



2024-2025 Student/Parent Handbook

Student/Parent Handbook Disclaimer

Notwithstanding anything contained in this Student/Parent Handbook, Lorain County JVS Board of Education expressly reserves the right, wherever it deems advisable, to change or modify any policy. Please be advised that the information in this Student/Parent Handbook may be outdated, i.e., changes in regulations, policies, or programs. The most updated copy of the Student/Parent Handbook is located online at www.lcjvs.com.

ADMINISTRATIVE & SUPPORT STAFF

ADMINISTRATIVE STAFF

Mrs. Christina Pelto	Principal	Ext. 22273
Mrs. Megan Champagne	Associate Principal	Ext. 22268
Mr. Brandon Kushinski	Assistant Principal	Ext. 22247
Mr. Keith Blalock	Supervisor	Ext. 22218
Mrs. Michelle McClintic	Supervisor	Ext. 22272
Ms. Cristina Velez	Supervisor	Ext. 22262

STUDENT SERVICES

School Assignments may change due to enrollment numbers

Ms. Eliza Dole	Counselor: AV, AL, KE, NR	Ext. 22265
Ms. Joanne Gleason	Counselor: BR, CO, FI, WE	Ext. 22284
Mrs. Shannon Meadows	Counselor: AM, MI, OB	Ext. 22269
Mr. Chris Wilde	Counselor: CL, EL	Ext. 22267
Mrs. Becky Nemeth	Social Worker	Ext. 22353
Ms. Jessica Byrd	Social Worker	Ext. 22352
Deputy David Walker	School Resource Officer	Ext. 22203
Deputy Brienna Reed	School Resource Officer	Ext. 22202

SUPPORT STAFF

Ms. Michele Rennie	Administrative Assistant – to the Principal	Ext. 22270
Mrs. Linda Gurich	Administrative Assistant – to the Principal	Ext. 22210
Mrs. Jessica Ross	Administrative Assistant – Attendance	Ext. 22219
Ms. Mary West	Administrative Assistant – Student Services	Ext. 22221
Mrs. Lucy Hardin	Administrative Assistant – Enrollment & Recruitment	Ext. 22230
Mrs. Julie Smyth	Administrative Assistant – Discipline	Ext. 22507
Mrs. Patty Labow	Administrative Assistant – Special Education	Ext. 22208

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WELCOME TO THE LORAIN COUNTY JVS

Dear Students and Parents:

Welcome to the Lorain County JVS! We are very pleased that you chose to attend our school. We feel you have made a very important career choice, and we look forward to working with you this year as you pursue your educational career goals.

The LCJVS offers excellent skill training and valuable life experiences through academic and career-technical programs. Our goal is to give all students a wide range of experiences in order to prepare them for entry into the world of work, post-secondary training and/or college. We strive to develop students who not only have technical skills but are also well-rounded, productive citizens.

For your convenience, the Student/Parent Handbook is also available on our website at www.lcjvs.com. Please feel free to contact our office if you have any questions. Again, Welcome!

Tina Pelto, Principal
tpelto@lcjvs.net

ATTENDANCE AND TARDINESS

HOUSE BILL 410

In 2016, both the Ohio House and Senate passed House Bill 410, which adopts nationally accepted best practices to support students and families and keep students engaged in school and on a path to success.

Due to this legislation, the LCJVS will place any student on Attendance Notice who has missed 38 or more hours of school within 30 days, and/or 65 or more hours of school in the year. Please note these hours may be due to **excused** or **unexcused** absences.

Additionally, per Ohio House Bill 410, any student who has missed 30 or more consecutive **unexcused** hours of school, 42 or more unexcused hours of school in one month, and/or 72 or more total **unexcused** hours of school in the year will be designated as "Habitual Truant" and assigned to an Absence Intervention Team. An absence intervention plan will be put in place. Further absences could result in referral to the Lorain County Juvenile Court. Hours of absence from school include time missed due to tardiness and early dismissal.

PREPLANNED ABSENCE

Students with less than 65 hours of excused absence may be approved for up to 30 hours of preplanned absence pending administrative approval, providing the total number of hours remains below 65 hours. Students must complete a preplanned absence form and schedule a meeting with an Assistant Principal or Principal.

ASSOCIATE SCHOOL EVENTS

Absences incurred due to participation in Associate School events do not count against the student.

TARDINESS

In the event students are late arriving to school, all minutes of absence will be recorded. Parents will receive a phone call notifying them that their child has been either late to school or absent from school.

EXCESSIVE ABSENCE

Students with more than 65 hours of absence (excused or unexcused) may be excluded from CTSO events and competitions. Likewise, excessive absence may affect eligibility for work-based learning and job placement.

EXCUSED ABSENCES

Under state school law, the parent or guardian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence. Emancipated youth and married children under the age of eighteen may provide the explanation for their absence.

Per Ohio Revised Code, only the following reasons will be recognized as an excused student absence:

- **Illness of the child.** Parent note required. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
- **Illness in the family necessitating the presence of the child.** Parent note required. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
- **Quarantine of the home.** Official document required. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
- **Death of a relative.** Parent note required. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence.
- **Medical or dental appointment.** Official note required. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
- **Observance of religious holidays.** Parent note required. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- **College visitation.** Official note from college required.
- **Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.** Official document required.
- **Absences due to a student being homeless.**
- **Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.**

BEHAVIOR AND DISCIPLINE

STUDENT BEHAVIOR

The Lorain County JVS is a school of choice and students have accepted special responsibilities upon deciding to enroll here. We expect responsible, self-disciplined behavior from each of our students. Many guests will be visiting the Lorain County JVS. Students are expected to be courteous, well-mannered and in uniform at all times.

SCHOOL RULES

Students must also follow the school's rules and policies. These are found in this Student Handbook. All LCJVS students who wish to learn have the right to do so. The LCJVS will hold accountable those students who deny this right to others.

CLASSROOM RULES

Each instructor will provide individual classroom rules and discipline guidelines. These rules may vary slightly from teacher to teacher. Know your instructors' rules and policies and follow them.

AMOROUS DISPLAY

Students who become overly amorous (who show an outward display of affection) present an unprofessional appearance to fellow students, staff, and school guests. Students participating in amorous display may be subject to disciplinary action.

DISCIPLINE

The LCJVS has the responsibility to respond to behavior which disrupts the educational process. Consequences for breaking a school rule may include the following. Disposition of discipline for breaking the code of conduct will be progressive.

Disposition of discipline may include the following:

Possible consequences:

- Warning
- Written reprimand/Letter home/Progress report
- Counselor/Nurse Referral
- Counselor Mediation
- Parent Contact
- Detention
- Discipline Referral
- Staff/Student/Parent-Guardian Conference
- Denial or Withdrawal of Parking Permit
- In-School Assignment
- Loss of Privilege (extracurricular, field trips, internet use, competitions, parking permit, etc.)
- Removal from Class
- Removal from School
- Wednesday School and Saturday School
- Out Of School Suspension
- Community/Social Services/Medical and Out-of-School Counseling
- Restitution
- Sheriff/Legal Authorities Notification
- Court Referral and Court Services
- Expulsion Hearing

DETENTION, SUSPENSION, EXPULSION AND REMOVAL

Instructions for serving detentions are provided upon issue of detention notice. The LCJVS will not provide transportation for students serving detention. Students who fail to serve their detention may face additional discipline.

Out of School Suspension from class may be issued from one to ten days. Students are responsible for all material missed during any absence, including suspension. It is the student's responsibility to contact their teacher to obtain make-up work. To appeal the due process of a suspension, you need to send a letter of request to the appeals office, Assistant Superintendent, Mr. Jerry Pavlik. This appeal is to review the due process only; the disposition will remain.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive at least partial credit for a completed assignment. Grade reductions on accounts of the student's suspension are permitted; however, no student may receive less than a 60% on a completed assignment solely on account of the student's suspension.

Alternatives to Suspension (Administrator Approval): The Lorain County JVS believes that students have the most opportunity for success in the classroom. Thus, the following alternatives to suspension are employed when appropriate as part of the LCJVS progressive discipline program.

- Detention
- Wednesday School
 - Wednesday Schools are extended detentions served from 2:30 – 4:00 pm. Students who fail to serve Wednesday School may face additional discipline.
- Saturday School
 - Served from 8:00-12:00 pm on Saturday mornings. Students who fail to serve Saturday School may face two days out of school suspension.
- In-School Assignment
 - Students assigned to the ISA Room report from 7:40 – 2:14 pm. They are given the opportunity to work on classwork. Rules of ISA apply.
 - All students must be in uniform while in ISA.
- Community School
 - At Administrator discretion, students can be assigned up to 40 hours of Community School. This service time must be served with a non-profit agency approved by the LCJVS administration. All School rules apply.
- Drug Testing
 - Students may be required to submit clean, lab issued, drug test results as a condition of an abeyance agreement. Failure to do so will result in an immediate reinstatement of disciplinary consequences.

Expulsion may be for a period not to exceed 80 school days, although students may be expelled for up to one calendar year if a violation involves weapons. A student may be considered for permanent expulsion by the Superintendent for the following reasons:

- Conveying weapons or dangerous ordinance on school property or at a school function. Possessing weapons or dangerous ordinance on school property or at a school function. Carrying a concealed weapon on school property or at a school function.
- Possession or under the influence of drugs or alcohol on school property or at a school function.
- Assault on school property or at a school function.
- Rape, gross sexual imposition, or felonious sexual penetration of any person on school grounds or at a school function.
- Complicity in any of the above offenses, regardless of location.
- Fire/Arson.
- Crime on school grounds.
- Bullying/Harassment

Disciplinary removals may be made from a class or from participating in an extra-curricular activity for less than 24 hours. Emergency removals may be made for a period of 24 to 72 hours where the student's presence poses a continuing danger to person(s) or property, or an on-going threat of disrupting the curricular or extra-curricular activity.

Discipline may be issued if any of the following rules are violated:

Rules:

Rule 1 Disruption and Interference with School

No student shall interfere with the educational process, bother others or encourage other students to violate this rule or any other rule.

Rule 2 Damage, Destruction, Theft of School Property

No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property, or engage in or participate in or attempt to participate in the unauthorized removal of school property. All costs related to damage of school property are assessed on a case by case basis and will be invoiced. Invoices must be paid in full within 30 days of receipt of invoice.

Rule 3 Damage, Destruction, Theft of Private Property

No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property, or engage in or participate in or attempt to participate in the unauthorized removal of private property.

Rule 4 Physical Abuse to Another Student

No student shall cause or attempt to cause physical injury to a student. Likewise, any student who engages in an assault upon a student off school property, at a non-school sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures in the Ohio Revised Code 3314.66, be subjected to suspension or expulsion from school if it is determined that the student's continued presence in school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of students or others.

Rule 5 Physical Abuse to School Employee or Authorized Visitor

No student shall cause or attempt to cause physical injury to a school employee or authorized school visitor. Likewise, any student who engages in an assault upon a school employee off property, at a non-school sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures in the Ohio Revised Code 3314.66, be subjected to suspension or expulsion from school if it is determined that the student's continued presence in school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of students or others.

Rule 6 Use of Vulgar, Profane, Abusive or Threatening Language or Gestures

No student shall use inappropriate vulgar, profane, abusive, threatening, insulting language or gesture toward any school employee, authorized school visitor, or another student.

Rule 7 Weapons and Dangerous Instruments

A student shall not possess, handle, transmit, sell, create or conceal any object which might be considered a weapon or dangerous instrument on school property or school sponsored event. Weapons and dangerous instruments shall include any object which is used to inflict physical harm or damage including, but without limitation, laser pointers, guns, knives, ice picks, mace, brass knuckles, explosives (including firecrackers), "look alike" weapons, starter pistols, stun guns and hunting supplies/equipment.

Rule 8 Disregard of Directions or Requests

Students must follow reasonable directions or requests of school personnel.

Rule 9 Truancy or Tardiness

Students skipping assigned classes or students not in their assigned area at scheduled time shall:

- Obtain a pass from a teacher before leaving a class.
- Arrive on time to classes.
- Obtain permission from Attendance Office before leaving the building.

Rule 10 Cheating and Dishonesty

No student shall cheat or attempt to cheat on an exam or copy work and hand it in as one's own. No student can claim authorship of work generated through AI/NLP tools. Students shall not lie about, fabricate, distort, or change information given to school staff, administration or any individual. Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other information on school forms or school-related correspondence or documents.

Rule 11 Safety Violations

Students must use safe practices at all times including when working with others and when operating equipment. All students must learn and follow all safety rules including, without limitation, those applicable to each particular program. No student shall use or operate equipment in a manner inconsistent with applicable safety rules, nor shall any student use or operate equipment when such use or operation is unauthorized.

Rule 12 Possession, Use, Under the Influence of: Narcotics, Stimulant Drugs, Alcohol or Paraphernalia

No student shall possess, buy, sell, use, supply, transmit or apply any mood-altering chemical or any drug paraphernalia. "Possess" includes, without limitation, retention on the student's person, or in a purse, wallet, locker, desk, or automobile parked on school property. Signs of chemical "use" include, without limitation, staggering, red eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep, or any other behavior not normal for the particular student and not otherwise explained by a medical condition or by the medically prescribed use of a prescription drug. "Mood-altering chemicals" include, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit or "look-alike" drugs (Ohio Revised Code 2925.01 (P)), marijuana, THC, alcohol, intoxicating inhalants, and prescription drugs. Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, intoxicating inhalant, or any other controlled substance off school property or at a non-school sponsored or related activity, function or event, or on school property at any time, in accordance with the procedures in the Ohio Revised Code 3314.66, may be subject to suspension or expulsion. **Any student who must take a prescription, over-the-counter, or diet supplement medication during the school day must complete and submit a "Request to Administer Medication to the Student" form signed by the licensed prescriber who ordered the medication and by the parent or custodian of the student.** These forms are available on the LCJVS website. *All medication must be kept in the nurse's clinic.* No student shall possess or conceal any prescription or over-the-counter medication while on school property. The student should report to the clinic for the administration of necessary medication. It is the student, parent/guardian's responsibility to notify the school of any allergies.

Rule 13 Smoking and Tobacco Products

No student shall possess, use, transmit, conceal or roll cigarettes or tobacco products, including smokeless tobacco products, e-cigarettes, vaporizers, or any other device used to inhale nicotine. (Ohio Revised Code 3313.751).

3313.751 Prohibition against tobacco possession or use.

(A) As used in this section:

(1) "School district" means a city, local, exempted village, or joint vocational school district.

(2) "Smoke" means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.

(3) "Use tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco.

(B) No pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of a school district or an educational service center or at any activity supervised by any school operated by a school district or an educational service center.

(C) The board of education of each school district and the governing board of each educational service center shall adopt a policy providing for the enforcement of division (B) of this section and establishing disciplinary measures for a violation of division (B) of this section.

Effective Date: 09-29-1995.

Any device confiscated will be turned over to the Lorain County Sheriff's Office and/or destroyed.

Rule 14 Dress Code

Students should be in school uniform at all times and should adhere to the Lorain County JVS Dress Code Policy. No student shall dress or wear clothing (including, without limitation, items worn such as emblems, badges, etc.) which is determined to be detrimental to health and safety, or which is disruptive of or interferes with the academic atmosphere or operation of the school.

If there are any questions as to the appropriateness of any type of clothing as defined herein, school officials should be contacted in advance. When a school official determines a student's clothing as defined herein violates this rule, or the school dress policy, the student will be required to change. In some cases, the student's parent, guardian or custodian may be notified and asked to bring appropriate clothing to school or the student may be requested to change into the appropriate school uniform as provided. In other cases, further disciplinary action may be taken. (See School Dress Code on Page 13-15)

Rule 15 Parking and Driving on School Grounds

No student shall drive without a parking permit to and from school, or park on school property. No student shall disobey the rules concerning operation of vehicles or parking.

Rule 16 Crime on School Grounds

No student shall commit a crime while on school property or during a school function.

Rule 17 Gambling

No student shall gamble or have, sell, or handle gambling materials.

Rule 18 Harassment

Students shall not discriminate against or harass school employees, students, or any other persons on the basis of sex (including sexual orientation and gender identity), religion, ancestry, color, race, national origin, age or disability or genetic information.

“Harass” includes, without limitation: bullying, cyber bullying, intimidating, insults, persistent annoyance or other abuse whether physical, verbal, drawings or in writing.

Any speech or action that creates a hostile, intimidating, or offensive learning environment or school harassment that is brought to school causing disruption to the educational process is prohibited.

Questions or concerns relating to and/or reports of discrimination and harassment should be directed to the Lorain County JVS Section 504/Title IX Coordinator at: Lorain County JVS, 15181 State Route 58, Oberlin, OH 44074, (440) 774-1051.

Rule 19 Hazing

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act of hazing. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying, harassment, threatening and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both 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. This behavior is prohibited on school property or at a school-sponsored activity.

Rule 20 Inappropriate Use of All Electronic Devices or Equipment

Inappropriate use of all electronic devices or equipment is prohibited. Students shall follow the “Acceptable Use” guidelines when using LCJVS electronic devices and/or personal technology devices. Inappropriate use of or intentional damage to electronic equipment may result in loss of privileges as well as other discipline. Students may be responsible for the replacement value of the device. Students are prohibited from using personal technology devices in any instructional environment at the Lorain County JVS.

Any student who violates Rule 2, 3, 4, 5, 7, 11, 12, 16, 17, 18, or 19 herein may be recommended for expulsion for the first offense. Likewise, any student who commits any offense which is in violation of school rules and constitutes a criminal act is eligible for expulsion for the first offense. Any student who has been suspended twice or more and again breaks any rule may be recommended for expulsion. Conduct which violates school rules may also violate the law and will be reported to juvenile and other authorities. Moreover, a student and/or a student’s parent, guardian or custodian may be liable for monetary damages in a court of law for the student’s conduct.

SEARCH/SEIZURE

In order to ensure the safety and well-being of all students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing, personal effects, electronic devices, locker, or vehicle of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. Administrators may utilize a metal detecting wand during search. Periodic K-9 searches will be conducted throughout the school year.

PROHIBITING ENROLLMENT at LCJVS

Any student who has been suspended or expelled by any school district for ten consecutive days or more in the current or previous term may be denied admission to the LCJVS (O.R.C. 3313.983 (B)(4))

TRANSPORTATION

ASSOCIATE SCHOOL TRANSPORTATION

Student bus riders must take their assigned Associate School bus to and from school, unless the Associate School has approved other transportation.

PARKING PERMITS/DRIVING RULES

Students must receive permission in advance to park in the Student Parking Area. This area is clearly marked. All cars driven to school must be registered and have a school parking permit. There is an annual registration fee per permit. Applications for registration are available during Orientation/Registration and in the Student Services Office after school begins. Parking passes are sold by grade level, with seniors having the ability to purchase parking passes first.

Parking permits should be hung from the rear view mirror and easily visible to staff. Students will be given an assigned parking space when they purchase a parking permit. Student drivers must park in their own spaces; they may not trade spaces with another student or park in an unauthorized area.

If a vehicle is found on the school grounds without a parking permit, the student may be disciplined or the vehicle may be towed to a holding area at the owner's expense. Parking is at your own risk. The LCJVS is not responsible for any vehicle parked on school property. In addition, parking on school property is a privilege, not a right, and cars parked on school property are subject to routine patrols by school officials and may be searched when reasonable suspicion of violation of school rules or criminal activity is determined. When you arrive at the LCJVS, you should park your vehicle in the proper parking lot space facing forward, secure and lock the vehicle, and immediately enter the building. You are not to sit in or return to your vehicle until the end of the school day. Do not squeal tires or operate your vehicle recklessly on school property. The security officers in the parking lots will monitor rules and regulations. Report any accidents that happen on school property immediately to personnel in the Attendance Office.

DENIAL/WITHDRAWAL OF PARKING PERMIT

A student may be denied a parking permit or may have the parking permit withdrawn by a school official for the following reasons:

- Reckless driving to or from school
- Driving under the influence of drugs or alcohol to or from school
- Violation of parking rules
- Notification by any law enforcement agency of citation issued to or from school
- Parking in unauthorized areas
- Violation of the student conduct code
- Attendance Issues

BUS REGULATIONS FOR FIELD TRIPS

In order to maintain safe school bus transportation on educational field trips you are expected to observe the following rules:

1. All school rules and regulations apply during any field trip.
2. Students will be assigned to a seat throughout the trip.
3. Students will not be permitted to move from seat-to-seat, push, throw articles, or annoy others on the bus.
4. Electronic devices will be allowed on the bus with prior approval.
5. Dangerous objects or materials shall not be transported on the bus.
6. Consumption of food or drink while on the bus is not permitted.
7. Students, while on the bus, are under the authority and direction of the bus driver and the program instructor.
8. The bus driver is directed to report student violation of bus regulations to the Principal/Assistant Principal.
9. Luggage search forms are to be completed for overnight trips.
10. Select field trips and overnight trips may require additional forms and permission slips.

SCHOOL OPERATIONS

SAFETY RULES

Safety is everyone's business! It is your responsibility to understand and practice good safety habits to prevent accidents. You are responsible for the use of safe practices in working with others and using equipment.

Due to the vast amount of equipment at the LCJVS and because of the possibility of severe injury, it is important that you observe the safety rules in your program. You alone are responsible for your actions. Horseplay may result in discipline. Each of our career-technical programs has its own safety rules which include dress policies. Become familiar with any aspect of your program that may be considered hazardous. Listen as your instructor goes over the safety rules. Do not operate any equipment until you have received safety instruction on that piece of equipment.

SCHOOL RESOURCE OFFICER

The Lorain County JVS has School Resource Officers on staff. The SROs are in place to assist with the safety and security of Lorain County JVS.

ELECTRONIC SURVEILLANCE CAMERAS

There are surveillance cameras throughout the LCJVS campus that are recording 24 hours a day. The recorded material is the sole property of Lorain County JVS. The LCJVS is permitted by law to use the recorded material for the purpose it deems appropriate, to include but not limited to the investigation of situations that may involve theft, or to further investigate an incident that may require some form of discipline involving student conduct.

Surveillance footage is not shared with students, parents and/or guardians.

LOCKERS

You may be assigned a locker for your coat and books. Additional lockers may be assigned in your lab area. Students should not share their locker combination with others. The school is not responsible for the loss of articles from lockers. Lockers belong to the Lorain County JVS. They are not to be used for illegal or dangerous purposes and can be inspected by personnel. Articles left unsecured are not the responsibility of the LCJVS. Students are not permitted to disable the latching mechanism on any locker; doing so may result in discipline.

LCJVS Cell Phone Policy

A hands-on education demands a phones-down atmosphere. Ohio legislators now recognize this reality and demand that schools take a proactive approach to cell phone use. Ohio's Model Cell Phone Policy as well as research surrounding this topic can be found on the Ohio Department of Education's website following this link:

<https://education.ohio.gov/Topics/Student-Supports/School-Wellness/Cell-Phones-in-Ohio-Schools/Model-Policy>.

Students are not permitted to use cell phones in LCJVS instructional spaces such as classrooms or labs. All phones are to be placed in the cell phone locker in the classroom, which will remain locked until the end of the class period. Teachers will not release phones for passes out of class except for the clinic or early dismissal.

Students with a documented medical reason signed by a physician necessitating cell phone access (such as an insulin monitor) may be excused from this policy, but a prior meeting with the school nurse and LCJVS administration will be required before an exception can be made.

Students will also have to place their cell phones in a locker when entering Student Services or the High School Office in order to ensure a private, safe space for all students.

Filming, audio recording or photographing of any Lorain County JVS student or staff member is expressly prohibited.

LCJVS is a one-to-one school. All students are issued an iPad, which is to be used for instructional purposes only.

Any student who is non-compliant with the cell phone policy may face disciplinary consequences.

SCHOOL DRESS CODE POLICY: LORAIN COUNTY JVS IS A UNIFORMED BUILDING

LCJVS UNIFORM IS AS FOLLOWS:

- Pants: Work pants or jeans (*purchased on your own*)
 Shirt/Sweater/Jacket: LCJVS Specific Approved Uniform, purchased through the Lorain County JVS.

One of the main purposes of our school is to prepare students for the world of work. In order to emphasize professionalism and pride in the workplace, we expect the students to attend the Lorain County JVS dressed in appropriate clothing. The clothing is to reflect the nature of both employment and the academic atmosphere. Clothing that is detrimental to health and safety or is disruptive to the educational process at the LCJVS will not be permitted. Individual programs require students to wear uniforms specific to their trade area during lab. Students are expected to wear this uniform and all safety components in their designated lab areas, for field trips and during off site classroom activities. LCJVS approved pants and shirts must also be worn elsewhere. LCJVS attire must be the outer most layer and attire must be purchased from the website.

Also, please note that student dress is not considered an open discussion and is subject to the authority of the administration. Any apparel that is deemed unsafe in a lab or classroom will need to be removed. Individual programs will have specific requirements.

SCHOOL UNIFORM OFFENSE POSSIBLE CONSEQUENCES:

- Warning
- Detention
- Inability to participate in CTSO activity and/or field trips
- Wednesday School
- ISA
- OSS

APPAREL	APPROVED	PROHIBITED APPAREL
SHIRTS	<ul style="list-style-type: none"> • Necklines must be above the top of the arm pit 	<ul style="list-style-type: none"> • Pajama tops • Apparel that is backless or exposes the midriff • See through, sheer or mesh tops • Tank tops, cut off shirts and sleeves, tube tops or off-shoulder tops • Reference to profanity, offensive words, slogans/pictures of drug, alcohol, tobacco, cult/gang slogans/pictures, weapons or sexual references
PANTS	<ul style="list-style-type: none"> • No undergarments may be exposed 	<ul style="list-style-type: none"> • Pajama bottoms • Pants that are cut-off, torn or have excessive holes • Jeggings, leggings, spandex pants, yoga, sweatpants or distressed exercise pants • Shorts • Skirts (unless approval given)
FOOTWEAR	<ul style="list-style-type: none"> • Must be worn at all times • Specific to lab area for safety • Must allow student to move safely and quickly 	<ul style="list-style-type: none"> • Slippers
HATS		<ul style="list-style-type: none"> • Caps, hats and any other coverings are prohibited in classroom and halls during the school day
ACCESSORIES		<ul style="list-style-type: none"> • Jewelry that poses a safety risk • Dark glasses unless prescribed by a doctor • Sunglasses • Any accessory which may be dangerous to other students or to school property • Costumes or other clothing deemed inappropriate for school by the Administration • Blankets

SPIRIT DAYS (These will be announced by the High School Office)

Lorain County JVS is very proud of our associate schools and may celebrate our associate schools on spirit days. On designated spirit days, students may wear appropriate (not ripped and torn) jeans and associate school clothing. The following “Spirit Wear” dress expectations shall be followed by students participating in “Spirit Day”.

- “Spirit Wear” must be school appropriate by Lorain County JVS Administration standards.
- “Spirit Wear” does not replace the necessity of wearing the approved uniform in the **LAB SETTING** or during a school field trip or other school-sponsored activity.

Any student who refuses to comply with the Lorain County JVS uniform expectations inclusive of “Spirit Wear” may be subject to disciplinary action.

ASSOCIATE SCHOOL TEAMS

Students who are official members of an Associate School athletic/marching band team may wear their uniform on Fridays.

ACCIDENTS

Report all injuries or accidents, however slight, immediately to an Instructor or LCJVS staff member.

SCHOOL NURSE

A school nurse is available for consultation and health problems. If you should become ill, or injure yourself during the school day, you should report this to your Instructor to receive a pass to the clinic. **STUDENTS MUST HAVE A COMPLETED EMERGENCY MEDICAL/FIELD TRIP/ACCEPTABLE USE FORM ON FILE.**

Any student who must take a prescription, over-the-counter, or diet supplement medication during the school day must complete and submit a “Request to Administer Medication to the Student” form signed by the licensed prescriber who ordered the medication and by the parent or custodian of the student. These forms are available on the LCJVS website.

All medication must be kept in the nurse’s clinic. No student shall possess or conceal any prescription or over-the-counter medication while on school property. The student should report to the clinic for the administration of necessary medication. It is the student and/or parent/guardian’s responsibility to notify the school of any allergies.

STUDENT SERVICES OFFICE

Counseling services are available to all students. The counselors will help you to develop a better understanding of your abilities, attitudes, interests, responsibilities and will talk to you about your educational, career-technical or personal concerns.

You should see a counselor if you have concerns about:

- School problems
- Credits
- Scheduling
- College
- Personal problems
- Graduation requirements
- Scholarships
- Armed Services

Stop in the Student Services Office to see your counselor or to make an appointment.

BELL SCHEDULE

LORAIN COUNTY JVS BELL SCHEDULE	
1 st Period	7:40 – 8:40 AM
2 nd Period	8:44 – 9:30 AM
3 rd Period	9:34 – 10:20 AM
4 th – 5 th Period	10:24 – 11:10 AM
5 th – 6 th Period	10:58 – 11:44 AM
6 th – 7 th Period	11:14 – 12:00 PM
7 th – 8 th Period	11:48 – 12:34 PM
8 th – 9 th Period	12:04 – 12:50 PM
9 th – 10 th Period	12:38 – 1:24 PM
11 th Period	1:28 – 2:14 PM
LUNCH PERIODS	
4 TH Period	10:24 – 10:54 AM
6 th Period	11:14 – 11:44 AM
8 th Period	12:04 – 12:34 PM
10 th Period	12:54 – 1:24 PM

SCHEDULE CHANGES

In order to meet the LCJVS program requirements, you will be expected to follow the course sequence according to the course pathway.

Any schedule changes will be made for the following reasons only:

- To meet graduation requirements
- To accommodate an IEP schedule conflict
- To resolve an incorrect or incomplete schedule
- To add a class, provided an opening exists in the class and in your schedule

Procedure for change of a class during the turnaround period:

- Contact your LCJVS counselor
- Complete a “Change in Student Status” form
- Your request will be reviewed by a LCJVS Counselor

Scheduled changes only occur for valid academic reasons. After the first week of the semester, no schedules will be changed. Any student wishing to withdraw from LCJVS should see their School Counselor.

CHANGING CTE PROGRAMS

Students who are accepted into a program at the Lorain County JVS are expected to remain in and successfully complete that program. In-school changes from one program to another can only be made for special circumstances.

Changes from one CTE program to another can only take place:

1. During the first week of the school year
2. When there are program openings
3. When the waiting list is depleted

Any changes requested will be reviewed by LCJVS counselors, teachers, and administrators to determine eligibility.

Procedures for in-school CTE program changes:

1. Student must contact LCJVS counselor to schedule a parent conference
2. Student must complete a Change in Student Status form and get parent/guardian permission in writing
3. The student request will be reviewed by a LCJVS counselor and, if necessary, LCJVS teachers, administrators, etc. for recommendation.

CHANGE IN STUDENT STATUS

Contact the Student Services Office if changes are to be made in any of the following:

(A note from your parent and/or guardian is required for any of these changes.)

- New associate school
- New address
- New telephone number
- Change of name
- Request to withdraw from school
- Change in Guardianship (requires copy of legal documentation)
- All other changes in student status

RETURN TO ASSOCIATE SCHOOL

Once a student is enrolled at the LCJVS, they are expected to remain through completion of the program.

However, in some cases, students may be returned to their associate schools. These returns occurs when:

A student is more than 2 credits deficient. The number one priority for every student is to earn a high school diploma from their associate school. Students must earn the requisite number of credits as determined by the associate school; therefore, credit deficiency presents a major roadblock to graduation.

Because the LCJVS bell schedule includes large blocks of time devoted to the career technical pathway, there is little seat time in the student schedule to be allocated elsewhere. Thus, students will need to remediate credit deficiencies through online classes (offered at a cost through LCJVS the associate school, or an outside vendor). While students are given the opportunity to make up credits during the school year or over the summer, students who neglect to make up credits will return to their associate schools, where elective time can be dedicated to credit recovery.

Note: If a student is more than two credits deficient at the time of application (even if that student is already enrolled in a program at LCJVS), the application will be rejected, and the student will be asked to reapply after the credit deficiencies have been remediated.

The IEP Team determines that the student should return to the associate school. This occurs on a case-by-case basis when the IEP team determines that LCJVS is not the least restrictive environment for the student. The IEP team consists of individuals from LCJVS, the associate school, and the family.

The student’s behaviors suggest that staying at LCJVS poses a risk to themselves or others. LCJVS uses a school-to-work model where students are given a degree of freedom to behave as they would in a workplace. Oftentimes this includes access to tools and machinery that must be operated safely. While necessary skills are taught, there are certain circumstances where students lack the maturity to follow safety guidelines. In rare cases, these students will be asked to return to their associate schools.

The student and family conclude that LCJVS is not the right fit. Sometimes, a student experiences a life event that necessitates change in placement. These cases are all unique and represent a personal decision based on the needs of the student and family. Any shift in placement in these cases only occurs at year end and, very rarely, at the semester change. Counselors and administrators from both LCJVS and the associate school meet with all students and families to determine the path forward.

Turn Around Time. Students do have a 1 week grace period at the start of each program when they can decide to return to the associate school. Students must attend LCJVS for one full week (5 days) before this return can take place.

Students returning to their associate schools will be required to complete a "Change in Student Status" form, which will be provided by the school counselor or LCJVS administrator.

Other Career Tech Credit Deficiency

1. Students who fail a full year of career technical programming will not be permitted to return to LCJVS. Exceptions may be made for rising seniors, who can apply to the CBI program.
2. Students who fail senior year of career technical programming are not permitted to participate in the LCJVS Senior Recognition Ceremony.

STUDENT COSTS: FEES AND FINES

The Lorain County JVS (LCJVS) has multiple types of fees that can be applied to your student's account. These fees are as follows:

- **One-on-One Device Fee**
 - The One-on-One device is an electronic device (iPad) that will be used throughout your student's career at LCJVS.
 - This fee is a one-time fee of \$330, and will be applied to your student fee account on the first day of the first year enrolled.
 - This fee **MUST** be paid in full by March 1st of your student's senior year or upon separation from LCJVS.
 - If your student withdraws from LCJVS before the end of the first semester of the first year of enrollment, this fee will be waived upon the return of the one-on-one device that is in good working condition as determined by the LCJVS IT department.
 - This fee is **NOT** waivable based on your students' free and reduced lunch status.
- **Program Fee**
 - The program fee is based on tools, equipment, and materials that are necessary for workforce-readiness training, and will be retained by the student upon separation.
 - The program fee varies by program.
 - The program fee **WILL** be waived if your student qualifies for free and reduced lunch.
 - The free and reduced lunch application **MUST** be completed prior to September 30th in the year the fee has been applied.
 - Upon separation from LCJVS, the tools, equipment, and materials will be released when all outstanding fees are paid in full.
 - If the fee is not paid within one year of separation the tools, equipment, and materials will no longer be available for return; however, the fee will still be owed.
- **Online Classes**
 - In the event your student will need a credit recovery class, the in-house fee for this class will be \$125.00.
 - This fee is **NOT** waivable based on your student's free and reduced lunch status.

Uncollected fees or other delinquent debts may be referred to a collection agency and grades or grade records will be withheld until the debts are paid in full.

LUNCH/CAFETERIA

The two cafeteria areas (Quarry Rooms A & B) are located off the main hallway.

You are required to clear the tables after eating by putting your rubbish and trays in the containers provided. During your assigned lunch period, you are to go to the cafeteria area. You are not permitted to leave the school building. Parking lots are off limits. You are not permitted to order food from outside vendors and/or to have food delivered during school hours. Students are to remain at their lunch table until the bell rings.

TECHNOLOGY USE

Every student using an electronic device or accessing the WiFi network at the LCJVS must have on file a completed "ACCEPTABLE USE" form. This form must be signed by a parent or guardian unless the student is 18 years of age or older – this form is included in the Online Registration Packet. **Inappropriate use of technology may result in discipline up to and including suspension, and/or expulsion and loss of technology privileges. (Rule 20).**

DISPLAYING POSTERS/ANNOUNCEMENTS

All posters, signs, etc. must be approved by the Principal's Office before they are displayed in the appropriate areas. Materials unapproved will be taken down.

SAFETY DRILLS

The state requires that we conduct Safety drills. The purpose of these drills is to prepare the student body so that in the event of an emergency the building may be emptied quickly and in an orderly manner. Instructions will be posted indicating the exits to use for fire and storm warning drills, and it is imperative that all persons move quickly out and away from the building through the specified exits. Each program will have an assigned area for cover in a storm warning drill. Staff members will take attendance.

Lockdown Drills are conducted periodically to practice securing the building and all occupants. It is imperative that all students remain quiet throughout the drill.

Tornado Drills are set-up to help prevent injuries and deaths during an emergency. Tornado Drills will be indicated by a separate alert. Students are to proceed to designated areas and assume the required position.

Students refusing to follow emergency drill procedure or misbehaving during a safety drill may be subject to disciplinary consequences.

STUDENT PICTURES

Individual pictures of students will be taken at the LCJVS. Even though everyone must be photographed for school purposes, only those students who pay the vendor will receive a picture package.

LOST AND FOUND

Take all found articles to the Attendance Office. Students who have lost possessions may claim them at the Attendance Office. Positive identification is necessary. Unclaimed articles will be disposed of at the end of each semester. Lorain County JVS is not responsible for any lost or stolen items.

SCHOOL CLOSING

When the decision to close the Lorain County JVS is made, due to weather conditions or other designated calamity, it will be announced on WEOL—the Elyria Radio Station (930 AM), WOBL—the Oberlin Radio Station (1320 AM), and WTAM in Cleveland (1100 AM) as well as Cleveland TV stations. You may also check lcjvs.com and LCJVS social media channels for closing information. In addition, an outbound message for school closings will be made to every student residence. Please be sure to update a phone number change in the Student Services Office. If Lorain County JVS is open and your associate school is closed, you are to be in attendance if transportation is provided.

VISITORS

Students may have no outside visitors during the school day. Parents are to call ahead for an appointment to see an Instructor, School Counselor, or Administrator. **All visitors must sign in at the Attendance Office.**

TECHNOLOGY ENHANCEMENTS

- **Lorain County JVS is not responsible for any lost, stolen or damaged electronic devices brought to school.**

iPAD PROCEDURES

- All school devices can be searched at any time.
- Plagiarism – academic dishonesty--will not be tolerated.
- Students should not have inappropriate photos, text or downloadable material.
- Do not sync your school devices with personal electronic devices.
- Maintain settings initiated by Lorain County JVS.
- Damaged, lost or stolen devices are the responsibility of the parent/guardian (see contract).
- Students may not use their devices to interface with school equipment or disrupt the educational process.
- Students are not permitted to access the school network using a.vpn or proxy server
- Students are not permitted to use an LCJVS iPad to access social media.

TEXTBOOKS/TOOLS/EQUIPMENT

It is your obligation to take care of your books, tools and equipment. Lorain County JVS is not responsible for lost, stolen or damaged materials. Fees may be assessed for lost, stolen or damaged materials.

AFTER HOURS USE OF BUILDING

When school is not in session, only students with official approval and supervision by an approved faculty member shall be in the building or on the school grounds. Any accidents occurring at this time should be reported to the Principal/Assistant Principal.

PARENT CONFERENCES

Formal parent conferences are held each semester during the evening. A parent may schedule additional conferences by contacting the Student Services Office and/or the classroom teacher.

WHAT'S HAPPENING

CLUBS: CAREER-TECHNICAL

These clubs, also known as CTSOs (Career Technical Student Organizations), are designed to develop leadership potential, cooperation, social interactions, and an awareness and appreciation of good citizenship. All members may have the opportunity to participate in competitive skill events.

BPA	Business Professionals of America
DECA	Distributive Education Clubs of America
FCCLA	Family, Career, Community Leaders of America
FFA	An Association of Agricultural Students
HOSA	Future Health Professionals
SkillsUSA	
ER	Educators Rising

Participation in all club activities is a privilege and may be denied or revoked. Students may be denied participation due to grades, attendance, discipline and/or behavior.

COMPETITIONS

A student may be determined ineligible to participate in competitions due to excessive absence, grades, attendance, discipline and/or behavior.

NATIONAL TECHNICAL HONOR SOCIETY

This honor is awarded to a select group of Lorain County JVS students who exhibit good citizenship, participate in community service, are involved in LCJVS and associate school activities, have good attendance, meet grade criteria, go beyond the assigned classroom tasks, and display characteristics of an excellent employee. Applications are available on the LCJVS website.

VOCATIONAL YOUTH COUNCIL/INTERACT

The Vocational Youth Club Council is made up of LCJVS students who are members of the vocational youth, leadership and social clubs. An interested student may apply to become a member of this group and can help plan a calendar of school-wide activities.

COLLEGE/TRADE SCHOOL/ARMED SERVICES PRESENTATIONS

Representatives of colleges, trade schools, and all branches of the Armed Services visit the LCJVS to provide information and answer questions about opportunities they can offer. You will need to make an appointment in the Student Services Office to see these representatives. Armed Services representatives may have displays set up in the lobby that you can visit during your lunch period. **Students who do not want to have contact with military recruiters may “opt-out” by completing the appropriate form.**

TESTING

- **ARMED SERVICES TEST**

You may sign up for and take the Armed Services Vocational Battery Test (ASVAB) at LCJVS. You can obtain more information and sign up to take in the Student Services Office. Students may be required to take the PSAT, ACT or SAT at their Associate School. Information available is in Student Services.

- **CAREER-TECHNICAL TESTS**

LCJVS students will take career-technical tests throughout the school year such as WebXam, Work Keys and Industry Credential tests. These required tests may be used to satisfy graduation requirements.

- **STATE REQUIRED ACADEMIC TESTING**

LCJVS students will take the state required mandated testing academic end-of-course exams as needed.

GRADES, CREDITS, CLASS SCHEDULES

COURSE CREDIT

You may earn the following high school credits while attending the LCJVS each year:

Academics and Electives	= .5 credit per semester
Career-Technical Lab	= 1.5 credits per semester

GRADES

Grades are readily available to parents in Canvas. Semester grade cards will be printed and given to students. Only end of year grade cards will be mailed home.

CANVAS

Canvas is an LMS (Learning Management System) that makes teaching and learning easier. It simplifies teaching and learning by connecting all the digital tools teachers use in one easy place.

Parents can co-enroll in Canvas with their child automatically, allowing them to view grades, upcoming assignments and due dates, missing work, and teacher communication. Teachers can send individual, group, and course-wide messages to students and parents, and students can communicate safely with teachers and each other. Parents and students are encouraged to monitor students' progress by accessing Canvas. Both parents and students will be provided log in information. Canvas usernames and passwords can be obtained from the High School Office throughout the year if they become lost.

SCHOOL GRADING SYSTEM

SCORE	LETTER GRADE	VALUE
90-100	A	Outstanding
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing Work
	I	Incomplete

An incomplete must be made up within two weeks after the end of a grading period; otherwise an "F" may be entered as the student's grade.

* College Courses and honor courses may be graded on a weighted scale.

EARLY JOB PLACEMENT

Students on early job placement receive their lab grade from the employer. If a student is fired from their job, they may receive an F in lab for the time spent on the job for that grading period.

FINAL GRADE FOR A SEMESTER LONG COURSE

Final grades for a **SEMESTER LONG** course are determined by doubling the nine week grades and adding the midterm and then dividing by 5.

Example:

	1st		2nd		Exam						TOTAL	
Class	A	4	B	3	C	2						9
	A	4	B	3								7
Total Points											16	
Divided by											5	
Final Grade											3.2	
Final Letter Grade											B	

FINAL GRADE SCALE	
A	3.5 – 4.0
B	2.6 – 3.4
C	1.6 – 2.5
D	0.6 – 1.5
F	0.0 – 0.5

PASSING A SEMESTER LONG COURSE

To successfully pass a semester course, students must have each of the following:

1. At least 3 quality points during the course (A=4, B=3, C=2, D=1, F=0) - Quarter grades are doubled, exams are not.
2. At least 2 out of the 3 grades must be passing grades.

GRADING FOR CTE SEMESTER COURSES

- * Students must earn 1.5 credits to move onto senior year in the same program.
- * WebXams will be taken in lab during the same school year as the course is taken.
- * Students may have the opportunity to retake the WebXams for a better score during the senior year.

GRADING FOR COLLEGE CREDIT PLUS AND HONORS COURSES

Grades for these courses are weighted on a 5 point scale.

GRADUATION REQUIREMENTS

Graduation requirements are established through the Ohio Department of Education and each Associate School. Refer to either your Associate School counselor or your LCJVS counselor for full details.

ONLINE LEARNING/CREDIT RECOVERY

- Students should expect online course work via Canvas on calamity days.
- If you have not passed a course or need to make-up courses, see your school counselor for information.

COLLEGE CREDIT

ARTICULATED CREDITS

LCJVS graduates may be eligible to receive college credits for the successful completion of their program. Students who meet all requirements agreed to by the LCJVS and the college for the junior and senior years may qualify for articulated credit at LCCC or other colleges. Graduating seniors should contact their instructor or the Student Services Office to check their eligibility.

NCAA CLEARINGHOUSE INFORMATION

May be obtained by contacting your counselor or visiting www.LCJVS.com under the Student Services page.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus (CCP) program can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course through College Credit Plus is free of charge.

Students can also take college courses on campus. Students must meet the requirements of the post-secondary institution in order to participate in these courses. For more information on College Credit Plus, contact the Student Services office or visit the Ohio Department of Education webpage at <http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus> or the Ohio Board of Regents webpage at <https://www.ohiohighered.org/ccp>.

C-TAG CREDIT

C-TAG credit may be earned and transferred to public colleges throughout Ohio. See your school counselor with questions.

CERTIFICATES, AWARDS, SCHOLARSHIPS, FINANCIAL AID

DIPLOMA/CERTIFICATES

Diploma	Upon completion of the necessary requirements, you will be awarded a diploma from your associate school.
Career Tech Certificate	You will receive a Career Tech Certificate from the Lorain County JVS, provided you meet the criteria for your career tech program.
CT Honors Diploma	Students may have the opportunity to earn a Career Technical Honors Diploma. CT requirements can be met at the LCJVS. See your counselor for details.

SCHOLARSHIPS

Please visit lcjvs.com under the Student Services tab for an extensive list of available scholarships.

EMPLOYMENT & WORK-BASED LEARNING OPPORTUNITIES

WORK PERMITS

Information concerning labor laws and application forms for student work permits are available in the Career Services Office. The work permit form is available on the LCJVS website under Student Forms. When these forms are completed and returned, the permit will be entered into the State system. A copy will then be signed and given back to the student to be taken to the employer.

JOB SEARCH ASSISTANCE

The LCJVS Career Services Office provides assistance to students to help them find a suitable job related to their training program. Student attendance, job readiness, program competency evaluations, and teacher recommendations are all factors considered to determine placement eligibility. The following information outlines the opportunities available to students: Work-Based Learning Experiences, Summer Internship, and Early Job Placement.

WORK-BASED LEARNING DEFINED

Work-based learning is defined as “sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.” Students should accumulate 250 hours of work-based learning aligned to their program of study with evidence of positive evaluations. Students may accumulate hours across various types of work-based learning activities.

SIX WORK-BASED LEARNING CATEGORIES

- Offsite Placement or Internship - student is a paid employee, student is a non-paid intern, occurs during school hours/when not in session
- Apprenticeship - Teach a skilled occupation pursuant to a registered apprenticeship agreement
- Remote/Virtual Placement - student is a paid or non-paid employee experience, occurs outside physical location of employment
- Entrepreneurship - student operates their own business, demonstrates use of business plan, guidance from external mentor
- School-Based Enterprise - student works to operate a business provided by the school
- Simulated Work Environment - student works with mentor to perform work in simulated environment, interaction with customers

Students who participate in work-based learning outside of the building are responsible for completing all missed work.

Certain capstone courses do meet the requirements of Work Based Learning and will be counted as such; however, hours earned as part of these courses are managed by the instructor and not by career services.

SUMMER INTERNSHIP PROGRAM

The Summer Internship Program is an on-the-job, paid summer training experience for high school students, after the 1st full year of a CT program, for which a student earns 1.5 school elective credits. The goal of the Summer Internship Program is to enhance student competencies and develop additional skills that strengthen personal qualities important in the workplace.

A Summer Intern will work a minimum of 180 hours at a job related to his/her program of study. There is no limit to the amount of additional hours the Intern may work. Summer Interns are paired with a trained mentor from the company they are working for. This person is an experienced employee that the student can learn from and model. A LCJVS Job Coach (usually the lab instructor) will also visit the student at the worksite several times during the Internship. The Job Coach will help the student adjust to the workplace culture and work with the mentor to evaluate their job performance.

Students who successfully complete the Summer Internship Program, meet eligibility criteria, and who have lab and academic instructors' recommendations, may begin early job placement on the specified date of the first grading period.

Applications for Summer Internship are available in March. The application process is selective and students must meet the following criteria to be considered for an Internship:

Credits	No student who is credit deficient will be permitted to participate in the summer internship program.
Attendance	A maximum of 7 days (42.91 hours) unexcused absence allowed through the 3rd 9-week grading period.
Grade Point Average	Students must have earned an overall 2.5 cumulative GPA and have earned a cumulative 3.0 GPA in lab by the end of the third grading period.
Suspensions	Students 5 days or less OSS may be considered for the internship with review and approval by the Principal and/or Assistant Principals. Students with more than 5 days of OSS are not be eligible for Summer Internship.
Completed Summer Internship Application	
Resume	Recommended
Valid driver's license or approved, reliable transportation	
Fees Paid	All fees must be paid in full or a payment plan must be established before a student can be accepted into the Summer Internship Program. Students should see the LCJVS Treasurer's Office to set up a payment plan.

To get full credit for the Internship and be eligible for early placement, students must:

- Work a minimum of 180 hours.
- Attend all scheduled Summer Internship workshops and meetings.
- Complete and turn in all required documentation including: training agreement and wage & hour form.

Not completing all necessary requirements for the Summer Internship as stated above, will affect a student's early job placement privileges.

JOB PLACEMENT

JOB PLACEMENT PHILOSOPHY

An important goal of career-technical education is effective job placement for students. Early Job Placement matches students' skills and career interests with employers' needs. Effective job matches will reduce an employer's hiring and turnover costs.

Early Job Placement is a training option for qualified students that aids in the transition from school to work prior to graduation.

Early Job Placement may begin on the specified date of the first grading period for those students who successfully completed the Summer Internship Program, who meet eligibility criteria and have all lab and academic instructors' recommendations. In addition, Early Job Placement may begin for all other students based on the schedule and criteria below. Eligible students are permitted to work during the lab portion of the school day up to 100 half-days or 50 full-days during their senior year, based on their program schedule.

Prior to early job placement, all students and their employers will complete a formal Training Agreement. The Training Agreement outlines personal information and lists job duties and responsibilities. In addition, the early job placement eligibility form must be completed.

Participation in all job placement opportunities is a privilege. Students may be denied participation due to grades, attendance, discipline and/or behavior. In addition, each student will be looked at on an individual basis; administrative discretion may apply.

No student who is credit deficient will be permitted to participate in job placement.

Students who are in need of academic intervention may be pulled from Job Placement.

EARLY JOB PLACEMENT IN 2ND YEAR OF A CAREER TECH PROGRAM

Effective October 7, 2024

Successful completion of Summer Internship: A average in Lab; B average or above in each individual class; no more than three days (18.39 hours) of unexcused absence. Once on early job placement, no more than 3 days out in the first semester; lab instructor recommendation; grade verification sheet completed; signed training agreement; on track for graduation; and all fees paid or payment plan established.

Effective January 21, 2025

Successful completion of 2 semesters in the same CT lab. B average in lab, C average or above in each class, no more than 8 days (49.04 hours) of unexcused absence, lab instructor recommendation, grade verification sheet completed, signed training agreement, on track for graduation, and all fees paid or payment plan established.

Due to House Bill 410, all attendance is based on minutes/hours.

Therefore, time not spent in school, whether tardy or unexcused, will be counted towards an absence.

PLACEMENT ELIGIBILITY – DURING THE 1ST YEAR

To be eligible for early job placement during the last three (3) weeks of school during the first year of a career tech program, students must meet the following criteria:

- Students must be a Summer Internship candidate to be eligible for 1st year placement privileges; however, 1st year placement is not a requirement of the Internship Program.
- Each student will be looked at on an individual basis; administrative discretion may be used.

EARLY PLACEMENT FOLLOW-UP

1. Instructors maintain regular contact with students and employers to monitor student progress, as the instructor is still the teacher of record.
2. It is recommended that instructors use the Employer Evaluation Sheet for each student on placement throughout each quarter. The Employer Evaluation Sheet will be saved by the instructor and used to determine the quarterly grade.
3. Students must adhere to the placement criteria including grades, attendance and behavior to remain on early job placement. Difficulties with attendance, grades and/or suspensions may mean loss of placement privileges.

SECTION 504/TITLE IX

Any questions or concerns pertaining to Section 504/Title IX should be directed to the Title IX Coordinator at Lorain County JVS, 15181 State Route 58, Oberlin, OH 44074, or by calling (440) 774-1051.



"The Lorain County JVS does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups."