



**Student Handbook  
2018-2019**

**Student Name**

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**Fairfield Career Center  
3985 Coonpath Rd., NW  
Carroll, OH 43112  
614-837-9443**

## Student-Parent Welcome

Dear Students and Parents:

We are pleased you have selected a program at the Fairfield Career Center. You have made a very important decision by choosing to be here and have entered into a partnership between you, your family, and the Fairfield Career Center.

The FCC will provide facilities, technology, instructors, and the guidance to provide a meaningful educational experience. The Fairfield staff members strive to provide a quality education and truly care about all our students. We positively participate with students and parents to provide a unique successful educational experience.

We urge you, as parents and students in our career and technical community, to read and become familiar with the contents of this handbook. A thorough understanding of the services, activities, student code of conduct, and policies and procedures will assist you in taking advantage of Fairfield's many opportunities and will ensure a safe and positive learning environment for you.

If you have any questions at all, including questions regarding release of information, grading, or curriculum, or if you would like to review any instructional materials used at Fairfield/Eastland Career Center, please do not hesitate to call me.

Sincerely,



Shelley Groves  
Director



Derek Roeth  
Assistant Director



Beau Stidham  
Supervisor

Eastland-Fairfield Career & Technical Schools does not discriminate on the basis of race, color, national origin, age, sex, religion, ancestry, disability, or military status in its employment, programs, and activities, and provides equal access to the Boy Scouts and other designated youth groups. Title VI, Title IX, and Section 504 Coordinator is Caroline Davis. Any alleged act of discrimination in reference to age, ancestry, color, disability, national origin, race, religion, or sex (gender) equity, should be referred to Caroline Davis, (614) 836-4530, Eastland-Fairfield Career & Technical Schools District Office, 4300 Amalgamated Place, Groveport, Ohio 43125.

## FAIRFIELD CAREER CENTER

### MISSION STATEMENT

The mission of career and technical education at Fairfield Career Center is to enrich lives by delivering exceptional career-technical educational outcomes for a changing world.

The vision of career and technical education at Fairfield Career Center is a quality educational choice – where people like to be and everyone can succeed.

The values of career and technical education at Fairfield Career Center are:

- Relationships
- Integrity
- Passion for Learning
- Accountability

SAFE SCHOOL TIP LINE

1-844-723-3764

1-844-SAFEROH

KEEP OUR SCHOOL SAFE  
PLACE TO LEARN

YOUR NAME IS NEVER ASKED.

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**Wishing you great success  
at Fairfield and all your  
future endeavors.**

**Fairfield Career Center  
Welcomes You!!**

## SCHOOL CALENDAR 2018-19

### 1<sup>st</sup> Grading Period (41 Days)

(August 14 – October 12)

Aug 14	First day of classes-Juniors
Aug 15	First day of classes-Seniors
Sept 3	Labor Day – No School
Sept 20	Parent Teacher Conferences (4:30 – 8:00)
Oct 11	No School-Professional Development
Oct 12	No School

### 2<sup>nd</sup> Grading Period (44 days)

(October 15 – December 20)

Oct 31, Nov 1,&2	10 <sup>th</sup> Grade Visitation
Nov 2	No School – FCC Students
Nov 6	No School – Election Day
Nov 21-23	Thanksgiving Vacation
Dec 6	Open House 6:00-8:00 p.m.
Dec 21 – Jan 4	Winter Vacation – No School

Semester Total 85 Days

### 3<sup>rd</sup> Grading Period (48 days)

(January 7 – March 15)

Jan 21	Martin Luther King Jr. Day – No School
Feb 18	Presidents' Day – No School
Feb 21	Parent Teacher Conferences (4:30 – 8:00)

### 4<sup>th</sup> Grading Period (45 days)

(March 18 – May 22)

Mar 18 - Mar 22	Spring Break
Apr 19	No School- Prof. Day/Comp Day
Apr 22	No School
May 2	New Student/Parent Celebration 6:30 PM
May 22	Senior Recognition
May 29	Classes End
May 30	Teacher Work Day

Semester Total 93 Days

Year Total 178 Days

As required by law, the Eastland-Fairfield District has designated that days missed will be made up on weekday(s) beginning May 23 and ending when all days have been made up. The "teacher workday" will be scheduled the weekday following the last student "in session" day.

## Introduction to the Career Center

### History of the School

Fairfield Career Center (FCC) will be in its thirty-second year during the 2018-2019 school year.

The center, dedicated in October of 1987, opened to better serve students from the Eastland-Fairfield Career and Technical Schools' 16 home-school districts, including those in Fairfield County.

The Fairfield center is part of the Eastland-Fairfield Career and Technical Schools, which was established to help meet a state requirement that career and technical education opportunities be available to all Ohio high school students.

Today, the district is one of 92 Ohio career and technical education planning districts and one of 49 joint career and technical education districts that provide programs for young people and adults from area communities. The Eastland-Fairfield District, which serves 1,600 young people and around 7,000 adults from a 700-square-mile area each year, has Ohio's third largest career and technical high school population.

Success at the Fairfield Career Center has been possible because of many people – parents, current and former students, staff members, community leaders, and business and industry employers and employees (more than 100 on high school program advisory committees).

### Building and Grounds

The Fairfield Career Center is situated on an 80-acre site at 3985 Coonpath Road NW, Carroll, Ohio. The building contains 140,000 square feet, which includes classrooms, career and technical and science lab areas, an assessment center, conference rooms, a media center, a cafeteria, a multipurpose room, and guidance and administrative offices.

Parking lots are provided for the staff and those students who drive to school. Automobile registration and student parking regulations are covered later in this handbook.

The pond designed for the Fairfield Career Center fire protection system and the grounds east of the center surrounding the pond are off limits to all students and staff (except administrative and maintenance staff).

### Daily Schedule

	8:00 a.m.-8:05 a.m.	Student time to visit locker and report to first period class
1	8:05 a.m. - 8:45 a.m.	40 minutes
2	8:48 a.m. - 9:28 a.m.	40 minutes
3	9:31 a.m. - 10:11 a.m.	40 minutes
4	10:14 a.m. – 10:54 a.m.	40 minutes
5	10:57 a.m. - 11:37 a.m.	40 minutes – Academic Classes and Senior Lunch
5L	10:57 a.m. – 11:27 a.m.	30 minutes – Junior Lunch
6L	11:40 a.m. - 12:10 p.m.	30 minutes – Junior Lunch and Senior Lab
6	11:30 a.m. - 12:10 p.m.	40 minutes – Junior Academic Classes
7	12:13 p.m. – 12:53 p.m.	40 minutes
8	12:56 p.m. - 1:39 p.m.	40 minutes
9	1:39 p.m.-2:19 p.m.	40 minutes
	2:24 p.m.	Buses Depart FCC for Affiliate schools

### General Information

- \*\* The building is open at 7:30 a.m. Students who come to school before 8:00 a.m. report to the cafeteria. Once students arrive at Fairfield they may not leave the grounds without permission.
- \*\* The opening bell rings at 8:00 a.m. All students are to go to their lockers and report to first-period class.
- \*\* All students are to be in class or lab before the 8:05 a.m. bell.
- \*\* No student is to be in the building after 2:45 p.m. unless they have permission of a staff member.
- \*\* Students attending Fairfield Career Center will follow the Fairfield Career Center school calendar. They are expected to be in attendance when Fairfield Career Center is in session.
- \*\* Fairfield operates on a closed lunch period. Students in a full-day career and technical program are required to eat lunch in the cafeteria. Students may NOT leave the school property during the day without proper authorization, nor may they have food brought in to them from outside vendors.

### Bus Transportation Regulations

Bus transportation to and from the student's residence is the responsibility of the affiliate school. The student is responsible for obeying bus rules and regulations specified by the affiliate school, as well as those noted by the career centers.

Affiliate school districts are responsible for providing transportation between the Eastland and Fairfield Career Centers. A shuttle bus to transport students between the Eastland and Fairfield Career Centers is provided through the cooperative efforts of one or more districts. Students riding the shuttle between the centers and/or on field trips should be familiar with regulations that have been adopted to assure that students are transported safely, efficiently, and comfortably.

### Eastland-Fairfield Bus Regulations

1. The following are prohibited but not limited to: profanity; narcotics, stimulant drugs, poisonous intoxicants, caffeine tablets, counterfeit drugs, and/or intoxicating and/or alcoholic beverages; firearms, ammunition, explosives, or other dangerous materials or objects; tobacco products or matches/lighters; animals or pets; glass containers, such as pop bottles; and consumption of food and drink.
2. Trash must be placed in the proper container on the bus.
3. Riders must remain seated at all times until reaching the departure destination.
4. Riders must keep hands, legs, feet, and head inside the bus.
5. Riders are to be silent at railroad crossings and other places of danger, as specified by the driver.
6. Equipment that cannot be held under a designated seat must be stored in a location determined by the driver.
7. Riders must respect school property and the property of others.
8. Riders must behave in a manner acceptable to the bus driver. Riders are expected to be quiet and not distract the driver, and to follow instructions of the driver.
9. No form of violence will be tolerated.
10. Seats may be assigned when the driver or other school officials believe it necessary.

One overall rule of conduct on a bus is the use of courtesy and good sense. Violators of regulations should expect disciplinary action, including the removal of bus transportation privileges.

### Shuttle Bus Riders and Early Dismissal

Students riding the shuttle bus (shuttle and other early bus riders) will be dismissed at the regular dismissal time. All students will be dismissed at the same time except for special affiliate school activities or other special situations authorized by the director. A listing of all students on a modified dismissal schedule will be published and distributed to staff.

### School Closing Procedures

In case of inclement weather or other emergency situations, local radio and television stations will broadcast notification of revised starting times or cancellation of school for the Eastland–Fairfield Career & Technical Schools. Radio stations will be the likely vehicles for informing parents/guardians of procedures in the event of a crisis situation, such as a water leak.



If conditions result in the career center remaining open while the affiliate school is closed or unable to provide bus transportation. In this case, parents should use sound judgment concerning their son's/daughter's attendance that day at the career center. An absence in this circumstance will be considered excused.

## **Organization of Instruction Schedule of Classes**

Students will be given a schedule of classes on the first day of school. All schedule changes must be made as quickly as possible. This allows vacancies to be filled from waiting lists. No schedule changes or requests to return to the affiliate school will be made without the consent of the guidance counselors. Forms for these procedures are available in the guidance office.

### **Schedule Change Policy**

A. The master schedule of course offerings is arranged each year based on student requests made during registration of the previous school year. Students are expected to make all schedule choices during the registration process. Due to commitments for staff assignments and the ordering of textbooks and classroom supplies, no schedule changes will be made after the first 10 school days, and only for the following reasons:

- Mechanical error changes
- Changes to meet graduation requirements (seniors)
- Subject level adjustments (with teacher recommendation)
- Class size balancing
- Addition of a class in lieu of a study hall the same period

B. Adding a Course— After the first 10 school days, no courses will be added. Semester elective courses can be added in the first 10 school days of the second semester. Classes will only be added if they are available.

C. Dropping a Course— Students have the first 10 school days to drop a course without penalty. Semester elective courses can be dropped in the first 10 school days of the second semester. The course would be replaced with a study hall. Students will not be permitted to drop a class if their class load would drop below the required amount. Any class dropped after the first 10 days of school, would be listed as “WF” Withdraw/Failing and will receive a final grade of F in the class. This is factored into the GPA as a failing grade and will appear on the student's report card and transcript.

### **Tools/Textbooks/Workbooks**

Tools/Textbooks for many programs are provided free of charge by the board of education. Students are asked to keep in mind that these books/tools have been loaned to them and will be used again by other students. Students are financially responsible for loss or damage to the books/tools.

These materials provide valuable information to students as they prepare for the world of work. In many cases, these resources become the primary resource for students as they assume positions in business and industry.

### **College Credit Plus**

The primary objective of career and technical programs offered with the Eastland–Fairfield Career & Technical Schools is to prepare students for employment and/or enrollment in related college programs. Participation in the career and technical lab is critical to the development of competencies required for employment and/or advanced education. Therefore, students must maintain continuous enrollment in a full 150[CD1]-minute lab to be considered an Eastland–Fairfield Career & Technical School student. Work site-based experiences and/or enrollment in post-secondary technically related course work may be substituted for the lab experience with approval of the instructor. Students who fail to maintain continuous enrollment status will be withdrawn and/or transferred back to their affiliate school.

Students who would like to be considered for participation in College Credit Plus must meet the eligibility requirements and all of the College Credit Plus timelines. Students participating in College Credit Plus will

not have financial responsibility for tuition, materials, textbooks or fees. These fees will be covered by the student's affiliate school district and/or the Eastland–Fairfield Career & Technical Schools.

College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options (PSEO) program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. This program is designed for students that have demonstrated college readiness and are looking to jumpstart their college experience. Upon successful completion, students will earn transcribed college credit as well as high school credit for the courses taken. Students admitted to the program will be required to perform at the same level as the college's regular students. Grades will be reflected in the high school GPA as well as the college transcript. Eastland-Fairfield Career & Technical School guidelines for CCP are as follows:

1. To participate in CCP Students must notify their counselor in writing of their intent to participate by April 1 before the year of participation. A meeting with counselor, parents and student is[CD2] required to clarify all College Credit Plus guidelines. Failure to do so will make them ineligible to participate without the permission of the superintendent.[CD3]
2. Students may enroll in college courses that they are eligible for upon acceptance by the college/university of choice.
3. If the student fails to complete the course(s), the student/parent will be liable for any and all financial obligations.
4. Students must meet all the application and enrollment deadlines set by the college/university.
5. Texts and related supplemental materials purchased for the student are the property of the school. The student is responsible for returning texts and supplemental materials to the school at the conclusion of the course and for any fines associated with abuse of the text and related materials.
6. Transportation will be the responsibility of the student/parents.
7. Students enrolled in College Credit Plus classes will be issued a final grade that reflects the grading scale of the institution in which they are enrolled. Please note, this grading scale may differ from that of Eastland-Fairfield Career and Technical Schools. Grades posted at interim dates only reflect the student's progress.

Eastland-Fairfield Schools will seek reimbursement from students/families under the following two circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 14th calendar day after the particular course began unless the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).

### **Online Courses**

An Online Educational Option is offered through a partnership with TRECA.

The courses can be taken for the following reasons including:

- Credit Recovery – an opportunity for students to earn high school credit that is required for graduation for a course in which they previously earned a failing grade.
- Expansion of Course Offerings – an opportunity for students to take a course in a content area that Eastland-Fairfield Career & Technical Schools does not offer in a classroom setting. New credit courses are only available to students with approval of the Building Director.
- All online courses are monitored by an EFCTS staff member.
- There are fees associated with taking the Health and Physical Education on-line courses.
- Registration for new credit courses is open until October 30<sup>th</sup>.
- Registration for credit recovery courses is open until January 30<sup>th</sup>.
- Enrollment into new credit or credit recovery courses after the deadline is at the discretion of the Building Director or designee.

Eastland-Fairfield Schools will seek reimbursement from students/families under the following two circumstances: 1) If the student receives a failing grade at the end of the online course; or 2) If the student withdraws from or drops the online course after the 21<sup>st</sup> calendar day of enrollment, unless the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).

All core academic graduation required courses will be offered to students that may need a credit recovery course. In addition, new credit courses may be available

- Eastland-Fairfield Career & Technical Schools will offer a credit recovery/new credit program during the 2017—2018 school year. The program is open to any current high school student of the Eastland-Fairfield Career & Technical Schools.
- Begin the registration process by contacting the guidance office.
- Credit Recovery is a self-guided, computer-based program that will allow a student to earn credits in areas where the student has previously been unsuccessful.
- Courses will vary in terms of the hourly requirements needed to complete a course. Each course will be worth  $\frac{1}{2}$  to 1 (0.5 – 1.0) Carnegie units. Students will be able to take as many credits as they want during the session but will not be permitted to work on more than one course at a time.

### **Student Charges**

Annually the Board approves the uniforms for the various career-technical programs. Such uniforms are to be purchased by the students directly from the vendor. This charge is not subject to any laws requiring the waiving of costs/fees for those receiving federal assistance and is not processed through the school but is a direct purchase from the vendor. It is the District's intent that these uniforms serve as the school clothes for our students and help prepare them for their future in their chosen career field.

Charges may be imposed upon students for loss, damage, or destruction of school property, books, tools, and equipment. Such charges must be paid in full in order to receive grades and credits. The District accepts payment by cash, check, or money order at the Career Center. Another payment option offered is by credit card through an online portal EZ Pay, which can be accessed from the District's website. There is no transaction fee assessed by the District for paying online.

### **Policy on Delinquent Accounts**

If a student/parent defaults on any payment arrangement or their financial obligation is not fulfilled for any reason, the account will be forwarded to a collection agency for recovery. The student/parent will assume all costs involved in the collection process. This includes any collection charges issued for recovery, interest, attorney's fees, and court costs.

### **Policy on Returned Checks**

If a check is returned for any reason, the returned check will be forwarded to a collection agency for recovery. The student/parent will be charged a returned check fee as permitted by law. The student/parent will assume all costs involved in the recovery process. This includes any collection charges issued for recovery, interest, attorney's fees, and court costs.

### **Student Tools/Supplies**

Students are encouraged to purchase their tools prior to entering school in the fall. Tools will be made available for students if they choose not to purchase their own. The rules and regulations for student tools are:

1. Students enrolled in a career and technical program are responsible for the care and maintaining all tools.
2. Student initials should be etched on each tool and toolbox if they have purchased their own tools.
3. Students are responsible for their own tools and toolboxes and tools/toolboxes belonging to the school; this includes the replacement of lost tools and/or toolboxes.
4. Students may not borrow other students' tools.
5. Students may not sell tools to other students or persons without the approval of parent or guardian.
6. Tools purchased by the school must remain at school at all times.

## **Records**

### **Student Records**

In compliance with Federal regulations, the Eastland–Fairfield Career & Technical Schools has established the following guidelines concerning student records:

1. The Director of the Career Center is the Custodian of Records for the school and is responsible for the processing and maintenance of all student records.

2. Each student's records will be kept in a confidential file located at either 4465 S. Hamilton Road, Groveport, Ohio, or 3985 Coonpath Road, NW, Carroll, Ohio. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (age 18 or older), and those designated by Federal law or District regulations.
3. A parent, guardian, or adult student has the right to request a change or addition to a student's records should they believe the information to be misleading or inaccurate. They may also either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
4. The District has established the following information about each student as "directory information": Name, address, telephone number; date and place of birth, major field of study; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. A student's social security number will be provided to employers, the military, postsecondary institutions, and the Heart of Ohio Tech Prep Consortium. If a parent chooses to block the release of information to the military, the school must also not release information to other outside agencies such as colleges. A copy of the Board of Education's policy and the accompanying District regulations are available at 4300 Amalgamated Place, Suite 150, Groveport, Ohio. There are also persons available to answer questions concerning the policy and regulations.
5. Student photographs, work, likeness and/or videotapes may be used for the purpose of providing public information and/or publicity for the Eastland-Fairfield Career & Technical Schools' program, with the written permission of the student's parent, guardian, or the adult student.

### **Grading**

Grades indicate the progress a student is or is not making in a course. Examinations will be administered at the end of each semester in academic, and career and technical labs. These give the student practice in organization and expression and form an important basis for assigning grades. Examination success is increased if a notebook is kept, notes are taken, and review is begun well ahead of time.

The semester exam and the final exam are evaluated as equivalent to one-fifth the weight of a semester grade.

The grading scale below is provided for the career center instructors as a guideline as they evaluate the progress of each student.

A 93-100	4.0	C 73-76.9	2.0
A- 90-92.9	3.7	C- 70-72.9	1.7
B+ 87-89.9	3.3	D+ 67-69.9	1.3
B 83-86.9	3.0	D 63-66.9	1.0
B- 80-82.9	2.7	D- 60-62.9	.7
C+ 77-79.9	2.3	F <60	0

### **College Credit Plus Courses Grading**

Students enrolled in College Credit Plus classes will be issued a final grade that reflects the grading scale of the institution in which they are enrolled. Please note: this grading scale may differ from that of Eastland-Fairfield Career and Technical Schools. Grades posted at interim dates only reflect the student's progress.

College Credit Plus courses are college courses; therefore, the final grade earned by the student in the course is the grade that will be recorded on the college transcript and the high school transcript. The grade must be the same regardless of whether the college and the EFCTS grading scales match. The college grade is the final grade.

### **Report to Parents**

Report cards are issued four times each school year. Grades, attendance, and teacher comments are made on each of these reports. A master copy of each student's report card is kept in the office. Semester averages, final course grade, and credit issued are recorded in each student's cumulative record. Progress reports will be available to all students and parents/guardians anytime through Progress Book. Students

and parents will receive log in information at the start of each year. They may also call the career center with any questions or problems with Progress Book.

### **Promotion Policy**

Students must successfully complete all career and technical course work to be eligible for the Eastland/Fairfield Certificate of Completion, which is awarded at the end of the senior year.

Junior students will not be considered for promotion into the second year of a career and technical program unless they pass half of the lab courses covered and have covered essential skills necessary as determined by the instructor in the junior year.

### **Transfer Procedure**

A student enrolled at the career center must attend for the first 10 days before a transfer back to the affiliate school will be considered. During this time, if a student is not adjusting, a decision can be made by the student, his/her parents, the affiliate school counselor, and career center personnel. Junior students who are not passing their career and technical program (semester average of "F" in lab and in at least one academic class) may be removed from their career and technical program and returned to the affiliate school at the end of the first semester. A student transferring back to the affiliate school will receive credit for all semester course work successfully completed. Semester averages for yearlong courses will be provided to the affiliate school. Decisions concerning the assignment of credit for work completed in yearlong courses will be made by the affiliate school per local school policy.

### **Emergency Medical Forms**

As indicated by Ohio Revised Code, an emergency medical form for each student must be completed and be on file in the office by the end of the first week of school. Failure to comply with this request may result in a student being excluded from class. It is the parent or guardian's responsibility to ensure that the forms are up-to-date with current information.

### **Change of Address**

A change of address or telephone number should be reported to your home school and the Fairfield office immediately. When a request for a change of address is made, we must verify with the home school before we can update our database. A student moving or leaving the school district should report to the guidance office to acquire the appropriate change forms.

### **Career Center Honor Roll**

All students are eligible for recognition through the Career Center Honor Roll and are recognized after each nine-week grading period.

Students who earn all A's (4.0 grade-point average), with no incomplete (I) grades are named to the Director's List.

Students who earn a B (3.0 grade-point average), or better with no incompletes, D's, or F's, will be named to the Honor Roll.

Outstanding students will be selected for each of the first three of the four nine-week grading periods to represent the junior and senior class.

### **Certificate Standards**

The Eastland-Fairfield Career & Technical Schools award a Certificate of Completion. In order to be eligible, students must meet the conditions listed below. All fees/fines must be paid before the student may receive a certificate or participate in the recognition ceremony.

#### ***Eastland-Fairfield Certificates of Completion***

##### ***Career and Technical Certificate of Completion***

\*All program course work and academics must be successfully completed at an EFCTS career center except for satellite programs.

##### ***Technical Certificate of Completion***

- \* All program coursework must be successfully completed at an EFCTS career center

### **Special Certification Requirements**

\* Students enrolled in a Cosmetology course at FCC are required to take two years of a “Related” course and pass a course in Anatomy and Physiology.

\* Culinary students must pass a course in food science.

\*Medical Office students must pass a course in Anatomy and Physiology.

### **Attendance Recognition**

An attendance sticker will be attached to the Certificate of Completion; therefore, no makeup hours/days will be permitted. (Note: Seniors involved in Worked Based Learning qualify as being “in class” for work that occurs during school hours.)

### **Calculating Attendance for Attendance Recognition**

1. Time away from class for school related absences such as assemblies, approved job interviews, field trips, speaking engagements, snow days, etc.; do not count as absences when determining eligibility for attendance recognition.
2. Each time an individual student is late to school, the incidence of tardiness will be counted as time missed. Each time an individual student takes early dismissal, the dismissal will be counted as time missed. Absences are among factors that count against eligibility for attendance recognition.
3. Hospitalization, medical leave, home instruction, and/or doctor-approved time away from class will be considered as absence(s) when determining eligibility for attendance recognition.

## **Student Safety and Protection**

### **Safety**

Students are to learn and work in a safe environment. Students are required to follow the safety rules and regulations of each classroom, shop, laboratory area, or lab station. Teachers will instruct the students on safe operation of tools and equipment within the shop and labs and the proper use of safety equipment and apparel. Students will be evaluated on safety instructional units and demonstrate safe practices and procedures before being allowed to participate in the instructional program. Students who violate safety rules and regulations are subject to the school discipline code and may be removed from the instructional program and recommended to an alternate educational environment.

Students should also exhibit safe behaviors throughout the school property, including but not limited to: cafeteria, hallways, restrooms, multipurpose room, sidewalks, driveways, and parking lots. A student who behaves in an unsafe manner will be subject to the student discipline code.

### **Asbestos**

The Eastland–Fairfield Career & Technical Schools has complied with the law concerning asbestos removal. Management plans are on file in the district office located at 4300 Amalgamated Place, Suite 150, Groveport, Ohio 43125-9236.

### **Illness/Injury**

Students suffering illness or injury while in school will receive appropriate basic care. Instructors will call for assistance and/or authorize students to go to the office for attention. Parents or guardians will be notified and advised of the student's condition if the situation warrants. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. It is the school's prerogative to decide if medical attention may include emergency treatment by local health authorities. Parents will be called if such action takes place. It is the responsibility of the parent/guardian to be certain that emergency medical information is kept up-to-date. Any expenses incurred in medical treatment are the responsibility of the parent/guardian.

### **Control of Blood-Borne Pathogens**

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

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

### **Control of Non-Casual-Contact Communicable Diseases**

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definite evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to blood. Any testing is subject to laws protecting confidentiality.

### **Medication**

The career center personnel have been advised not to assume responsibility for administering medication. If a student brings prescription medicine to school and is required to take the medicine while in school, the student must report this information to the appropriate instructors and to the main office. The student must fill out the Medication Registration Form, acquire the appropriate signatures, and return the completed form to the office for all prescription and non-prescription medications.

Staff personnel may refuse to permit a student to take any medication during school hours unless such signed statement is furnished. Students should not bring any more medication to school than is required for one day.

No staff members will dispense over the counter medication to any student without prior parent authorization.

### **Fire/Tornado/Other Emergencies**

The State of Ohio requires that each school have an average of one fire drill per month and one tornado drill per year. Instructions regarding the evacuation of the building are posted in each classroom. The orders of the teacher should be followed. Talking during the drill is not permitted.

In case of inclement weather that results in buses not running, parents should use sound judgment concerning their son's/daughter's attendance at the career center that day. Listen to the local radio stations for notification of cancellation of school for the career center.

### **Protective Clothing**

Many programs will require some form of protective clothing. Students may be required to purchase, rent, or furnish their own protective clothes, depending upon the course. Area supervisors and teachers will provide further information on this matter.

### **Shoes**

Tennis shoes are to be worn when participating in before school or noon recreation, physical education, or special physical activities in the multipurpose room.

There shall be no shower shoes, flip flops, or beach shoes worn at any time.

## **Visitors**

Parents or guardians are invited to visit the school whenever they are available. Due to the need for special safety precautions and crowded conditions in certain areas, visits by school-age students who are not enrolled at the career center cannot be permitted during school hours. This includes out-of-town guests or students. Adult visitors must enter through the front of the building, immediately report to the Main Office, and sign in. All visitors will be issued a Visitor's Pass through the Main Office with the Director's approval.

## **Student Insurance**

School insurance is available for career center students. The necessary forms will be available to students upon their request. Students are encouraged to subscribe to this accident insurance program. The Eastland–Fairfield Career & Technical Schools does not carry insurance on students.

## **Anti-Harassment Policy**

### **STUDENT**

#### **SEXUAL/RACIAL HARASSMENT: HARASSMENT BY SCHOOL EMPLOYEES, STUDENTS OR OTHER PERSONS ASSOCIATED WITH THE DISTRICT.**

(Regardless to race, color, national origin, sex, and disability)

It is a violation of anti-harassment procedures for any student or staff member to make any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

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

#### **SEXUAL HARASSMENT**

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

The making of written or verbal sexual innuendoes, suggestive comments, jokes or a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or by third parties.

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

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

##### **C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

#### **RACE, COLOR, NATIONAL ORIGIN, AND DISABILITY HARASSMENT**

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

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

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

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

##### **C. Physical:**

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



## **Recourse**

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

- A.** If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the District other than the Director, the affected student or their parents/guardians should, as soon as possible after the incident, contact the Director. The Director must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint.
- B.** If the alleged harasser is the Director, the affected student or his/her parents/guardians should, as soon as possible after the incident, contact the District's Title IX Coordinator or if the student is disabled their Section 504 Coordinator.

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the nature of the harassing incident(s).

Each complaint received by the Director as mentioned above, shall be investigated in a timely and confidential manner. While a charge is under the investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the process of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A.** Protect the confidentiality of the student who files a complaint;
- B.** Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
- C.** Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, staff members, or others associated with the District.

## **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE**

### **Preamble**

Any student who believes that the Eastland-Fairfield Career & Technical Schools or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, (race, color, national origin), Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) or the Age Discrimination Act of 1975, as amended, 20, U.S.C. etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, may file a complaint which shall be referred to as a formal discrimination/harassment complaint. This is in accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines.

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

### **Procedure**

#### **Step 1**

An alleged formal discrimination/harassment complaint shall be made to the Director of immediate Supervisor within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and determine a reasonable solution. Nevertheless, a copy of the discrimination/harassment complaint must be forwarded to the district's Title IX/504 Director.

- a. The written complaint will include the date, time, a description of the incident, and the name of the person or persons involved.
- b. Within three (3) working days of the written complaint, the Director will request a meeting with the person or persons allegedly involved in the discrimination/harassment of the complainant to inform them about the filing of the complaint. The person against who the discrimination/harassment complaint has been filed will have seven (7) working days to submit a written response to the complaint.
- c. Upon receipt of the response, the Director will review the reports, conduct any further inquiry as necessary, and issue a written decision to all parties involved within ten (10) working days.

### **Step 2**

If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504 Director, within five (5) working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI.)

504 Director/Title IX Director  
Bonnie Hopkins, Superintendent  
4300 Amalgamated Place  
Groveport OH 43125  
614/836-4530

### **Step 3**

If the issue is not resolved at Step 2, the decision may be appealed in writing to the District's Superintendent within five (5) working days

The request will contain a concise statement of the incident that resulted in the complaint.

The Superintendent will schedule a hearing within five (5) working days after receiving the written request.

After the hearing has taken place, the Superintendent will schedule a hearing within five (5) working days.

A copy of the decision will be sent to all parties involved including the District's Title IX/504 Director.

### **Step 4**

If the issue is not resolved in Step 3, the decision may be appealed in writing to the District's Board of Education within ten (10) working days.

- a. The appeal will be placed on the agenda for the next regular meeting of the Board. The appeal may be heard in either open or closed session at the request of the complainant.
- b. The complainant submitting the appeal shall be entitled to representation if desired. Such action shall be based upon information presented orally and in writing by the appellant and any other information provided by the Director, the District's Title IX/504 Director, and/or Superintendent.
- c. Copies of the final disposition shall be sent to the complainant who submitted the appeal, the Superintendent, Director, and the District's Title IX/504 Director.

### **Step 5**

If the alleged issue is not resolved at Step 4, the decision at any time during the process may be forwarded to the Office for Civil Rights. Parent(s) or guardian(s) do not have to be present at the informal complaint meeting with the Director/Supervisor. However, the parent(s) or guardian(s) must be present at all levels of the formal alleged discrimination process for youth under the age of 18 years.

Office for Civil Rights  
Bank One Center  
600 Superior Avenue, East Suite 750  
Cleveland, OH 44114-2611  
216/522-4970

Title IX/ Title VI Director  
SECTION 504 Director  
Bonnie Hopkins, Superintendent  
4300 Amalgamated Place  
Groveport OH 43125  
614/836-4530

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

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

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

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

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building director for review, investigation, and action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

### **The Clery Act**

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

The Eastland Fairfield Career & Technical School campus security report can be found at:

<http://www.eastlandfairfield.com/Downloads/2017%20Annual%20Security%20Report3.pdf>

## **Services for Students**

### **Office of Student Services (Guidance)**

The office of Student Services provides counseling and guidance to students in the areas of career planning, personal counseling, and student records.

#### **Counselors are available to help with:**

- Career planning (work, military, and post-secondary training)
- Educational Options (night school, summer school, GED, correspondence classes, and elective classes)
- Scholarships and Financial Aid
- Individual Counseling
- Drug and Alcohol Counseling
- Referral Services (suicide prevention, drug and alcohol abuse, family counseling)
- Student/Parent Conferencing
- Test Interpretation (ACT, SAT, PSAT, ASVAB,)
- Contact with Affiliate School Counselors
- Enrollment and Withdrawal of Students
- Student Records (credit check, insurance discounts, social security verification)
- Transfer between Programs

In addition to the career center counselors, students may request to meet with their affiliate school counselor. Affiliate school counselors visit the career centers on a regular basis, and students may schedule a time to meet with their counselor by completing a "Counselor Request Form" in the guidance office.

Students who wish to make an appointment with a counselor must secure a written pass from their classroom instructor before reporting to the guidance office. Each high school served has its own graduation requirements.

#### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in educational programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutritional programs. Homeless students will not be denied enrollment based on the lack of proof of residency. For additional information contact the Office of Student Services (Guidance).

### **Positive Behavior Interventions and Supports and Limited Use of Restraint and Seclusion Policy**

In accordance with Federal Law, Eastland-Fairfield Career & Technical Schools will be a safe and healthy environment in which students can learn, develop, and participate in instructional programs that promotes high levels of achievement.

#### **Drug-Free School & Community Program**

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

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

## **Cafeteria**

The Eastland–Fairfield Career & Technical Schools operates on a closed lunch serving three periods. In a full-day career and technical program, students are required to eat lunch in the cafeteria. Lunch may be brought from home to eat in the cafeteria. No food may be brought in from an outside restaurant. The cafeteria is the only area where food may be consumed. No food is to be removed from the cafeteria by students. Soda and other beverages in glass bottles are not to be brought into the building. During the lunch period, students are to remain in the cafeteria area or other designated areas, such as the multipurpose room. Activities will be planned for these three periods, and student suggestions will be appreciated.

Students are asked to display acceptable table manners at all times in the cafeteria.

Courtesy and common sense should dictate behavior in the cafeteria. Loud talk and poor behavior will not be tolerated. Students are to be considerate of others by keeping their place in line, disposing of waste paper and leftovers properly, and returning trays before leaving the cafeteria. Each student has the responsibility of ensuring that the next person has the privilege of a clean place to sit and eat.

All students may charge reimbursable meals for the first 10 days of schools to give students time to submit a free and reduced application. Reimbursable lunch charges will be removed from the accounts of those students who are approved for Free or Reduced lunch. After the 10<sup>th</sup> day of school, any student may charge up to \$10.00 for any meal item. If a student has exceeded the \$10.00 charge limit, an alternative meal will be provided to allow time for the student to pay on their account. Students have until the last month of their senior year to pay any lunch charges.

## **Free and Reduced Lunch Program**

The Eastland–Fairfield Career & Technical Schools honors standards set by the federal government's free and reduced lunch program. Information is available in the office for students who are eligible to participate.

## **Lockers**

Student lockers and contents thereof are the property of the school and are subject to search by school authorities at any time.

All hall lockers have built-in combination locks. Students will be assigned a hall locker and receive the combination on the first day of school.

Students in some shop or lab areas will be assigned an additional locker to store protective clothing and supplies. Instructors will make locker assignments in these areas. Students have the opportunity to go to hall lockers before first period, at the beginning of lunch period, and following the last class. It is the student's responsibility to keep the locker cleaned and in good order at all times. For each student's own protection, locker combinations should not be shared with classmates and only assigned lockers should be used. Food is not to be kept overnight in lockers.

## **Lost and Found**

The Lost and Found Department will be maintained in the FCC Main Office. Unclaimed articles will be removed from Lost and Found and disposed of at the end of each nine-week period.

The school and administration will not be responsible for the loss or theft of personal items. It is the student's responsibility to maintain security for his/her personal property. Students should refrain from bringing large sums of money or other valuables to school.

## **Student Valuables**

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

## **Library/Media Center**

The Library/Media Center will be open for student use on a part-time basis. It may also be used as scheduled by career and technical and academic instructors for their classes.

### **FCC Media Center Guidelines**

1. All school rules apply (no food, drinks, hats, cell phones, etc.).
2. Open daily from 7:30 AM until 2:15.
3. Pass (agenda) is required from academic classes or labs to enter.
4. Study Hall students wishing to use the Media Center should first report to the Media Center for a pass.
5. Computers against back wall are for school assignments only (checking email is OK, but it must be appropriate). No games or chat rooms.
6. Area behind circulation desk is off limits to students.
7. Computers in front of circulation desk are for limited use...AR testing, InfoOhio database searches, and OCIS database searches.
8. Printer and scanner are available for school projects only.
9. Computer usage/priority is given to students working on school assignments.
10. Media Specialists monitor student computer activity.
11. The Media Center is a quiet place for study, school work or pleasure reading.
12. A maximum of three items may be checked out at one time.
13. STUDENT ID's ARE REQUIRED TO BORROW ITEMS.
14. No fines are charged, but replacement costs for lost or damaged items are enforced.

### **School Pictures**

School pictures for all career center students will be taken at the beginning of the school year. The pictures are used for the career center yearbook. The pictures may be purchased on a pre-payment basis. Information will be distributed to students and parents at the proper time. All inquiries regarding orders should be referred to the photographer.

### **Telephone Calls**

Office phones are for the use of the school personnel to carry out the business of the school. Students will not be called to the phone during school hours except for very unusual circumstances. Students are asked to request that friends and relatives NOT call during school hours. Cell Phones are not to be used in the classroom, lab or study hall setting. At no time should a phone emit an audible sound (ringer or vibrate). Ringers must be turned off at all times. Cell phones may be used in the cafeteria during lunch times. Students may not answer calls or check messages during class time. This may be done between classes. Tardiness to class due to cell phone related issues will not be excused. In cases of emergencies parents are asked to contact the main office at 614-837-9443.

### **Tests**

Students seeking educational opportunities following high school may be required to participate in an appropriate testing program established by the institutions to which they apply. Testing and registration information is available in the guidance office upon request. Standardized tests required by the state (Ohio Graduation Test, and Occupational Competency Analysis Profile/Integrated Technical and Academic Competencies) will be administered.

### **Test Security Violations, and Penalties**

No person shall release, cause to be released, reproduce, or cause to be reproduced any unauthorized test materials through any means or medium including, but not limited to, electronic, photographic, written, or oral. No unauthorized person shall be permitted in a testing room during any testing session or be permitted access to any secure test materials at any time such materials are in the school district.

Alleged test security violations shall be reported to the District Test Security Officer who is also the Assistant Superintendent. The District Test Security Officer shall investigate all alleged test security violations and report findings to the District Superintendent.

Individuals accused of committing a test security violation shall be apprised of the alleged violation, in writing, and shall be afforded due process. Individuals will have three (3) working days to appeal the findings of the District Test Security Officer. The superintendent or designee shall hear appeals. The superintendent shall render a decision regarding such appeals within two (2) working days from the date of the appeals hearing.



Security violations by students may result in, but are not limited to: invalidating one or more students' complete answer sheets, invalidation of answers in one or more test areas of a student's answer sheet, imposition of the school discipline code for cheating, which may include, but is not limited to, the accumulation of demerit points, in-school suspension, out-of-school suspension, or expulsion.

### **Working Permits**

Application for working permits should be made through the appropriate office at the student's affiliate school.

### **Yearbook**

The Career Center Yearbook is provided to each student. It will contain pictures and information covering the previous year. The deadline for completion of the yearbook publication has been set so that end-of-year activities can be included.

### **Student Network and Internet Acceptable Use and Safety Agreement**

All students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable Student Handbook, Board Policy and/or civil or criminal liability including reimbursing the School District for any damage or loss incurred as a result of inappropriate use. Prior to accessing the District's Network and Internet connection, students must sign the Education Technology Acceptable Use and Safety Agreement. A parent or guardian must also sign the Education Technology Acceptable Use and Safety Agreement if his or her student is under the age of 18 or a non-minor dependent.

Smooth operation of the Board's Network relies upon students adhering to the following guidelines. The guidelines outlined below are provided so that students are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the District's Network and Internet connection.
- B. Students may only access the District's Network and Internet connection by using District assigned accounts. Use of another person's account/address/password is prohibited. Students may not allow other people to utilize their account by giving out his or her password(s).
- C. Students will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes intentionally seeking information on, obtain copies of, or modify files, data, or passwords belonging to another person, or misrepresent other people on the network.
- D. Users will log off or lock their system when leaving the device for any period of time.
- E. Students may not use the District's Network and Internet connection to engage in any interference/sabotage/vandalism of computers, networks, software, or its components (such as "hacking," "spamming," virus copying, or other unlawful and harmful activities).
- F. Transmission of any material in violation of any State or Federal law or regulation or Board Policy is prohibited.
- G. Any use of the District's Network and Internet connection for commercial purposes, advertising, or political lobbying is prohibited.
- H. Use of portable "hot-spot" access devices are strictly prohibited.
- I. Students are expected to abide by the following generally-accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your message.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff while communicating on the Internet.
  3. Secondary students are not permitted to transmit pictures or other information that could be used to establish his or her identity without prior approval of a teacher.

4. Secondary students shall never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Diligently delete or archive old data files from local and network drives to avoid excessive use of the District's computer storage space.
- J. Use of the District's Network and Internet connection to access, process, distribute, display, or print child pornography and other material that are obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- K. Malicious use of the Board's computers/network to develop programs that harass other people or infiltrate a computer or computer system, unnecessarily use up bandwidth and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others.
- L. Students must avoid intentionally wasting limited resources. Users will use the system only for education and professional or career development activities.
1. Users will not download any file that does not have a clear educational purpose.
  2. Users will not download large files unless absolutely necessary. If deemed necessary, users will download the file at a time when the system is not being heavily used.
  3. Any large files should be archived to an external medium or the cloud as soon as its usage has been completed for the year.
- M. All communications and information accessible via the District's Network and Internet connection should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected. This is most applicable when writing papers and utilizing external media such as hard drives, flash drives, or the cloud.
- N. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to removable media or personal network drive (P: drive). If a user transfers files from information services and electronic bulletin board services, the user must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded with permission. If a user transfers a file or software program that infects the Network with a virus and causes damage, the user will be liable for any and all repair costs to make the Network once again fully operational.
- O. Secondary students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- P. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher, director, or superintendent. All such authorized communications must comply with these guidelines and must be educational in nature.
- Q. Due to copyright rules and regulations regarding the use of media downloaded from the Internet, students are not permitted to download, store, or share any copyrighted material. This includes but not limited to: MP3's, MP4s, WMV's, and AVI's. Some examples of the copyrighted materials found in the above mentioned formats are used for movies, CD's songs, and TV shows.

This does not mean that all media found on the Internet cannot be used in school projects. If a website states that the content presented on that website can be used for public or private use, then a student may use material from the website. As always, any material used in student work, that is not his or her own work, must be cited appropriately.

- R. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on, or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- S. Use of the District's Network and Internet connection and any information procured from the District's Network and Internet connection is at the user's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from the District's Network and Internet connection sources used in papers, reports, and projects should be cited the same as references to printed materials.
- T. Disclosure, use, and/or dissemination of personal identification information of students via the Internet is prohibited, except as expressly authorized in writing to the Director of the Career Center by the dependent student's parent/guardian or the independent secondary student. Adult students must submit written authorization to the Adult Workforce Development Director.

The Eastland–Fairfield Career & Technical Schools maintains a webpage on the Internet and uses other electronic medium to promote the District and its students. Information that can be found on the webpage and other electronic medium pertains to academics, student organizations, clubs, alumni, and other activities. Unless the Director is notified in writing to the contrary, student's work, pictures, and/or first name may be used in all the aforementioned ways.

- U. Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board without prior written authorization.
- V. Notebook computers are the property of the Eastland-Fairfield Career and Technical Schools. Consequently, all Code of Student Conduct rules and regulations apply to these computers.
- W. Damage or misuse of District equipment- Consequences may include suspension/expulsion. A legal guardian or student (if emancipated) may be charged for damages to school property, including notebook computers, equipment, other instructional supplies, facilities, etc.
- X. Students will be provided with a Google for Education account to use while attending Eastland-Fairfield Career and Technical Schools.

#### **MOBILE DEVICES**

School personnel may allow students to use mobile devices in classrooms for class activities to access the Internet or other capabilities. Use is of sole discretion of the building director and/or each individual classroom.

Mobile devices may include but are not limited to: laptops, netbooks, tablets, eReaders, audio players (MP3 players), and mobile phones.

1. Use of mobile devices to "instant message" or email is **permitted** during instructional time, with teacher permission.
2. Use of mobile phones for any voice or text communication **is not permitted** during Instructional time.
3. Mobile phones may be used as a computer device when directed by school personnel. To avoid personal and class distractions\disruptions, mobile phones **must** be turned off or muted during school hours. Mobile phones may not be used to create a "hotspot."
4. Mobile devices may be used for these educational purposes:
  - a. For educational purposes only.
  - b. During classroom instruction and in the Media Center as permitted and directed and by school personnel.
  - c. In study hall and lunch as permitted and directed by school personnel.
5. These devices may NOT be used:
  - a. To access or connect to District owned resources such as, but not limited to laptops, servers, network, drops, printers or projector.
  - b. To create a "hotspot" to provide resources to others.
  - c. Install or operate District owned software, except as permitted by the District's license agreement.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C.

254, (1), Communications Act of 1934, as amended

20 U.S.C. 6801 ET SEQ., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C.

2256

18 U.S.C. 1460

18 U.S.C. 2246

## **Handicapped Student Education/Rights**

The Eastland–Fairfield Career & Technical Schools does not discriminate against any student because of physical, mental, genetic, or emotional handicap in accordance with Board of Education Policy No. 614. Eastland-Fairfield career centers are in compliance with the Federal Handicapped Law No. 94-142, which includes mandates for building accessibility. Handicapped students are subject to the same rules outlined for all students in the Student Code of Conduct.

### **Notification of Parent/Student Rights In Identification, Evaluation, and Placement**

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of the decisions made by the School District.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have the School District advise you of your rights under Federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District.
9. Have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the District.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the School District to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Director of Special Needs.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

The District employee who is responsible for assuring that the District complies with Title IX, Title VI, and Section 504 is:

Bonnie Hopkins - Superintendent  
Eastland-Fairfield Career & Technical Schools  
4300 Amalgamated Place  
Groveport, Ohio 43125.

### **Marital Status/Pregnancy**

No student who is otherwise eligible to attend school in the District shall be denied an educational program solely because of his/her marital status, pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for attendance in the regular classes and co-curricular program of the District that each pregnant student submit to periodic medical examinations by a physician at the intervals prescribed by that physician and present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

### **Affiliate School Activities Athletics**

Students wishing to participate in varsity athletics may do so through their affiliate schools. All students are encouraged to support the affiliate school activities by attending events sponsored by the affiliate schools.

### **Marching Band, Drill Team, Etc.**

Every effort will be made to facilitate participation in affiliate school activities that can be scheduled into a student's day. Each case will be handled individually. Students are encouraged to continue these activities as they can be arranged.

### **Commencement**

The affiliate school conducts commencement exercises. Students will be notified as to where and when to order caps and gowns and other graduation materials. Students are encouraged to attend senior activities.

### **National Honor Society**

Students in the junior and senior classes are eligible for membership in the National Honor Society chapters of their affiliate schools. Students are selected on the basis of scholarship, leadership, character, and service.

### **Pep Rally/Affiliate School Assemblies**

The career center student body is not dismissed to attend pep rallies or affiliate school assemblies. Students participating in the rally or program should fill out an Early Dismissal/Special Excuse form in the office.

On special occasions, the affiliate school principal may request that students be allowed to attend an affiliate school activity. On these special occasions, students wishing to attend the activity will sign up in the office. A list will be provided to the affiliate school to be used to take attendance. Students are reminded that they must follow affiliate school rules and regulations when attending an affiliate school activity. Students may attend up to four requested activities a year.

### **Career Center Activities**

Participation in local, regional, state and national co-curricular contest/events and extracurricular activities is a privilege, not a right. Student eligibility to represent Eastland/Fairfield is contingent upon a positive recommendation from the club advisor and building director. Failure to follow school rules/procedures and/or the accumulation of disciplinary points may result in a student/contestant's removal from the contest/event.

### **Assembly Programs**

The career center will always strive for excellence in its assemblies. Students show their appreciation for these programs by means of applause but never by whistling, yelling, or similar disturbances. The reputation of the school depends, to a large degree, upon the impression received by guests at such functions. It is a tradition at the career center that students enter the assembly hall quietly and sit without disruptive talking. Seating arrangements have been made for each career and technical program.

### **Field Trips**

Bus transportation is arranged for all school activity trips when possible and practical. All students participating in school sponsored activities away from the school shall ride a bus when provided. Students shall return by bus or with a parent or instructor. Driving by individual students on field trips is discouraged and the Director

must approve any variation. Students participating in field trips are subject to the same rules as when they are at school. Appropriate Field Trip Permission forms must be completed and signed by parent or guardian in order for a student to participate in a field trip.

### **STAR**

The STAR program - Scholarship, Teamwork, Attendance, and Recognition - provides incentives for students in the areas of attendance, scholarship, and citizenship. Students can receive rewards each nine weeks for:

- Perfect attendance, honor roll, grades, improvement in attendance or grades, leadership and citizenship activities. Improvement is recognized as important along with excellence. Community members, businesses, and parents are encouraged to actively participate in this program.

### **Career Center Prom**

A year-end prom is sponsored by the career center. The Student Leadership Team determines the date and location under the direction of the advisor and with the approval of the Director. The school will provide supervision of the prom but is not responsible for transportation to or from the prom site. No activities prior to or after the scheduled times of the prom are sanctioned by the school district.

#### **Appropriate Behavior for Formal Dances (Prom)**

1. All school rules are in effect and enforced. Students are still bound to the Student Code of Behavior as established in the Student Handbook.
2. The location of the dance is an extension of the school and should be treated as such. Any damage/vandalism of the property will be dealt in accordance to the Student Code of Behavior and local laws.
3. Once a student leaves the dance they will not be able to return.
4. Dress is expected to be formal- No ball hats, bandanas or scarves are to be worn. Jeans or t-shirts may not be worn. Exceptions to the dress code may be made providing clothing is not exceptionally revealing or inappropriate. Students may want to seek the advice of the activity director or school administrators before purchasing expensive clothing if they think it may not be suitable for the dance. Students dressed inappropriately will be removed from the dance.
5. Any violations of established school rules will result in the student being removed for the dance and subject to appropriate discipline upon their return to school.

### **School Parties, Dances**

School parties and dances are normally scheduled and approved at least one month in advance. Normally, Friday or Saturday evenings, Friday afternoons, or those days preceding holidays are the only times available for social activities. The building must be cleared by 11:00 p.m. Activities are adequately chaperoned by faculty advisors. When guests are permitted, the student is responsible for the behavior of his/her guest. All school rules and regulations are in effect during these activities.

### **Senior Recognition Program**

The senior recognition ceremony is held at the end of each school year. This activity is equivalent to the graduation ceremonies held in the affiliate school district. Students will receive the Eastland/ Fairfield Certificate of Completion along with the Career Passport at this time. Many students will receive recognition for scholarship, attendance, and participation in school activities. Seniors are greatly encouraged to participate and parents/guardians are invited to attend. This is an important event and the dress code specified at the end of the General Dress Requirements section will be observed.

### **Junior Recognition Program**

At the option of the Director, a junior recognition program may be held at the end of the school year. At this function, juniors are recognized in such areas as academic, career and technical achievement, and attendance.

## **Student Organizations**

Student organizations at the career center offer a wide variety of experiences for members. These groups usually meet during school. However, some evening and weekend special activities are scheduled. Each organization has faculty advisors and all events are chaperoned.

All students, as an integral part of their program, become members of one of the following:

### **Business Professionals of America (BPA)**

This national youth organization is designed to develop leadership, scholarship, character, citizenship, and work ethics. The local chapter provides yearlong activities beneficial to individual students, the school, and the community. Some of the Business Professionals of America activities include leadership conferences; local, state, and national skill competitions; speakers from business and industry; community service; and social activities.

### **FFA**

This national youth organization is designed to develop opportunities for leadership and other personal skills necessary for successful employment and responsible citizenship. The local chapter provides yearlong activities beneficial to individual students, the school, and the community. Members participate in public speaking, interviewing experiences, and program-related competition. FFA members strive for personal and chapter goals symbolized by earned degrees and awards.

### **Family, Career and Community Leaders of America (FCCLA)**

This national youth organization provides a framework for students to plan, direct, and evaluate activities. The goal of the organization is to help young people assume active roles in society through home economics education in the areas of personal growth, family life, career and technical preparation, and community involvement. Competitive events and projects to benefit the school and the community are important aspects of chapter activities.

### **SkillsUSA**

Civic, educational, and social activities of SkillsUSA foster personal development, a respect for the dignity of work, and democratic action. Students have the opportunity to develop their fullest potential in leadership, citizenship, and character through participation in contests, officer elections, community service, leadership conferences, and other similar activities.

## **Other Student Organizations**

### **Student Leadership Team**

The Student Leadership Team is composed of program representatives and serves as the student council for the career center. One of its major annual activities is sponsorship of the prom.

### **National Technical Honor Society**

Students enrolled in career and technical programs located at either Eastland or Fairfield are eligible for membership in the National Technical Honor Society. Eligibility also requires students to be enrolled at one of the centers in all coursework necessary to earn an Academic and Technical Certificate. Membership is a privilege and is based on scholarship, attendance, character/professional ethics, citizenship, service, and leadership. College preparatory classes and coursework completed through PSEO is weighted when determining eligibility for induction into the National Technical Honor Society. The purposes of the organization are: to promote service, leadership, honesty, career development, and skilled workmanship. Additionally, its purpose is to reward student achievement, to encourage and assist student education and career goal setting, to promote a stronger link between local career-technical institutions and business and industry, and to promote the positive image of career-technical education in America.

### **Mediation**

Mediation may be used in certain situations to resolve problems between students and/or staff. Select staff members are trained in mediation techniques. They work to assist in resolving some situations so that

disciplinary referrals may be unnecessary (prior to being sent to the administration). This program enables students to accept more responsibility for their own actions.

### **Cultural Diversity**

Students involved in the Cultural Diversity program receive training in dealing with the diversity in the student population. They sponsor different events to promote respect and tolerance.

### **Student Dress Code, General Appearance**

Parents and students should understand that school is a community for learning and not a showcase for extreme styles of dress and grooming. Special school occasions sanctioned by the Director are exceptions to these standards described below.

All clothing and hairstyles must be neat, clean, and so styled as to not be disruptive to the learning process. In situations where a disagreement exists as to whether attire is appropriate, the Director shall make the final decision.

### **Required Program Dress**

Many programs have specific dress requirements. Students are expected to follow the dress guidelines of their program. Students are expected to dress in the lab appropriate uniform for the entire day.

### **General Dress Requirements**

\*Students must follow the dress requirements at all times in the building and on school grounds.

Students shall not wear headgear (scarves, hats, bandannas) or sunglasses anywhere in the building, except in shops where head gear is required for safety.

Coats/Jackets/Outerwear/Blankets are not to be worn in class or labs. Coats, headgear and accessories (scarves, gloves, etc.) are to remain in lockers periods one through eight and may be brought, but not worn, to 9<sup>th</sup> period classes.

Any clothing/accessory (this includes belt buckles and earrings, etc.) with obscene or profane language/slogans, sexually suggestive topics, pictures or words representing alcohol, tobacco, or drugs, and any other expression or picture deemed as inappropriate by the Building Director and designees shall not be worn on school grounds. Ethnic, culturally intimidating insignias or language, including but not limited to, confederate flags, swastikas, X's, and gang signs are strictly prohibited.

Clothing shall be styled so that the body is covered from the shoulders to the mid-thigh. Tank tops or muscle shirts and holes in clothing are not considered appropriate for school. Athletic apparel, sweat pants, yoga pants or leggings are not permitted. Sweatshirts and hooded sweatshirts are not permitted. All males must wear shirts with short or long sleeves; no sleeveless shirts are permitted at any time. Females are not permitted to wear sundresses, strapless, spaghetti straps, halter, or tube tops. Sleeveless tops are not permitted unless worn with appropriate business apparel. The midriff must not be exposed and the top should be long enough so movement will not reveal the midriff. Clothing shall be made of opaque material. The waistband of a student's slacks, pants, or other similar type clothing must be worn above the hips; "gang pants", excessively saggy pants, are prohibited. Pants must be neat in appearance and not have holes, tears or ripped spots. Shorts, yoga pants or leggings/jeggings are not permitted.

Days may be given at the discretion of the Building Director for the wearing of styled shorts or jeans. Athletic shorts will not be appropriate. Shorts must have a sewn hem and conform to normal dress code standards and class rules/activities. Excessive/long chains shall not be worn in the building as they are a safety issue. Shoes shall be worn at all times by all students. The style and construction of the shoes shall be appropriate to the program in which the student is enrolled and the activity in which the student is participating. There shall be no beach shoes, flip-flops, or shower shoes worn at any time. Open-toed or open-heeled shoes are not permissible.

School IDs will be provided for each student. The IDs serve a number of purposes and are a required part of the uniform. School IDs are to be worn in plain sight at all times with the exception of lab situations where they present a safety hazard. Juniors will turn in their IDs at the end of the junior year, and they will be returned to the student at the start of their senior year. Students who lose or damage their ID will be required to pay a replacement fee as determined by the Administration.

For the Senior Recognition Program, the following dress codes will be in effect:



- Men: Suit, tie, sport coat, slacks, dress shoes (no tennis shoes, boots, or T-shirts).  
 Women: Dresses, business apparel, skirt and blouse or dress slacks, and dress shoes (no jeans, shorts, or beach shoes). The body is to be covered from the shoulders to the mid- thigh, and long gowns are not appropriate. No dresses or blouses with spaghetti straps permitted.

Students who violate this dress code may not be allowed to participate in the Senior Recognition Ceremony.

### **Hair**

Hairstyles must be of a nature that they do not create a safety hazard. Hair must be out of the eyes. It may be cut so that it does not fall over the eyes or it may be confined through the use of caps, hairnets, headbands, or other appropriate confinement to the satisfaction of the teacher. Whatever method of confinement is chosen, wearing of the protective apparel is mandatory while in the shops. This bears the same importance as safety glasses. Where flame is in use, such as in welding, the hair must be confined in such a manner so that there is no chance of it catching fire.

### **Signs of Affection**

Hugging, kissing, arm in arm, and other forms of touching that are associated with non-platonic love are not accepted as a regular form of behavior at the career center. Large numbers of visitors are in the building daily. Many of these people are future employers. We believe that this policy will assist in a positive image. There is a time and place for the showing of these personal signs of affection. We believe that school is a place for learning academic and job skills. Cooperation of all students will greatly assist in maintaining an outstanding positive image.

### **Motor Vehicles and Parking**

1. All students who drive motor vehicles to and from school anytime school is in session shall have a complete and accurate vehicle registration form on file in the Director's office. Registration is required for each motor vehicle a student may drive to and from school. Students are responsible for reporting any change in vehicle registration information to the Director's office. Parking registration forms may be obtained in the office.
2. Students shall observe all state, local, and school traffic regulations.
3. Upon arriving at school, students are to lock their cars and immediately leave the parking lot and enter the school building. Students shall not return to their vehicles during the day unless leaving the school grounds with proper administrative authorization.
4. Students leaving the school grounds with proper administrative authorization are to leave immediately. Cruising is not permitted.
5. All posted traffic regulations must be followed.
6. Students must park head in only.
7. Students are not permitted to sit in or congregate around automobiles during school hours.
8. Vehicles parked on school grounds may be subject to search.
9. Stickers or decals that may be determined as containing ethnically or culturally intimidating insignias or language, including but not limited to, confederate flags, swastikas, X's, and gang signs are strictly prohibited. Stickers that promote drug culture, weapons, and/or are sexual in nature are also prohibited.
10. Students violating any of the driving and/or parking regulations shall be subject to appropriate disciplinary action. Disciplinary action may include but is not limited to any of the following:
  - a. Assignment of detention and demerit points
  - b. Parental conferences
  - c. Loss of driving privileges
  - d. Suspension from school
  - e. Expulsion from school

Local law enforcement agencies and the career center will be cooperating in the enforcement of all regulations.

**Attendance**  
**A Preface to the Eastland-Fairfield Career**  
**& Technical Schools**  
**Attendance and Discipline Procedures**  
**Students Rights to an Education**

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and again by Ohio law and the Ohio courts. Regardless of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education, including students who are married and/or pregnant.

At the same time, however, the courts have also held that each student in the Ohio public school system has the responsibility to act in such a way as not to interfere with the rights of others in the same educational opportunities. A student may forfeit his/her rights when his/her conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights.

Students at Fairfield must remember that they are enrolled in two schools -- Fairfield and their affiliate school. While at Fairfield, they are subject to the Fairfield Student Code of Conduct, and while on the property of the affiliate school, they are subject to the code of behavior of that school. Students must become familiar with both codes.

**Attendance Defined**

The Ohio Revised Code defines the compulsory education law. It requires the education of all children because education is fundamental to the advancement of a civilized society. The law is directed toward both children and the persons legally responsible for them. This places the primary responsibility for regular school attendance with the parents or guardians. Even so, the career center will share some of this responsibility by working cooperatively with parents/guardians on attendance concerns.

The District will, however, comply with the Ohio Revised Code as it relates to House Bill 410.

**Habitual Truancy:**

Whenever any student under the age of eighteen (18) is absent without legitimate excuse for more than thirty (30) or more consecutive hours, forty-two (42) hours in one month, or seventy-two (72) hours in one school year, he/she shall be considered habitually truant.

A student who has been adjudicated, as habitually truant and who violates the court order regarding such adjudication, may be further adjudicated a "delinquent child".

An absence intervention team will implement an absence intervention plan for each student who is absent from school for a number of days that exceeds the threshold for a habitual truant.

**Excessive Absences:**

Whenever any student under the age of eighteen (18) is absent with or without legitimate excuse for thirty-eight (38) or more hours in one month or sixty-five (65) or more hours in one school year, he or she shall be considered to have excessive absences.

An absence intervention team may implement an absence intervention plan for each student who is absent from school for a number of days that exceeds the threshold for a habitual truant.

A lack of progress or continued excessive absences of students under eighteen (18) years of age within sixty-one (61) days of the implementation of the attendance intervention plan will force the District to comply with mandatory court filing requirements as mandated by House Bill 410 guidelines.

Continued excessive absence of student *over* eighteen (18) years of age may result in withdrawal from school.

**Absence Defined**

Students attending Fairfield Career Center will need to follow the Fairfield Career Center school calendar. They are expected to be in attendance when Fairfield Career Center is in session regardless of their affiliate school calendar.

There are two classifications of absence; excused and unexcused. Absence from school for any reason other than those listed below is not acceptable and will be classified as **unexcused from school**.

1. The following reasons for absences are seen as excused absences and legitimate reasons for a student being absent from school, they are at the Director's discretion:
  - a) personal illness/health-related appointments (a written physician's statement verifying the illness may be required)
  - b) illness in the family necessitating the presence of the child
  - c) quarantine of the home
  - d) death in the family
  - e) necessary work at home due to absence or incapacity of parent(s)/guardian(s)
  - f) observation or celebration of a religious holiday
  - g) college visitation
  - h) out-of-state travel (up to a maximum of twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
  - i) such good cause as may be acceptable to the Superintendent
  - j) medically necessary leave for a pregnant student
  - k) service as a precinct officer at a primary, special, or general election in accordance with the program
2. Medical absences - Absences verified by a written excuse from a doctor will not count toward accumulation of absences leading to disciplinary action **but will be** counted as absenteeism from school for official records or certification. All medical excuses must be submitted to the attendance office within one week after the student returns to school. However, no excuses will be accepted after this time period.
3. In case of inclement weather when Fairfield Career Center remains open but the affiliate school is closed, it will be counted as an excused absence.
4. When bus transportation is available from the affiliate school community, absence or tardiness due to mechanical or tire problems of vehicles which students drive or are passengers in is unexcused after the first occurrence.
5. Excessive absenteeism may result in poor performance, limited job skills, lower grades, failure, loss of credit, and dismissal from the program. Every attempt will be made by the career center staff to determine the nature of the problem and arrive at a possible solution.
6. Teachers, counselors, and school administrators may contact by phone or hold a conference with parents or guardians in an effort to work together to improve the student's attendance. Parents of truant students may be required to participate in an educational program that targets encouraging their children to attend school regularly.
7. Unexcused absences or tardies (and out of school suspensions) will result in half credit for work missed.
8. Should a student not complete all work due to excused absences, an incomplete (I) may be recorded for that grading period. The period of time given to make up incomplete work should depend upon the teacher's knowledge regarding the reason for the incomplete. If the work is not completed in the required time, the grade should be averaged with other grades considering the incomplete work an F.
9. It is the responsibility of the parent/guardian and student to arrange for satisfactorily making up work, and completing assignments and evaluations missed because of absences. All work not satisfactorily made up will be graded as zero (0) and included in the nine-week evaluation to determine the grade earned. Generally the make-up time limit should be a period twice as long as the time missed. Example: Following a two-day absence, work must be made up in four days. Absences exceeding three (3) days require individual arrangements with the instructor.
10. Family vacations must be approved by administration. Absence for the purpose of vacation is unexcused; however, there will be no disciplinary penalty for this unexcused absence.

### **Reporting Absences**

1. Parent(s)/guardian(s) **must call** the attendance office at 614-837-9443 to report a son or daughter's absence. The telephone call can be made at any time of the day. Absences are considered unexcused if parents don't call within 2 days of absence. After the two days, a court or medical document must be provided within one week after the student returns to school. If a parent/guardian

has not reported the absence, a telephone call will be made to the home of the student by an automated absence reporting system.

2. The student must report to the attendance office immediately upon returning to school from absence.
3. Teachers, counselors, and school administrators may contact parent(s)/guardian(s) by phone, email or conference to discuss student absences.
4. If absence from school is a result of illness or injury requiring doctor or dental care, proper documentation signed by the doctor or dentist must be presented upon return to school.
5. If it is determined that an absence was not due to a legal excuse, then the student and the parent/guardian may have a conference with the Director or his designee in order to be readmitted.
6. Students who are eighteen (18) years old or over and not living at home must complete a "Self Supporting Status Form." This form must be signed by the parent/guardian. These students are then responsible for reporting the reason for their absence to the school office. Determining whether the absence is excused or unexcused is the responsibility of the Director or his designees.
7. It is recommended that parents not take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the director to make necessary arrangements.

All permanent attendance records will be kept in the school office.

All absences will be recorded by time.

### **Make-Up Work**

It is the student's responsibility to contact all of his/her teachers upon returning to school to make arrangements for completing work missed during an excused absence. Time limits on make-up work should be consistent with the amount of time missed. Generally, the make-up time limit should be a period twice as long as the time missed. It is the student's responsibility to check with their teachers upon returning from an absence to get their assignment.

### **Tardiness/Late Arrival to School**

1. Students are tardy to school if they arrive after 8:05 am, without a legitimate excuse. The time missed will be considered unexcused. (Students arriving after 8:05 am, with a legitimate excuse, will be considered a late arrival and the time missed will be considered excused.)
2. Students who are late to school shall report to the school office or other designated area for a pass. This is necessary so that attendance records may be corrected.
3. The Director or his designee shall determine whether a student is tardy or an excused late arrival.
4. Tardiness or unexcused absences result in consequences including, but not limited to the following: demerit points, detentions, ISR, removal from work-based learning, etc.

### **Skipping Class**

1. All students are expected to be in their assigned classes daily and on time. If there is a legitimate reason to miss a class, the student must first inform that class teacher and obtain a pass.
2. When students intentionally miss a class without permission, their teacher may contact their parent(s)/guardian(s) by telephone or mail. Each teacher will keep records of these actions. Class cuts are subject to the discipline code.
4. During each grading period, cutting class may result in consequences but not limited to demerit points, detentions, ISR, OSS, removal from work-based learning job, etc.

### **Tardiness to Class or Assigned Area**

1. A student is tardy to class if he/she is not in the classroom or assigned area when the bell rings signaling the beginning of class.
2. A student who is tardy shall report to the class where he/she is scheduled.
3. Teachers receiving a tardy student to their classes are to record the student as being tardy and may assign detentions or special work. The office will not provide admit slips for students tardy to class.

4. A student who is detained by a faculty member must be issued a pass by that teacher to be admitted to the student's next class. This student is not counted as tardy.
5. A student with excessive tardiness between classes may be required to have a conference with the Director or his designee to determine the disciplinary action to be taken.
6. Teachers, counselors, or school administrators may contact parents or guardians by phone or conference when excessive class tardiness or questionable reasons exist.

### **Early Dismissal and Special Excuses**

EARLY DISMISSAL AND SPECIAL EXCUSES, UNLESS FOR SCHOOL-RELATED ACTIVITIES, INTERRUPT THE EDUCATIONAL PROCESS AND ARE TO BE DISCOURAGED.

1. Only the Director or designee has the authority to dismiss a student early or issue a special excuse.
2. A student desiring to be dismissed early from school or to receive a special excuse from classes must obtain an "Early Dismissal/Special Excuse" application from the office and return the completed form to the Director or designee at least one (1) day prior to the day of absence. NO EARLY DISMISSALS FOR "NEEDED AT HOME" UNLESS PARENT AND/OR GUARDIAN PERSONALLY SIGNS STUDENT OUT. The need for emergency dismissals that require a change in this procedure will be considered on an individual basis. If the Director or designee determines that notification could have occurred one day prior to the appointment, the request may be denied.
3. The Director or designee has the right to call to confirm and verify early dismissal or special excuse information and give final approval.
4. The student must pick up the approved "Early Dismissal/Special Excuse" pass from the office five (5) minutes prior to the dismissal time.
5. A student receiving the school's permission for early dismissal or special excuse must sign out in the school office before leaving the building and sign in at the office if returning to school the same day. Students that leave without obtaining a pass may be considered truant.
6. The student must make arrangements with their teachers to make up work and assignments that will be missed. All work not made up will be counted as a zero (0) in determining the grade earned.

### **Satellite Programs**

Students enrolled in satellite programs are expected to follow the attendance and discipline policies of the satellite school. Both the satellite school and Eastland–Fairfield Career & Technical Schools may discipline students. In addition, students must follow Fairfield Career Center certificate requirements and other career and technical requirements.

### **Worked-Based Learning Employment**

When a student is considered ready to go to work in his/her career and technical area of study, procedures may begin to place the student on the job. While on the job a student will work to complete career and technical competencies in cooperation with the instructor, the student, and the employer. Students will be required to meet graduation requirements or be on a track to meet all graduation requirements and attend all classes and tutoring classes on a regular basis. In addition, students will be expected to follow the policies of their employer and the school district. On days that students are absent from school, they are not permitted to go to work unless special arrangements have been made with lab instructor.

### **Work-Based Learning Experience**

Work Experience is designed to fit the needs and readiness of the individual student. The experience varies, depending on the program of study and the student.

Based on the program, there are various types of work experience available to students determined by instructor/instructional teams to be ready (i.e. knowledge, skill, academics, and attitude). In addition to work-based learning, these experiences include the following:

***Cooperative Education*** -- Links classroom with on-the-job experiences related to career choices. Required part of OWE program.

**Internships/Externships** -- Offer students a chance to work under the tutelage of employers and experience some on-the-job training in a mentor-like relationship. Short-term, paid or unpaid.

**Mentoring** -- One-on-one relationship between student and business-industry professional with the latter involved with the instructor to determine competencies to be taught at the workplace.

**Shadowing** -- Student observation in an actual workplace to lend experience and exposure to a chosen career.

A student may arrange for job interviews during school time. The number of job interviews that can take place during the school day are determined by the instructional team. If approved by the program and academic instructors, the job interviews will not be counted as absence.

## **Discipline Procedures -- Student Code of Behavior**

### **Scope of Jurisdiction**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
- 3) The Fairfield Career Center is an extension of the affiliate school; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either the affiliate school or The Fairfield Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### **Student Responsibilities**

All students are expected to follow staff members' directions and to obey all school rules. Students must arrive to school on time, prepared to learn and participate. Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand deliver when appropriate.

### **Discipline Procedures**

The purpose of the discipline procedures is to express belief that it is essential to promote freedom in the presence of order; to emphasize that the creation and continuation of an orderly educational community is a cooperative experience in which the school, parents, and students must accept responsibility. These procedures are also to provide explicit direction for students. No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. Failure to follow procedures may result in the denial of privileges, verbal/written warnings, and referral to guidance, referral to mediation, parental contact, referral to law enforcement, and/or the following:

**DETENTION** -- A detention may be assigned to ISR or monitored by the staff member assigning the detention. Parent contact will be made before assigning a before- or after-school detention.

#### **IN SCHOOL REASSIGNMENT (ISR)–**

Removal of the student from regular school activities. While in ISR, students are to report to the ISR Room during the school day. Students are required to bring materials for supervised study. Students will receive career and technical and academics assignments that will be graded, credit will be given.

**EMERGENCY REMOVAL-**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, the notices and hearing ordinarily required for suspension and expulsion can be temporarily waived. The student may be removed immediately from any curricular or extracurricular activity or from the school premises by the Superintendent, Director, or Assistant Director. A teacher may remove such a student from curricular or extracurricular activities under his supervision, although not from the school premises.

**OUT OF SCHOOL SUSPENSION—**

Removal of student from all school activities for a maximum of ten (10) school days. Suspension from either the affiliate school or Fairfield Career Center is applicable to the other school. While on suspension students may not be on the property of the career centers or at their affiliate school. Students may not participate in any school activities and will receive up to half credit for any assignments completed.

**EXPULSION --** Removal of student from all school activities for a maximum of eighty (80) days. Expulsion from either the affiliate school or the Fairfield Career Center is applicable to the other school. If the student is under 18, expulsion may result in the suspension of driver's license (Ohio Revised Code requirement).

**Assignment of Points**

Students in the Fairfield school system receive points for violating rules. The following may occur when the designated points are accumulated:

15 points -- 1-3 day suspension or ISR assignment -- Letter is mailed to parent or guardian and affiliate school principal. A parent conference may be held in the office of the Director and/or Assistant Director before the student may return to school.

25 points -- 2-5 day suspension or ISR assignment -- Letter is mailed to parent or guardian and affiliate school principal. A parent conference may be held in the office of the Director and/or Assistant Director before the student may return to school.

35 points -- 3-5 day suspension or ISR assignment -- Telephone call is made to parent or guardian, letter is sent to affiliate school principal, and student is placed on probationary status. A parent conference in the office of the Director and/or Assistant Director may be held before the student may return to school.

45 points -- 5-10 day suspension or ISR assignment -- Letter is mailed to parent or guardian and affiliate school principal. A parent conference with the Director and/or Assistant Director may be held, and it may include recommendations for professional psychological services.

60 points -- 10-day suspension or ISR assignment -- Recommendation may be made to the Superintendent of the Eastland–Fairfield Career & Technical Schools for expulsion.

**Removing Demerit Points**

A student may enter into a demerit point removal program upon submitting a written proposal approved by the Director or his/her designee. A proposal must include the provision for removal of all points accumulated and may include the following projects:

1. A student proposes to demonstrate positive change in behavior for a period of time as determined by the Director and the student. This would be documented by having good attendance, no further accumulation of demerit points, and the presentation of letters of positive conduct on behalf of the student by his/her career and technical and academic instructors.
2. A student proposes to work on a project assigned by the Director or Assistant Director as part of the approved demerit point removal agreement. This agreement will allow the student to remove one demerit point from the record for each hour of approved work. A student may work as many hours as desired or required to remove demerit points. Work assignments may include the following:
  - a. pick up trash in parking lots
  - b. work for custodian before and/or after school
  - c. work for community project

- d. other assigned projects
3. A student having accumulated 45 or more points at the end of the junior year must remove all the points in an approved point removal program before he/she may return to the career center for the following school year.

## **Violations and Penalties**

### **Class I Violation**

#### **Part I**

The following violations may result in immediate suspension of 10 days and assignment of 60 demerit points. The Director may refer the student to civil authorities and recommend expulsion.

1. **Transmitting** of narcotics, stimulant drugs, anabolic steroids, poisonous intoxicants, caffeine tablets, counterfeit drugs, drug paraphernalia, and/or intoxicating and/or alcoholic substances. A student shall not transmit (sell) or offer any form of narcotic hallucinogenic drug, anabolic steroids, counterfeit drug, amphetamine, barbiturate, marijuana, caffeine tablets, drug paraphernalia, poisonous intoxicant, alcoholic or intoxicating substance of any kind, at any time while on school grounds, or at any school activity or school event off school grounds.
2. **Possession for sale** of narcotics, stimulant drugs, anabolic steroids, poisonous intoxicants, caffeine tablets, counterfeit drugs, drug paraphernalia, and/or intoxicating and/or alcoholic substances. A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student.
3. **Assault -- Verbal or Physical Abuse**  
A student shall not cause, attempt to cause, threaten to cause, or behave in any such way that could cause physical and/or mental injury to an employee of the Eastland-Fairfield Career & Technical Schools, Board Member, other student, or authorized visitor. Should such assault occur:
  - a. The employee has the right to defend himself/herself and/or obtain assistance;
  - b. The Director or designee shall be immediately notified;
  - c. The student shall be immediately suspended (following proper procedures) and a request for expulsion made to the Superintendent.
 Students may be subject to discipline for misconduct, even when such misconduct occurs off school property, if the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.
4. **Weapons and Dangerous Instruments, Objects or Substance That May Be Used as Weapons**  
The Ohio Revised Code states that no person shall carry dangerous weapon or ordnance concealed on or about his person. With respect to the Conceal & Carry Bill, unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone. Dangerous weapons/ordnances are defined as but not limited to firearms, knives, brass or iron knuckles, excessive spiked jewelry, large/long chains(wallet chains excluded), razors, clubs, electric weapons, tear gas, mace, pepper spray, explosives, firecrackers, and stun guns. A student shall not possess, handle, conceal, or transmit any object that can reasonably be considered a weapon such as ammunition/shell or a look alike including stun guns, paint ball guns, pellet guns, BB guns, etc. on school grounds at any time, or at any school event, activity, or function off school grounds.
5. **Firearms/Long Knife**  
Any student who brings a firearm or long knife to school shall be expelled for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.



**6. Gangs**

Gang activity of any kind on school property or at any school-sponsored activity is not permitted. Gang activity shall include, but not be limited to, dress and language (written, verbal, and/or nonverbal). Any gang related activity will be subject to the discipline code. Consequences of gang activity may lead to suspension and/or a recommendation for expulsion.

**7. Damage, Destruction, and Theft of School Property or Personal Property of Others**

A student shall not cause or attempt to cause damage to school property, property of others, property of school officials or employees, on or off school grounds. Theft, damage, or destruction of school or personal property valued at more than \$500 may result in the filing of criminal charges and disciplinary action, including up to 10 days out-of-school suspension and a recommendation for expulsion.

**8. Endangering/Inciting Panic**

A student shall not intentionally endanger, or threaten to endanger persons or property at school or at school related activities, including, but not limited to, the following behaviors: setting fires, initiating false alarms, making bomb threats, making or placing explosive devices of any kind, or initiating any action which is likely to cause psychological or physical harm to persons or damage to property. Students found to have made a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled for up to one (1) year. Likewise, a student shall not be an accomplice to behaviors that endangers persons or property.

**Part II**

The following incidents may result in the assignment of 45 demerit points and a 5-10 day suspension. Students may be referred to civil authorities and recommended for expulsion.

**Harmful/Injurious/Controlled Substances/Drug Paraphernalia**

Possession of narcotics, stimulant drugs, anabolic steroids, poisonous intoxicants, caffeine tablets, counterfeit drugs, alcoholic and/or nonalcoholic beer, wine, or beverages which are packaged or represented as alcohol/harmful substances and possession of drug paraphernalia including, but not limited to, pipes, bongs, clips, needles and syringes.

In accordance with the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965, a student shall not possess, use or appear to have used, or conceal any narcotic drug, anabolic steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine tablets, counterfeit drug, poisonous intoxicant, and intoxicating and/or alcoholic substance of any kinds, at any time while on school grounds or at any school event, activity, or function off school grounds, or prior to coming to school.

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.

Following suspension, each student may be referred to an appropriate community rehabilitation agency. Every effort should be made to involve parents in seeking professional help for the student.

**Part III**

The following incidents may result in the assignment of 35 demerit points and a 3-5 day suspension from school. An accumulation of 60 points may result in a recommendation for expulsion.

**1. Safety Violations/Hazardous Behavior**

A student shall not violate safety regulations and procedures on the school grounds, or school property, nor at any school event, activity, or function off school grounds.

This includes shop/laboratory rules, classroom rules, board of education policy, and administrative regulations and procedures. It also includes driving regulations on or about school property and grounds. Laser pointers are strictly prohibited. Being in possession of ammunition/shells or other items that pose a potential danger to students or staff is prohibited.

A student shall not behave in a way that such behavior presents a hazard to students, staff, and visitors to the career center.

## **2. Improper Behavior/Sexual Conduct**

No student will engage in any sexual conduct, improper touching, or act and/or expose themselves to other students/staff members. This includes activity on school grounds, school property, nor at any school event, activity, or function off school grounds. This also includes using a cell phone or other electronic device to transmit pictures or videos of sexually explicit materials. The electronic transmission of sexual messages or pictures, usually through but not limited to cell phone messaging can lead to unwanted exposure of the message and images to others and could result in criminal violations related to the transmission or possession of child pornography.

## **3. Fighting**

Fighting will not be tolerated. The persons involved in a fight will be dealt with on an individual basis.

### **Part IV**

The following incidents may result in the assignment of 15-60 demerit points and appropriate suspension from school. An accumulation of 60 points may result in a recommendation for expulsion.

#### **1. Computer Security/Usage**

A student shall not use any computer provided by the school without proper authorization from the school authorities. Students will not edit, delete, change, or modify any computer program without prior approval. Students will not share or attempt to gain access to computer passwords or other security systems without approval. Students will not enter any computer "virus" into any system within the school district.

A student will not operate or attempt to operate any computer or computer related equipment without proper training or supervision. A student will not use computer technology in ways which violate the law or violate the rights of others: e.g. viewing, copying files, transmitting, deleting, harassing, threatening, degrading, pornographic, or racist materials or using others login/password. No student will attempt to access international/external computer networks outside the regular connections, e.g. via modem, use of IP addresses, TELNET, FTP, or any unauthorized means without the direct supervision of an authorized staff member. The EFCTS shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals on school grounds or at school sponsored events. No student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc. A student who violates these rules and causes damage to the hardware or software may be liable for the costs to repair or replace the damaged equipment or software. A student will not insert any disk or install software on a school computer without prior instructor's approval.

## **Class II Violation**

### **Part I**

The following incidents may result in the possible assignment of 15 points and 1-3 day suspension from school. An accumulation of 60 points may result in a recommendation for expulsion.

#### **1. Disruption of School and/or Class**

A student shall not engage in, nor shall he/she urge others to engage in the use of violence, force, noise, coercion, threat, intimidation, fear, or any conduct which would cause the substantial disruption of any lawful mission, process, or function of the school. The following acts serve to illustrate, but are not limited to, the kinds of offenses encompassed:

- a. Continuously making noise or acting in any manner so as to interfere with the ability of a teacher to conduct class.
- b. Occupying any portion of the building while denying others of its use.
- c. Blocking the entrance or exit of any portion of the building while denying others access.
- d. Damaging any school property.
- e. Preventing, or attempting to prevent, the convening or continuing functions of any class, activity, or approved gathering, meeting, or assembly.
- f. Horseplay that may include shoving, pushing, running, or other physical activity.
- g. Gaming. Games of chance are prohibited. Games of chance are defined as any activities where wagers are made and money exchanges hands. This includes but is not limited to; dice, cards, pitching coins, betting on sporting events, etc. Any/all card play games are prohibited.

#### **2. Damage, Destruction, or Theft of School Property or Personal Property of Others**

A student shall not cause or attempt to cause damage to school property of others at any school activity on or off school grounds. This includes theft or attempted theft of school property or personal property.

#### **3. Leaving School Grounds without Permission**

Students are not to leave school unless they have received an out-of-building pass from the office.

#### **4. Insubordination**

A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: refusal to leave class, or report to the office when directed to report to the office, not show up for assigned detentions. Included in this infraction is deception in dealing with administrative investigations.

#### **5. Intimidating, Threatening, Degrading, or Disgraceful Acts**

A student shall not engage in any act that intimidates, threatens, degrades or disgraces a teacher, fellow student, visitor, administrator, or member of the school board by written, verbal, or gesturing means. This also includes all acts of bullying as described on pgs. 28-33 of this handbook.

#### **6. Ethnic Intimidation**

A student shall not engage in any act written, verbal, or physical which intimidates, threatens, degrades, embarrasses, or disgraces a teacher, fellow student, visitor, administrator, school employee, volunteer, or member of the school board, because of that person's race, religious beliefs, economic or ethnic background. This includes stickers or decals in the parking lot that may be determined as containing ethnically or culturally intimidating insignias or language, including but not limited to, confederate flags, swastikas, X's, and gang signs.

#### **7. Sexual Harassment**

Sexual harassment includes any unwanted attention of a sexual nature from someone at school or at a school function that creates discomfort and/or interferes with school or school activities. It can take the form of verbal abuse, insults, suggestive comments and demands, leering and subtle forms

of pressure for sexual activity. Example: Included but not limited to physical aggressiveness such as touching, pinching, patting, lewd pictures and comments and/or sexual jokes.

#### **8. Hazing**

A student shall not haze employees of the Board of Education, board members, authorized visitors or other students while on school grounds or while attending any school function off school grounds. Hazing is defined as doing an act or coercing another, including the victim, to do any act during initiation into any student club 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 prohibitions contained in the statutes of this policy.

#### **9. Electronic Communication Devices/Cameras**

Electronic communication devices and personal cameras can be a disruption to the education process. Electronic communication devices may be defined as any item that is capable of receiving, transmitting, storing, and/or communicating electronic signals. Personal cameras include digital cameras, cell phone cameras or any device that can record an image, visual or audio. It will be at the discretion of the Director or his designee to determine what is appropriate use. Items may be confiscated for a day and or require a parent conference at school to recover the item. No staff member nor student shall be recorded or photographed without permission.

#### **10. Repeated Violation of School Rules**

#### **11. Smoking and Tobacco Products**

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

#### **12. Truancy and Unexcused Absence**

Students who do not follow absence reporting procedures or guidelines for excused absences and do not report for school as scheduled may receive disciplinary consequences.

### **Part II**

The following incidents may result in the assignment of points, detentions, and suspension. An accumulation of 60 points may result in a recommendation of expulsion.

#### **1. The Use of Profanity or Obscene Language**

The use of profanity or obscene language, written or verbal will not be tolerated. Any form of profanity or obscene gestures directed toward the staff or a school employee may result in suspension from school.

#### **2. Improper Written and Reading Material**

No student shall possess or distribute written or reading material that promotes drugs, drug culture, alcohol, pornography, or obscenity.

#### **3. Unauthorized Sale or Distribution of Products**

The act of selling or attempting to sell or distribute any object or substance, which has not been authorized by the Director, is prohibited.

#### **4. Skipping or Cutting Class**

Skipping or cutting class is defined as not being in the assigned classroom, lab, or shop. This rule also applies to special events such as assemblies.

## 5. **Automobiles and Driving Privileges**

The affiliate schools provide transportation to and from the career center. Driving by students is considered to be a privilege. Students may have the right to drive their own automobiles under set rules. Violation of these rules may result in permanent forfeiture of driving privileges.

- a. All posted traffic regulations must be adhered to.
- b. Students are not permitted to sit in or congregate around automobiles before, during, and after school hours.
- c. Vehicles parked on school grounds may be subject to search.

Students violating any of the driving and/or parking regulations shall be subject to appropriate disciplinary action. Disciplinary action may include, but is not limited to, any of the following:

- a. Assignment of detention and demerit points
- b. Parental conference
- c. Loss of driving privileges
- d. Suspension from school
- e. Expulsion from school

Local law enforcement agencies and the career center will be cooperating in the enforcement of all regulations. Violations requiring disciplinary action will be referred to the Director of Career and Technical Education or his/her designee.

## 6. **Forgery/Unauthorized Use of Information**

A student shall not, in writing, or on computer, use the name of another person, or falsify times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.

## 7. **Academic Infractions**

Students found cheating; plagiarizing school work or tests or transmitting any unauthorized information in any form will be disciplined. Credit and grades may be affected.

## 8. **Being in an Unauthorized Area without Permission**

Upon arriving at school, students are to report to the appropriate assigned area according to the time of day. Areas such as the parking lots and other such areas are considered unauthorized unless written permission by a school official is granted.

## 9. **Safety Violations/Hazardous Behavior**

A student shall not violate safety regulations and procedures on the school grounds, or school property, nor at any school event, activity, or function off school grounds. A student shall not behave in a way that such behavior presents a hazard to self, students, staff, and visitors to the Career Center.

## 10. **Violation of Student Network and Internet Acceptable Use and Safety Agreement**

A student shall not use any school owned computer in a manner that violates said agreement.

### **Suspension of Driving Privileges**

In accordance with the Ohio Revised Code, the superintendent may notify the Bureau of Motor Vehicles and juvenile judge when an under age 18 student drops out of school. If a student is suspended or expelled from school for the use or possession of alcohol or drugs, or is excessively absent from school, the superintendent may notify the same authorities. This notification will result in suspension or denial of driving privileges by the Bureau of Motor Vehicles until the student becomes 18 years old, returns to school, obtains a GED, or privileges are otherwise restored.

### **Crime Control Act**

The Crime Control Act of 1990 has created Gun-Free and Drug-Free School Zones. Now it is a Federal offense to possess guns or drugs on the grounds or within 1,000 feet of any public, private or parochial school. Penalties are imprisonment of up to five years, fine of up to \$250,000, or both.

### **Reporting Responsibility**

Every individual within the school environment (students, visitors, staff, parents, etc.) have the responsibility to immediately report any information concerning any act, intention, discussion or thought pertaining to any past, present, or future actions of unwanted item, substance or activity on school property or at a school function or which might have adverse effect on any student or school employee. Such reports may be made to the school administration, local law enforcement or anonymously to 1-844-SAFEROH (844-723-3764).

### **Search and Seizure**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property; however this individual right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. There is a critical balance between the need for a safe school environment and the privacy of individuals. To assist in furthering both, students must have a reduced expectation of privacy for all effects on school property or at school functions or as an appropriate nexus may warrant. The United States Supreme Court has maintained that school authorities only need reasonable suspicion to conduct a search.

Although school authorities will respect the rights of students in their locker and property, it should be made clear to all that lockers and their contents are the property of the school and may be searched at any time. Lockers and other such property carry no expectation of privacy for the students who occupy them.

Students shall not use the locker or property for illegal purposes or for storing illegal materials or contraband; to interfere with school discipline or the normal operation of the school; to endanger the health and safety of other persons. Trained dogs may be used to alert authorities of illegal contraband. If reasonable suspicion exists, a general search of school lockers and student property may be conducted to repossess school property and personal property of others. Items that may be used to disrupt or interfere with the educational process may be removed from the student's possession. Whenever possible, the administration may advise students in advance of the search; however, search of lockers and/or other property, including computers, may be conducted without prior student notification.

The school maintains the legal control of the student parking lot and grounds. Trained dogs may be used to alert authorities of illegal contraband. The administration reserves the right to, upon reasonable suspicion, inspect and search any motor vehicle. Prohibited material may be confiscated. Students are responsible for the contents in their vehicles.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the item(s) to be seized. The school is not responsible for damage to personal property including vehicles.

School officials can and will access student personal drives on school computers (read only) to monitor inappropriate use of school provided technology and/or student assignments.

### **Confiscation**

Any items which may be reasonably determined by any school employee to be in violation of any school policy will be confiscated, documented and turned over to a school administrator. Confiscated items may carry disciplinary actions for the student.

### **Digital Media on Career Center Property**

The Board of Education has authorized the installation of video cameras at various locations around the Fairfield Career Center.

If a student's actions, as recorded, are determined to be in violation of the Code of Conduct, the media may be submitted to law enforcement agencies and may be used as evidence of the misbehavior in determining disciplinary consequences. This media is considered part of a student's record and will be viewed only in accordance with Federal law.

### **Disorderly Conduct**

The Ohio Revised Code Section 2917.11 reads as follows:

- (A) No person shall recklessly cause inconvenience, annoyance, or alarm to another, by doing any of the following:

- (1) Engaging in fighting, in threatening harm to persons or property, or in violent or turbulent behavior;
- (2) Making unreasonable noise or an offensively coarse utterance, gesture, or display or communicating unwarranted and grossly abusive language to any person;
- (3) Insulting, taunting, or challenging another, under circumstances in which such conduct is likely to provoke a violent response;
- (4) Hindering or preventing the movement of persons on a public street, road, highway, or right-of-way, or to, from within, or upon public or private property, so as to interfere with the rights of others, and by any act that serves no lawful and reasonable purpose of the offender.”

The violation of this statute has been raised from a minor misdemeanor to a misdemeanor (\$100 fine) of the fourth degree (30 days in jail and \$250 fine) if the act is “committed in the vicinity of a school or in a school safety zone.”

### **Due Process**

All students are subject to the same rules and procedures. Due process may include notification of charges, conference with administration to discuss incident with opportunity for student explanation, decision on the facts, and an appeals process described below:

### **The Right of Appeal**

Students, who believe that their rights have been violated during the disciplinary process, or for any other reason through the action taken by school authorities, shall have the right to an appeal. The student, who may be accompanied by his/her parent/guardian, or other representative, shall make the appeal to the Superintendent within three (3) calendar days of the notice of suspension.

Any additional evidence or extenuating circumstances surrounding the alleged violation shall be presented at this time. Major disciplinary action (suspension and/or expulsion from school) is used only in the most serious disciplinary cases. Ohio law makes it legally possible for the Director to suspend a student for not more than ten (10) school days. Only the Superintendent has the authority to expel a student. The expulsion cannot be for more than an eighty (80) day period. Unless a firearm/long knife is involved.

Note:

Alleged violations of principles and/or regulation of Title VI of the Civil Rights Act of 1964, (race, color, nationality, origin), Title IX (gender), Section 504 (disability), or Age Discrimination Act of 1975 is handled through the Title IX and Section 504 Grievance Procedure.

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