERAGES:** In compliance with Section 2925.37 of the Ohio Revised Code and Amended House Bill Section 2929.01, a student shall not make, possess, use, be under the influence of, transmit, buy, or offer for sale any known narcotic drug (or unknown substance represented as Drug or narcotic, paraphernalia, tools, inhalant, or alcohol beverage while at school or any activity connected with the school.

DISCIPLINARY ACTION/NORMAL SCHOOL DAY INCLUDING CO-CURRICULAR ACTIVITIES: *Possession, use, and/or sale of drugs, paraphernalia, tools, alcohol or any unknown substance represented as a drug, inhalant or alcoholic beverage will automatically be grounds for expulsion from school, plus any possible court action related to the specific offense.*

DISCIPLINARY ACTION/EXTRA-CURRICULAR: *Possession, use, and/or sale of drugs, alcohol, or any unknown substance represented as a drug, inhalant or alcoholic beverage will result in a 45-day denial of all extra-curricular activities, plus any possible court action related to the specific offense.'*

"LOOK-ALIKE" DRUGS...AMENDED HOUSE BILL 535

The provisions of Amended House Bill 535, Amended Section 2929.01, deals with O.R.C. Sections 2925.37 regarding the making, selling and possession of counterfeit drugs and related tools, and the respective penalties involved with each infraction. "Counterfeit controlled substance" is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owners of the rights to such trademark authorization; (2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to the manufacture, process, pack or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. In addition to the Columbiana County Career and Technical Center discipline code, the following penalties relate to the making, selling, and possession of counterfeit drugs:

1. possession of a counterfeit controlled substance-misdemeanor of the first degree, if second offense, a felony of the fourth degree.

2. making, selling, offering to sell or delivering any known counterfeit controlled substance; making, processing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) - a felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses.
3. selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) - a felony of the third degree, and a felony of the second degree for subsequent offenses. Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse)- a felony of the third degree, and a felony of the second degree for subsequent offenses.
4. falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) a felony of the fourth degree, and a felony of the third degree for subsequent offenses. A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV or V (Ohio Administrative Code 4729-11).

Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs. Columbiana County Career and Technical Center administrators will follow the student discipline provisions as set forth in this handbook and, when appropriate, will contact local law enforcement agents to bring further disciplinary action as it relates to compliance with the information listed above.

13. **GAMBLING:** A student shall not engage in gambling on school grounds or at school sponsored events.
DISCIPLINARY ACTION: *May range from after-school detention to expulsion.*

14. **APPROPRIATE DRESS AND PERSONAL HYGIENE:**

Students are expected to exercise good judgment and to avoid appearance that appropriate for the workplace at the Career & Technical Center. The Administration is also aware that many areas of dress may not be in the dress code. All students are expected to follow what are acceptable standards of dress and grooming. Indignities within these areas will be handled by the school administration. Students should attend school wearing appropriate professional dress for a work environment. The following guidelines have been developed to aid the students, parents, and guardians in making appropriate clothing judgments.

- a. Dress and grooming will be appropriate for school and the workplace, this includes hair, makeup, and attire. Students will comply with expectations for workplace attire and reflect a professional appearance in all capacities. Clothing will comply with workplace safety. Extreme hairstyles, hair color, and makeup that are not acceptable in the workplace will not be acceptable at the CCCTC.
- b. Students are expected to wear undergarments at all times which must be covered by clothing. Sleepwear including pajamas and slippers are unacceptable.
- c. Clothing with rips, holes, or tears are unacceptable. Manufactured rips and tears below the fingertips are acceptable.
- d. Clothing with overt or inferred messages or references to sex, alcohol, inappropriate language, drugs, death, satanic mutilation, blood, or tobacco is unacceptable.
- e. Accessories normally worn for outside physical activity (i.e., sunglasses, bandanas, or sweatbands) are not appropriate attire during the school

- day.
- f. Midriffs, bare backs, tank tops/double tank tops, low cut tops, mesh/net shirts, sleeveless shirts and/or cutout clothing are not permitted. No shirt shall expose any part of the midriff under normal range and motion. All shorts/skirts must extend past student's fingertips. Tops must have a finished edge, cover the shoulders and be at least 3 inches wide at the shoulder
 - g. Clothing, jewelry, or other symbols that would promote gang or gang related involvement or jeopardizes student safety is strictly prohibited. Piercings may be required to be removed if they present a safety concern or disruption.
 - h. Hats, hoods, hoodies are not permitted anywhere in the building. Equipment worn on the head for safety reasons is permitted only in the lab only when required. Safety equipment includes welding beanies, welding hoods, hard hats, safety helmets, and face shields. Baseball hats are not safety equipment and are to be kept in your locker.
 - i. Coats are not to be worn in class between class sessions, or during lunch. **Students are required to leave coats and hats in their lockers.**
 - j. Uniforms are not to be worn outside of lab or taken home for any reason.

DISCIPLINARY ACTION: The students will be expected to correct their attire and discipline may be issued depending on severity of the offense. Students may be required to wear their appropriate lab uniform if they are unable to correct their attire.

- 15. Lunch Conduct:** A student shall not throw food or other items during lunch. All paper and trash shall be disposed of properly and trays returned to the kitchen. Students are not permitted to have food ordered and delivered to school because of our closed lunch period. Students are not permitted in the hallways, parking lots or any other area without supervision. Students are only permitted in the cafeteria to eat during their scheduled lunch period. Students are to remain at their lunch table and are not permitted to roam around the cafeteria. All students must consume their lunch in the cafeteria in conjunction with state laws.

DISCIPLINARY ACTION: *May range from after-school detention to expulsion depending on the severity of the offense.*

16. STUDENT DRIVERS/OPERATION OF MOTOR VEHICLE OR

- 17. MOTORCYCLE:** A student shall not bring a motor vehicle or motorcycle onto the school property without the proper sticker or prior permission of the Principal. Students must park their vehicles in the area assigned to them. While on school property, the vehicle must be operated in a safe manner so as not to endanger the safety or property of another person or the property of the school.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense. For repeated violations, the student may lose driving privileges for the remainder of the year.*

STUDENT DRIVERS

Driving to school is a privilege. Most students attending CCCTC will be required to ride the bus provided by their partner school. Students approved for Work Based Learning will be granted a parking permit as long as they continue to meet the eligibility requirements for academics, discipline, and attendance. Many other students would also like to drive to school daily; however, we must limit the number of drivers due to the large number of students that attend the CCCTC, and our limited parking facilities. We do permit some students to drive if they meet the guidelines noted under "Eligibility requirements for permanent and temporary permits."

- A. Parking Permits: Students shall have either a temporary or permanent parking permit displayed in 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 Principal's/Attendance Office.
1. A permanent permit must hang from the inside rear-view mirror. It must be visibly displayed while the vehicle is on campus.
 2. A temporary permit must hang from the rear-view mirror.
- B. Eligibility requirements for temporary or permanent parking permits:
1. All school fees must be paid in order to qualify for a pass. (By the end of 1st semester).
 2. Possession of a current driver's license and proof of auto insurance.
 3. Possession of a vehicle meeting or exceeding the requirements of a safety check by the Highway Patrol. CCCTC reserves the right to conduct a safety inspection on a vehicle.
 4. Satisfactory completion of a CCCTC vehicle registration form.
- C. Students eligible for permanent parking permits:
1. **WORK-BASED LEARNING STUDENTS.** Those students who have an approved Work Based Learning plan.
 2. **OTHER STUDENTS.** CCCTC Administrators may approve student's driving privileges for situations as the following:
 - A. Half day students and special recognition students.
 - B. Insufficient time to ride the bus to the partner school for extracurricular activities (band, sports, drama).
 - c. Insufficient time to ride to the partner school and arrive at work on time. These students may be issued an extended temporary permit in place of a permanent permit at the discretion of the CCCTC Administration.
- D. Cost of Permits:
1. CCCTC students will be required to pay \$15.00 for a permit.
 2. There will be a charge of \$10.00 for each replacement pass (due to theft, loss, etc.).
 3. Parking Permits must be displayed in vehicle at all times.
- 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 Principal.
 2. Speed limit on CCCTC property is 10 miles per hour.
 3. No student is permitted to obtain a permit for a vehicle other than his/her or parent's own vehicle.
 4. Students must not loiter in their vehicle or parking lot upon arrival to the CCCTC. Students are expected to lock their vehicles and enter the school building.
 5. Students must not visit the parking lot during the day unless they have written permission from an administrator.
 6. All passengers, both permanent and temporary, must have a signed parent/guardian permission slip on file in the Principal/Attendance Office. All passengers must complete appropriate forms and submit them to the Principal prior to riding to the Career Center with a student driver.
 7. Any student having a traffic violation while on school premises may lose his/her parking privilege. Other corrective action may be taken.
 8. 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 safety or effective operation of the school.

9. Students are to park in the student parking lot only. Cars are to be parked parallel to each other observing traditional lines for buses to move through the parking lot. Students are to line up in an orderly fashion to be dismissed.
10. All parking passes must be obtained during the students scheduled lunch.
11. Students wishing to service a vehicle during their scheduled lab must first park in their assigned permanent (temporary) space upon arriving to school and return the vehicle to said space PRIOR to the end of the lab time.
12. Students wishing to drive to school if their home school cancels must have already secured a permit to do so.
13. Students not identified as a passenger on a parking permit application that attempt to solicit rides from other students will be subject to disciplinary action.

F. Violation of parking rules:

Violation of rules may result in disciplinary action. Including, but not limited to, loss of parking privileges, detention, suspension, towing of vehicle (at owner's expense), and expulsion.

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

17. **PUBLIC DISPLAY OF AFFECTION:** A student shall not engage in any public display of affection on school grounds or at any activity under the direction of the school.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

18. **HARASSMENT:** A student shall not harass school personnel or other students at any time (including non-school time). The following is not intended to be exhaustive, but rather to give examples of various types of harassment covered by this code: sexual, verbal, physical, vandalism, text messaging, destruction of property or any other disruptive behavior.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

BULLYING: "Harassment, intimidation, or Bullying, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know the effect of:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites/social media websites and personal polling web sites, to support deliberate, repeated, and hostile behavior that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

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

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. Students caught making false reports to staff/administration will be punished.

Reporting – Individuals may call the Columbiana County Career and Technical Center Bully/Safety tip line by dialing 330-965-2873. This is a toll free phone call and individuals can remain completely anonymous.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense. I*

ANTI-HAZING GUIDELINES

The Columbiana County Career and Technical Center declares that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

- a. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- b. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing

activities immediately. All hazing incidents shall be reported immediately to the superintendent.

- c. Administrators, faculty members, students and all other school employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

DISCIPLINARY ACTION: *May range from mediation to expulsion depending on the severity of the offense.*

HARASSMENT REPORTING

Step 1

An alleged formal discrimination grievance complaint should first be made by the student or parent/guardian to the principal within five school days of date incident occurred. The allegation will be investigated in an attempt to resolve the issue at this level. Copy of the alleged grievance must be forwarded to the district Title IX Coordinator immediately.

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 of step one.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who serves as the final mediator at the local level within five days of step 2 outcome. Note: Parents/Guardians do not have to be present at the informal complaint meeting with the principal. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

In compliance with (1) Title VI of the Civil Rights Acts of 1964, (2) title IV of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the ORC Vocational Educational Guidelines and the Americans with Disabilities Act, we are notifying all students, parents, employees and general public that the CCCTC has adopted a nondiscrimination policy on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes"), in its educational classes and provides equal access to the Boy Scouts and other designated youth groups.

District Title IX Coordinators Office
9364 State Route 45
Lisbon, OH 44432
330-424-9561
Sue Allison, Guidance Administrator ext. 118
Curt Kaiser, Principal of Academics/Special Education ext. 117

19. **FALSIFICATION OF SIGNATURES:** A student shall not engage in or be party to the written or verbal falsification of information (parent/guardian, school official, or any other person) on any verbal communication directed to the school or within the school

operation. This includes any plagiarism, falsification of excuses, dismissal/absence, tardy, data, grades, dates, addresses or school information, etc.

DISCIPLINARY ACTION: *May range from Saturday School to expulsion depending on the severity of the offense.*

20. **OPEN CONTAINERS:** A student shall not have any open Containers of: pop, milk, coffee, candy, food or other substances in the school except during lunch and in the cafeteria only. Water will be permitted in the classroom upon the instructor's

approval. School provided breakfast is permitted down the hall for students who arrive to school on time.

DISCIPLINARY ACTION: *May range from after-school detention to expulsion depending on the severity of the offense.*

21. **ELECTRONIC DEVICES:** For the purpose of this policy, "Electronic Device" means a privately-owned device that is used for audio, video, or text communication or any other type of computer or computer like instrument. Electronic devices may include but are not limited to:

- existing and emerging communication systems, and smart technologies (cell phone, smart phones, etc.)
- Personal Digital Assistants (PDAs) (MP3 players, iPods, iPads, Tablets, wearable devices. etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving storing etc.

Rules of Use

Students may possess and use electronic devices at school subject to the following:

- Students may carry and possess electronic devices at school and school-sponsored activities.
- Use of electronic devices during the school day, including pass-time/transitional time between classes is prohibited. They must be powered down, turned off, and kept out of sight. Students are permitted to use electronic devices during breakfast and their respective lunch period.
- Electronic device use in labs/classrooms for educational purposes is subject to instructor discretion.
- At no time may electronic devices be used in restrooms or locker rooms.
- Camera or audio recording functions may pose threats to the personal privacy of individuals or be used to exploit personal information, and or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.
- Electronic devices shall not be used in a way that threatens, humiliates, harasses or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. (See 18 for clarification of what constitutes harassment.)
- Electronic devices may not be used during state testing or any other formal testing administered/proctored by the CCCTC teaching staff or administration.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone or text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.

DISCIPLINARY ACTION: *In addition to being confiscated, the principal may require the device to be picked up by the student's parent/guardian. Discipline may range from after-school detention to expulsion.* Although confiscated items will be placed in the Student Services office, the CCCTC is not responsible for the item due to the unknown condition of the item upon confiscation or any unforeseen problems that may arise.

The following consequences are for common usage violations of the policy.

Depending on the severity of the issue punishment can range from detention to expulsion.

1st Violation – device confiscated, Wednesday detention assigned, device picked up by student after school

2nd Violation - device confiscated, Saturday school assigned, parent picks up device after school

3rd Violation - device confiscated, student suspended from the CCCTC, parent picks up device.

22. **UNAUTHORIZED AREA:** A student shall not be in any unauthorized area of the school or school property without written permission for his/her instructor. The list shall include, but not be limited to: Parking lots, bullpen, barn, pavilion or dock area. Students are not permitted to leave class/lab without permission from the instructor. "Walking Out" of class for any reason may result in disciplinary action. This includes the cafeteria at lunch time and any other meetings/activities that take place at the Career Center. No one is permitted in the hallway after 2:00 for any reason. If an early dismissal is scheduled, the Principal will make an announcement accordingly. Students are to be in their scheduled class during their scheduled time.

Students are not to be in lab during their scheduled academic classes, nor should they be in their academic classes during scheduled lab time. All students must exit the building via the main doors in the cafeteria.

Students are not permitted to leave class to get breakfast, lunch or to go to the vending machines.

DISCIPLINARY ACTION: *May range from mediation to expulsion depending on the severity of the offense.*

23. **STUDENT USE OF INTERNET AND ELECTRONIC MAIL:**

Also see "Cyberbullying" on page 17

All internet users (students of the CCCTC) are expected to abide by the general rules of computer and network etiquette. Access to the Internet from school district computers is to be for educational purposes only. The Acceptable Use Policy/AUP is signed by each student electronically during the enrollment process at CCCTC. The Acceptable Use Policy acts as the agreement between the student and district during the student's enrollment for both years at the CCCTC. The building administrators reserve the right to immediately terminate the account of any student who misuses the account. The system administrators will deem what is inappropriate and their decision is final. Internet access will be granted to students on the first day of school. The rules and regulations found here and in the Student Acceptable Use Policy are effective starting the first day of school. By authorizing use of the school network systems the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only reasonable, limited privacy in the contents of personal data or files on the school network equipment or systems.

Students are not permitted to use the CCCTC network for any of the following activities.

- Use the network for illegal activity, including violation of copyright or other laws. Students shall not violate copyright laws, including those pertaining to the duplication of, or receiving of licensed software.
- Access any inappropriate materials that may be on the Internet. No inappropriate material may be loaded onto school district workstations

or printed from school printers. Students will not send or display potentially offensive messages or pictures, and obscene language.

- Use the network in ways that violate school policies and behavior standards.
- Use of the network for financial or commercial gain.
- Degrade or disrupt equipment or system performance.
- Invade the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Waste technology resources, including bandwidth, file space, and printers. The cost of purposeful physical or electronic damage to telecommunications equipment will be the responsibility of the parent.
- Gain unauthorized access to resources or entities.
- Use an account owned by another user with or without their permission. Further, students shall not use another student's password, nor shall a student trespass in another student files, folders, or work.
- Post personal communications on an electronic bulletin board without the author's consent. Any items produced by a student will not be posted on the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.
- Network storage areas will be treated like school lockers. Network administrators may review files and monitor communications to maintain system integrity and to insure that users are using the system responsibly.
- Students will not engage in any activity which frightens, degrades, or disgraces another person.
- Students shall not download or install software without prior approval of the Technology Director.

DISCIPLINARY ACTION: *May range from detention to expulsion depending upon the severity of the offense, automatic loss of access to school network resources, and/or possible legal action.*

MISCELLANEOUS

Failure to cooperate during emergency drills may result in disciplinary action.

FIRE DRILL

Fire drills insure safety in case of emergency. The following rules should be observed:

1. Always regard the ringing of the fire bell as denoting danger.
2. Students must refrain from talking during the drill. Regulations are posted in each room. Students should familiarize themselves with the directions and exits.
3. Walk rapidly from the building. **DO NOT RUN.**
4. The last person to leave the room should close the door and turn out the lights.
5. In the event of an alarm during class change, leave the building by the nearest exit and report to any staff member.

TORNADO AND CIVIL DEFENSE DRILL

In the event of a storm or emergency, students may be directed to take cover in the areas as posted in the classroom on the Tornado (Drill) Procedure poster. Follow directions of teachers and move into halls. If directed, sit on the floor facing the wall, placing hands over neck, elbows on knees, face down.

EMERGENCY DRILLS

EVACUATION DRILL: CODE BLUE

CODE BLUE will be announced over the P.A. system or over the radio. All persons in the building will leave the building with the same procedure as a fire

drill and then report to assigned numbers at the baseball field below the equine buildings.

LOCKDOWN DRILL:

CODE 1 LOCKDOWN: Will be announced over the Radio or PA System. The exterior doors and windows are locked and secured and free movement within the school building is permitted. Students are not permitted outside of CCCTC Buildings.

CODE 2 LOCKDOWN: will be announced over the P.A. system. Staff and students will remain in the confines of their assigned room, with doors and windows closed and locked until an "all clear" announcement is given.

CODE 3 LOCKDOWN ACTIVE INTRUDER: will be announced over the P.A. system or emergency radio. Staff and students will move quickly to the safest location based on the scenario at hand and directions given over the P.A. or radio. Administrators will be at checkpoints to assist with all drills. Level 3 can only be released by School Administrators and Police.

STUDENT SERVICES

The office of Student Services provides assistance to students in the areas of:

- Financial aid (scholarships)
- Student scheduling
- Testing (Proficiency, OGT, ACT, SAT, PSAT, ASVAB, ITMC, PARCC)
- Social Services (agencies)
- Post-Secondary Opportunities
- Career Development

STUDENT SCHEDULE CHANGES

Requests for program changes will be evaluated on the basis of enrollment in the career path and whether it is in the best interest of the student.

AFTER SCHOOL HOURS

Students are expected to leave the building at the end of the regular school day and are not permitted to remain after hours unless they are part of an extracurricular or co-curricular activity being held under the supervision of a Columbiana County Career and Technical Center staff member; or have been assigned a discipline as a result of an infraction of the student code of conduct.

MEDICATIONS

No form of medication (prescribed or otherwise) will be administered during the school day unless parents have followed specific guidelines adopted by the Columbiana County Career and Technical Center Board of Education. Board policy regarding medication may be obtained by contacting the school nurse. Before medication can be administered, a signed form from the physician must be on hand at the school. Whenever possible, students are encouraged to take all medication during hours other than when they are in school. Due to federal guidelines and laws, CCCTC may not be able to administer or permit some medication. Please contact an administrator for additional details.

LOCKERS AND PERSONAL PROPERTY

The student will be assigned individual school locker which may not be changed without permission from the high school office. **LOCKERS REMAIN THE PROPERTY OF THE SCHOOL, AND ARE SUBJECT TO INSPECTION. (Ohio Revised Code Sec. 3313.20).** Administrators may search a student or his/her property (including vehicles, purses,

knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules.

Students are to use their lockers for storing coats, backpacks, books, etc.

The school cannot be responsible for personal belongings, textbooks, or library books taken from a locker. School insurance does not cover any personal property left at school because the cost is prohibitive. This includes all student projects, tools, uniforms, etc. If anything is stolen, the responsibility rests with the student. **DO NOT STORE VALUABLE ITEMS IN YOUR LOCKER.**

BOOKS

The Board of Education furnishes all students with the necessary textbooks or library books for each course. They ask in return that the books be given good care and returned to the teacher at the end of the school term or upon withdrawal from school. The student who receives the book agrees to pay a fine or the total amount for a lost or abused book.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

Career and Technical Center student organizations are an integral part of every career and technical program. All students are automatically members of their respective Career and Technical Student Organization. The following is a list of those organizations:

1. Future Farmers of America (FFA)
2. Skills USA - (Skills USA)

NATIONAL TECHNICAL HONOR SOCIETY

Students may be elected to the National Technical Honor Society if they maintain all A's and B's in their academic and career tech courses and have a 95% attendance rate at the Columbiana County Career and Technical Center. Students elected must demonstrate leadership and citizenship characteristics that are representative of the organization. Disciplinary infractions will lead to removal from the National Technical Honor Society.

PARTNER SCHOOL INFORMATION

Partner School Announcements - Announcements received from each partner school are posted on the bulletin boards in the cafeteria. The students are responsible for reading the announcements from their respective schools as individual announcements will not be given.

Partner school Meetings - During the year, administrators from partner schools will meet with students at the Career and Technical Center, to discuss issues relating to partner school activities.

Participating in Partner School Activities - All Career and Technical Center students are encouraged to participate in partner school activities that take place after school. Students involved in athletics will be permitted to participate in certain events that occur during the school year. These situations are:

1. The actual match, meets, or game
2. Travel to the match, meet, or game
3. Pep rallies

Students will not be dismissed from the Career and Technical Center to participate in a practice. Students involved in dramatic or musical productions will be dismissed from the Career and Technical Center when actual performances occur during the school day, but will not be dismissed for any rehearsals unless prior approval is given by the Director. Students will not be dismissed from the Career and Technical Center for any partner school event unless the partner school has notified the Career and Technical Center Office of the need for involvement.

Returning to Partner school for Special Events - Each partner school is permitted to have all Career and Technical Center students attend a specified number of events during

the year which take place during the school day. Students must sign out with the attendance secretary. Transportation to the partner school event will be provided by the partner school.

CAREER AND TECHNICAL CENTER CLOSINGS

Information regarding emergency closings will be communicated in the following ways:

WSOM/K1 05 - Salem

WELA/WOHI - East Liverpool

WKBN – Youngstown

CCCTC website – www.ccctc.k12.oh.us

CCCTC Social Media Pages

*In order to inform parents and students of important information regarding school delays and cancellations, we will be utilizing our automated phone messaging system. To be sure that you are notified accordingly, please be sure to inform the school if your telephone number changes.

VISITORS

Parents are always welcome to meet with administration during school hours. Please contact the specific administrator to set up an appointment. Former students are welcome to meet with instructors AFTER the school day. Visitors wishing to meet with an instructor regarding customer service must have an appointment or they will be given the instructors extension to contact them before returning to discuss the service. All visitors must sign in at the Career & Technical Office immediately upon arrival and enter at the main entrance. All visitors must display a visitor badge at all times. Parents wishing to talk to teachers should make prior arrangements with the teacher or contact the principal to set up a meeting. Students are not permitted to bring friends or relatives to school.

EIGHTEEN-YEAR-OLD STATUS

In compliance with the Ohio Revised Code, Section 3109.01, the Columbiana County Career and Technical Center has established the following regulations for adult students (18-22):

1. Students who reside in our district and are 18 to 22 years of age are not required to pay tuition and they are also not required to attend school. Any student who becomes 22 must pay the tuition rate as established by the Board of Education.
2. Students between 18 and 22 have the right to a free public education and may attend the Columbiana County Career and Technical Center if they reside in the district. These students must adhere to all rules and regulations as established by the school regarding attendance, conduct, and classroom work and must sign the 18-year-old contract.
3. It is assumed that returning students are coming to school to pursue an education. Therefore, they are expected to have regular attendance, good behavior, and complete passing work in all of their classes.
4. The school will not tolerate loitering in the halls, restrooms, on the grounds, or refusing to follow directions of school personnel.
5. Failure to follow any of these guidelines may result in expulsion.

SCHOOL DANCES AND ACTIVITIES

1. School staff has complete authority and total responsibility over all those attending the activity. This includes the building, grounds, and parking area.
2. Appropriate school attire will be worn.
3. Once entering the building, a student must remain in the building. Upon leaving the building, a student may not return and must leave the school property.
4. Displays of affection will not be permitted at the activity, in the halls, or on school property.

5. Any student or adult having consumed or having in possession any alcoholic beverages will not be admitted.
6. Student smoking is not permitted in the school building or on school grounds.
7. Students must stay in the immediate area of the facility opened for the dance or activity. They must not enter other areas of the building.
8. Unless otherwise stated, school dances and other school activities are for current Columbiana County Career and Technical Center students only.
9. Violations of the above regulations will mean removal from the activity and curtailment of future privileges.

COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER
NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES
(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Nondiscrimination/Equal Education Opportunity

In compliance with (1) Title VI of the Civil Rights Acts of 1964, (2) title IV of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the ORC Vocational Educational Guidelines and the Americans with Disabilities Act, we are notifying all students, parents, employees and general public that the CCCTC has adopted a nondiscrimination policy on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes"), in its educational classes and provides equal access to the Boy Scouts and other designated youth groups.

Complaint Procedure

Section I

Any person who that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinators:

Mr. Curt Kaiser,	Mrs. Sue Allison,
Principal/Special Education	Guidance Administrator
9364 State Route 45	9364 State Route 45
Lisbon, OH 44432	Lisbon, OH 44432
330-424-9561 ext. 117	330-424-9561 ext. 118

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The District's Coordinator will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

STUDENT RECORDS

The CCCTC provides access to school records by parents (if the student is under 18) or by the student (if the student is 18 or older). Students or parents also have the opportunity to challenge any portion of the contents of the permanent school record which they deem misleading, inaccurate or inappropriate. The following procedures are set forth to govern the inspection of school records:

Only the following persons will be entitled to a student's permanent records:

- a. The parents or guardians of the student if the student is under 18 years of age.
A non-custodial parent shall have the same rights of access to his/her child's records as a custodial parent except where access is limited by an agreement between the parents or by a court order.
- b. The student, if the student is 18 years of age or over, the person desiring to inspect the permanent record must make a request in writing to Student Services.
- c. Within a reasonable period of time, an appointment will be made whereby the person wishing to inspect the records may do so.
- d. A member of the Student Services staff must be present during inspection of the record to interpret or lend insight into the permanent record.
- e. If the person inspecting the record challenges any portion of the permanent record, he or she may request a hearing with the Superintendent or the designated representative

STUDENT RIGHTS

The Family Educational Rights and Privacy Act ensures that parents and students have access to and an opportunity to challenge the content of a student's record and that schools will not release information that directly identifies a student to a third party. The CCCTC respects the rights of students and parents under FERPA to publish honor rolls or release information that identifies a student to a third party.

- Inspect and review education records and a description of how a parent or student may assert that right.
- Request an amendment to the record and a method for requesting the amendment.
- Consent to disclosures of the student's record and an explanation of the conditions under which the school may disclose without prior consent.
- File a complaint with the Family Compliance Office of the Department of Education.

MILITARY SERVICE

The "Armed Forces Recruiter Access to Students and Student Recruiting Information" Act requires the schools make student names, addresses and telephone numbers available to military recruiters. However, the law also requires schools to notify students and parents that they may opt out so that such information is not released without their prior consent.