

**FOUR COUNTY CAREER CENTER**  
**PARENT/STUDENT PLANNER**  
**SIGNATURE FORM**

My signature below indicates that I have received, read and agree to abide by the policies contained in my school's student handbook.

This student agenda remains the property of the Four County Career Center. Therefore, no pages of this agenda are to be removed, other than this signature page.

Print Student's Name \_\_\_\_\_

I have reviewed the contents of this agenda and agree to abide by the school policies and procedures.

\_\_\_\_\_  
(Student's Signature)

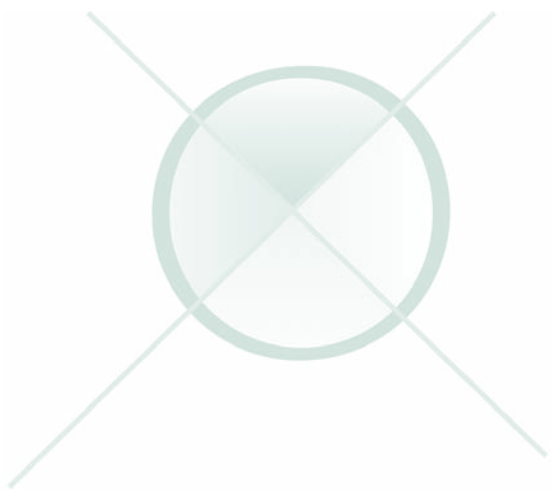
Print Lab Teacher's Name: \_\_\_\_\_

Print Parent's Name \_\_\_\_\_

I have reviewed the contents of this agenda and agree to support the school policies and procedures.

\_\_\_\_\_  
(Parent's Signature)

**RETURN THIS PAGE SIGNED TO YOUR LAB INSTRUCTOR BY AUGUST 31, 2020**



# FOUR COUNTY CAREER CENTER ATTENDANCE POLICY

## STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

### **Reasons for which students may be medically excused include, but are not limited to:**

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease;
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

### **Reasons for which students may be non-medically excused include, but are not limited to:**

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. College visitation;
6. 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;
7. Absences due to a student being homeless or
8. As determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Please refer to the detailed list of excused and unexcused reasons listed under the attendance section of this Student Handbook.

**Please fill out the Attendance Signature Page located on the back of this information and turn into your Lab Instructor by August 31, 2020.**

THE ATTENDANCE POLICY CAN BE FOUND IN THE STUDENT HANDBOOK

My signature below indicates that I have received, read and agree to abide by the attendance policy.

Print Student's Name \_\_\_\_\_

I have reviewed the attendance policy and agree to abide by the policy.

\_\_\_\_\_  
(Student's Signature)

Print Parent's/Guardian's Name

\_\_\_\_\_  
I have reviewed the attendance policy and agree to abide by the policy.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
Lab or Lab Instructor Name

AM LAB      PM LAB  
(Circle one)

\_\_\_\_\_  
Date

**PARENT AND STUDENT MUST SIGN AND RETURN TO THE LAB INSTRUCTOR  
NO LATER THAN AUGUST 31, 2020.**

# STUDENT PLANNER FOR 2020-2021

**FOUR COUNTY CAREER CENTER  
22-900 STATE ROUTE 34  
ARCHBOLD, OHIO 43502  
(419) 267-3331  
FAX (419) 267-2345**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Student ID: \_\_\_\_\_ Lab Instructor: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## **WELCOME**

The staff of Four County Career Center is excited that you have selected our school to help with your educational future. The career center provides many opportunities for students to expand career/technical, academic, and employability skills so students are prepared for college or the workforce. Last year many students received 539 credit hours of college credit that is over \$96,000 worth of free college credit. Many students elect to join the workforce through job placement or advanced job placement. Your selection of Four County Career Center shows your willingness to strive for excellence in your chosen field. The staff at the career center stands ready to assist students preparing for their future.

The student handbook is meant to be a helpful guide as you begin the 2020-2021 school year. Rules and regulations are outlined to help students adjust to the new environment and to inform parents of student expectations. Students have many freedoms but must accept the responsibilities associated with them. Congratulations on selecting Four County Career Center. We look forward to helping you succeed. Have a great year!

## **BOARD POLICY**

Students are required to follow all Four County Career Center Board policies as listed in the Four County Career Center Policy Manual which is available in the main office. The Student Handbook is available at [www.fourcounty.net](http://www.fourcounty.net)

Four County Career Center, serving Defiance-Fulton-Henry-Williams Counties, is an equal opportunity school and does not permit discrimination in employment or participation in school sponsored activities because of race, color, national origin, sex, age or disability.

# FOUR COUNTY CAREER CENTER CALENDAR

## 2020-2021

August 19 .....	First Day of School for Juniors and New Students
August 20 .....	First Day of School for Students
September 7 .....	*Labor Day
October 16 .....	END OF 1ST QUARTER
October 22 (5:30 – 8:30) .....	Parent Teacher Conferences Evening
October 27 (5:30 – 8:30) .....	Parent Teacher Conferences Evening
November 25-27 .....	*Thanksgiving Vacation
December 3-4 (Morning) .....	*Member School Visitation/Student Work Experience Day
December 22 .....	END OF 2ND QUARTER and END OF 1ST SEMESTER
December 23-January 1 .....	*Christmas Vacation
January 11 (5:00 – 7:30) .....	Open House
January 18 .....	*Martin Luther King Day
February 15 .....	*President’s Day
March 12 .....	END OF 3RD QUARTER
March 29 – April 2 .....	*Spring Break
April 2 .....	Good Friday – No School
May 21 .....	Club Day
May 25 .....	Senior Recognition Day/Junior Student Work Experience Day (Seniors dismissed after ceremony—Juniors not in attendance but taking part in an assignment)
May 27 .....	END OF 4TH QUARTER, 2ND SEMESTER, AND LAST DAY OF SCHOOL
May 31 .....	*Memorial Day
Weather Make up days will be May 28 June 1, 2, 3, 4	
<b>*STUDENTS NOT IN SCHOOL</b>	



## TEACHING STAFF ROOM ASSIGNMENTS

<b>Agricultural Mechanics</b>		<b>Diesel Mechanics</b>	
Elston, Jason	D120	Blue, Denton	E107
<b>Agriculture – Satellites</b>		<b>Early Childhood Education</b>	
Etzler, Bryan	Tinora HS	Myers, Susan	C116
Hammersmith, Don	Ayersville HS	Flannery, Katie	C116
Manning, Kristine	Edgerton HS	<b>Electrical</b>	
Oberlin, Gabe	Patrick Henry HS	Williams, Scott	D133
Readshaw, Abby	Patrick Henry HS	<b>English</b>	
<b>Automotive</b>		Bostater, Kyle	C109
Harding, Tracy	D125	Conklin, Taryn	C102
Hootman, Steve	D123	Glore, Hannah	C105
Kennerk, Toby	D127	Golema, Lisa	C107
Magill, Bruce	D130	Haver, Amy	C211
<b>Business</b>		Redfox, Chelsea	C110
Beilharz, Mary Jo	C209	Zwyer, Matthew	C111
Short, Tina	C208	<b>Family and Consumer Science</b>	
<b>Business Applications</b>		Lamb, Bethany	Ayersville HS
Weyant, Kelly	C120	<b>GRADS/Family and Consumer Science</b>	
<b>Career Assessment</b>		Alspaugh, Kelli	C218
Cordes, Kim	C203	Nafziger, Michelle	C113
<b>Career/Job Placement</b>		<b>Guidance Counselors</b>	
Badenhop, Karlee	Placement Office	Bonney, Shawne	A110
<b>Carpentry</b>		Inkrott, Steve	A110
Dye, Matt	D135	Horn, Holli	A110
Miller, Curtis	E108	Meienburg, Lori	A110
<b>CBI - Satellites</b>		<b>Floral Design/Landscaping</b>	
Kinsman, Kimberly	Wauseon	Hite, Eric	D121
Mohler, Amanda	Napoleon	Luzny, Florence	D121
Montgomery, Josh	Bryan	<b>Health Careers</b>	
Powell, Gary	Bryan	Badenhop, Donna	C219
<b>Chef Training/Culinary Arts Management</b>		Hill, Robin	C210
Herold, Pete	A104	<b>Hospitality</b>	
<b>Computer Design/3-D Modeling</b>		Golz, Joyce	D126
Rohrs, Michelle	D139	Maassel, Amy	D126
<b>Cosmetology</b>		<b>Industrial Services</b>	
Dunbar, Kim	C108	Arnos, Kim	D126
Westhoven, Jill	C109	<b>Interior Design</b>	
Whetro, Krista	C109	Hall, Lisa	D132
<b>Credit Recovery Lab</b>			
TBA	B202		

**Intervention Specialist**

Alabata, Aarika	D101
Bowers, Courtney	D142
Frederick, Julie	D106
Kline, Mary Jane	D138
Myers, Heather	D103
Parsley, Bill	C216
White, Nola	D101

**IT Academy**

Geiger, Matt	B211
Ricketts, Tim	B201

**Job Training Program**

Barnes, Maria – Coordinator	C101
Courtney, Robin – Job Coach	C101
Fox, Lanie – Job Coach	C101
Ziegler, Tobi– Job Coach	C101
Oberhaus, Lynn – Job Coach	C101

**Math**

Fry, Rachel	A102
Helberg, Lauren	B206
Knapke, Vickie	B209
Meyer, Mike	B203
Myers, Tim	A103
Rohda, Brittany	B204
Woods, Angie	B101

**Mechanical Systems and Piping**

Steingass, Steve	D110
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**Media Center/Library**

Badenhop, Christine	C103/C106
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**Powersports**

Soles, Larry	D133
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**Public Relations**

Knierim, Janet	A107
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**Public Safety**

Fisher, Tonya	D108
Thomas, Kevin	D112

**School Nurse**

Mahnke, Linda	Clinic
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**Science**

Berteau, Thomas	C217
Cameron, Vicki	B103
Newton, Lea	B102B
Steyer, Drew	B104
Weber, Morgan	B102A

**S.M.A.R.T.**

Scarberry, Matthew	D136
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**Social Studies**

Blue, Jason	C214
Brywczynski, Brandon	C212
Gambler, Todd	C215

**Spanish**

Zetter, Angela	C104
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**Sports Fitness & Exercise Science**

Nye, Mike	D111
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**Veterinarian Assistant**

Pippin, Stephanie	E101
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**Visual Art and Design**

Buchholz, Jim	D109
Custer, Erin	D118

**VOSE**

Ballard, Angela	A104
Boyer, Kristen	A104
Majewski, Brooke	A104
Nofziger, Carrie	A104
Norden, Kristan	A104

**Welding**

Zacharias, Chris	D136
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**Dean of Students**

DeLano, David	Supervisor's Office
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**Administration**

Meister, Tim	Superintendent
Bachman, Rick	Director
Hupe, Rick	Director
Nicely, Connie	Treasurer
Bowers, Tim	Supervisor
Cheslock, Krissy	Supervisor
Detmer, Dean	Supervisor
Kunesh, Tami	Supervisor
McCord, Tony	Supervisor
Rupp, Cathy	Supervisor

## SECTION I GENERAL INFORMATION

### SCHOOL CLOSING/DELAYS

Four County Career Center will be open and the normal operating schedule will be followed unless a change is announced over the Four County Messaging System and the following Radio/TV stations:

Bryan—WBNO-FM 100.9,

Defiance—WONW-AM 1280, WDFM-FM 98.1; WZOM-FM 105.7;

Archbold—WMTR-FM 96.1;

Napoleon—WNDH-FM 103.1;

Toledo—WIOT-FM 104.7; WRVF-FM 101.5, WVKF-FM 92.5, WCKY 103.7,

WSPD 1370, WCWA 1230, The Beat 94.9

Toledo TV- WTVG-13, WTOL-11. Fox 36

Also look at [www.fourcounty.net](http://www.fourcounty.net) or [www.mix981fm.com](http://www.mix981fm.com)

Follow us on Facebook and Twitter @FourCountyNews

**Students only follow the home school schedule on weather related days.**

### DAILY SCHEDULE

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#### Regular Bell Schedule

Home Room	8:45-9:00
1st Period	9:00-9:40
2nd Period	9:44-10:24
3rd Period	10:28-11:08
4th Period	11:12-11:52
Lunch 4	11:08-11:38
Lunch 5A	11:38-12:08
5th Period	11:42-12:22
Lunch 5B	11:52-12:22
6th Period	12:08-12:48
Lunch 6	12:22-12:52
7th Period	12:52-1:32
8th Period	1:36-2:16
9th Period	2:20-3:00

#### 2 Hour Delay Schedule (A)

Home Room	10:45-11:00
1st Period	11:00-11:08
4th Period	11:12-11:52
Lunch 4	11:08-11:38
Lunch 5A	11:38-12:08
5th Period	11:42-12:22
Lunch 5B	11:52-12:22
6th Period	12:08-12:48
Lunch 6	12:22-12:52
7th Period	12:52-1:32
8th Period	1:36-2:16
9th Period	2:20-3:00

#### 2 Hour Delay Schedule (B)

#### Daily Lab Times

Morning Lab periods 1-4  
8:45-11:38

Afternoon Lab periods 6-9  
12:22-3:00

Home Room	10:45-11:00
1st Period	11:00-11:08
4th Period	11:12-11:52
Lunch 4	11:08-11:38
Lunch 5A	11:38-12:08
5th Period	11:42-12:22
Lunch 5B	11:52-12:22
6th Period	12:08-12:48
Lunch 6	12:22-12:52
3rd Period	12:52-1:32
2nd Period	1:36-2:16
1st Period	2:20-3:00

The Four County Career Center building is open from 8:00 a.m.– 4:00 p.m. Monday through Friday during regular school days.

## ATTENDANCE POLICY

The intent of the Attendance Office is to provide you with workable information on how to keep your student on a path toward high school graduation. Coming to school is also the law. Excessive absenteeism may result in poor performance, limited job skills, lower grades, failure, loss of credit, and dismissal from the Career Tech program. 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 students' attendance.

*Note: In this document, the word parent will be used to describe court determined parent of record, custodial parent, legal caretaker and guardian.*

### NOTIFYING THE SCHOOL YOUR STUDENT WILL BE ABSENT:

- The parent/guardian must phone the Attendance Office by 9:15 A.M. the morning of an absence: **(419) 267-3331 or 1-800-589-3334 (Extension 2707)**. **This phone line is available 24/7**. Four County Career Center is required by law to send out an automated call to parents/guardians when a student is absent regardless of the parent/guardian calling in that morning. (Four County follows ORC when dealing with student absences.
- Within three school days of returning, the parent/guardian must write an excuse or provide a verified note (such as a doctor's excuse). After three days a note/excuse will not be accepted. Upon returning to school, the student is to take this note to the Attendance Office.
- **No parent/guardian call** may result in the student serving ISS (In School Studies... Detention)
- Having a friend or relative phone in the absence is not permissible. *The phone call and absence note must be from the parent/guardian (In divorce cases etc, this must be the court appointed parent).*

### FORGED NOTES OR PHONE CALLS

- Forged/false absence notes are a violation of the code of conduct, and may result in discipline.
- That includes a parent/relative who phones or submits an absence note and is not the court declared parent of record, or a student forging their parent note or phoning the Attendance Office pretending to be their mom or dad.

### STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

#### Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease;
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

#### Reasons for which students may be non-medically excused include, but are not limited to:

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);

5. College visitation;
6. 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;
7. Absences due to a student being homeless or
8. As determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

### **EXCUSED ABSENCE PARENT NOTE**

*(Maximum of Six days per semester)*

After six parent notes any excuse other than a Verified Absence (see below) will automatically be Unexcused, which may fail your student!

### **EXCUSED ABSENCE REASONS**

*(Established by the state of Ohio)*

- Death in family
- Emergency (with approval of Attendance Supervisor)
- Needed at home (must be approved by the Superintendent prior to the absence for a limited time period)
- Personal illness or injury
- Religious holiday

### **EXCUSED VERIFIED ABSENCE REASONS**

*(If possible schedule after school or weekends)*

- College visits, 3 days per year. *See Attendance Office* for the form. Required: Grades of a "C" or higher and no more than 2 unexcused absences. Planned absences will not be allowed the last two weeks of school.
- County Fair if in a leadership role or showing animals. (2 days allowed, requires parent and leaders note)
- Court appearances (*Requires note from that official*)
- Family Vacation - (*must be pre-approved prior to leaving on the trip*) - **No vacations will be approved the last two weeks of school.**
- Funeral of relative or friend (*Submit funeral home card*)
- Military (three days per school year must have parent/guardian note and letter from Military prior to the event)
- Physician visits/hospital care. (*Requires physician note for school not work*)

### **UNEXCUSED ABSENCES**

- Unexcused absence is any situation not mentioned above.
- Exceeding six parent/guardian notes per semester rolls over into unexcused absences.

## **UNEXCUSED ABSENCE EXAMPLES - THIS LIST IS NOT LIMITED TO THE FOLLOWING:**

- Car problems, train delay, missed bus, no ride, etc. (includes driver and riders),
- County Fair Day
- Hunting
- Job Orientation/Work
- Living in a school district where that school closes, but the school of residency and Four County are open.
- Overslept
- Preparing taxes
- Ran away
- Senior skip day(s)
- Voter Registration-unless approved by home school
- When Four County is open and buses are not running to student homes (Associate school does provide buses to and from Four County)

## **HOW WE KEEP PARENTS INFORMED OF DAILY AND SERIOUS ABSENCES**

- Automated Call/Message to parents/guardians on the date of the student's absence. Attendance reports are sent to the associate schools on a regular basis.
- Parents/guardians will be notified as student's absences approach Habitual Truant Designation. These include:
  - 30 or more consecutive hours
  - 42 or more hours in a month
  - 72 or more hours in a year – RC 2151.011(B)(17)
- If a student is designated as Habitual Truant, the school can and will implement an attendance committee who will determine alternative consequences which can range from but are not limited to counseling, attendance contracts and In School Suspension. If all opportunities have been exhausted and attendance does not improve, truancy charges will be filed.

## **MAKE UP WORK**

- All makeup work must be completed within the number of days absent plus one day. This does not apply to suspensions.  
*Example:* Following a two-day absence, work must be made up in three days, etc.
- Excused absences allow for doing make-up work (*Unexcused absences do not*).
- Unexcused absences result in a grade of zero (0) for each day absent, and will be used in determining the grade earned for that nine weeks.
- It is the responsibility of the student or parent to ask the teacher for make-up assignments.
- Any make up work not done properly will be graded as a zero (0) and included in the nine-week evaluation to determine the grade earned.
- Should a student not complete all make up work because of an excused absence, an incomplete (I) may be recorded for that grading period. An incomplete will convert to an (F) after two weeks.

- Out of School Suspension - At a minimum, instructors at Four County Career Center will provide any student suspended out of school an opportunity to complete any classroom assignments missed because of the suspension. The student will receive at least partial credit for any completed assignment. The student will not receive a failing grade on a completed assignment due solely on account of the pupil's suspension. However, the grade may be reduced per an individual teacher's syllabus and/or grading policy. Students will receive assignments upon their return unless alternate plans are agreed upon. All make-up work must be completed within the same number of days as the suspension (ex: following a two-day suspension, work must be made up in two days).

*Note: Ohio HB 491 requires that each school district board shall adopt a policy establishing parameters for completing and grading assignments missed because of a pupil's suspension.*

## TARDIES

- After 8:45 A.M. students must report to the Attendance Office to receive a tardy slip. Any arrival after 9:15 will be counted as an unexcused absence for that portion of the day.
- In any class after three tardies the teacher may send the student to the Supervisor/Dean of Students for disciplinary action.
- Lack of attendance and/or excessive tardiness can affect grades, graduation credits and recommendations for future employment.
- Tardy will be excused for auto accident with a signed business card of the on-site officer, and phone call from parent.
- Each Period of the day when a student is tardy to class, the student will report to the Attendance Office for a tardy slip.

## TRUANCY POLICY

**In-school truancy** occurs when a student is not in the location at the time they are scheduled to be and does not have a hall pass. If a student is reported as truant within the building, they will be sent to the Supervisor's Office for disciplinary action.

**Out of school truancy** occurs when a student chooses not to attend Four County Career Center for any part of a day and a parent has not called in their absence that same day.

Excessive truancy will be referred to appropriate county truant officers for disciplinary actions.

## WHICH SCHOOL CALENDAR TO FOLLOW

**Students should follow the Four County Career Center school calendar**, and not the associate/ home school calendar. The Four County calendar is included in this Planner.

**Example:** The associate/home school might begin the Christmas holiday on a day different than Four County. The student will be expected to be in attendance at Four County Career Center. Transportation is provided from student's high school.

## LEAVING DURING THE DAY

Any student who leaves the building at any time, during school hours, must have permission from the Attendance Office. All students must check out in the Attendance Office. **Parent/guardian notes must be turned in to the Attendance Office in the morning before leaving.**

Any student who is too sick to stay in school, must be picked up by a parent/guardian. If a parent/guardian does not agree with this policy, the student's driving privileges to Four County Career Center may be revoked. After school hours, the school may contact the EMS if the student is not picked up.

If a student leaves the building without signing out with the Attendance Office, this action could result in a disciplinary situation for the student.

## TRANSPORTATION

- Bus transportation is provided by our associate schools. All changes in school bus transportation need to be approved through the associate school district.
- Parent Pick-up/Drop off: This is located at the front of the building. Please follow directions for safety purposes. All students are expected to be picked-up by 3:20 p.m.

## **STUDENT PASSES/STUDENT PLANNERS**

Students are expected to be in a designated class or in the cafeteria during each period of the day. All students must have a pass issued by the instructor when outside of these areas.

The cost of a replacement planner is \$5.00.

## **EIGHTEEN YEAR OLD STUDENTS**

Students who have attained the age of eighteen, but who elect to continue their education at public expense, thereby commit themselves to adhering to all rules and regulations of Four County Career Center. Parental signatures are required on all documents (absences, early release, field trip, permission slips, etc.) from all students. If the eighteen year old meets all the requirements of an independent student, they are permitted to sign all documents.

## **ASSOCIATE SCHOOL ACTIVITIES**

Four County Career Center encourages participation in extracurricular activities at the home schools. Transportation to and from the career center may be provided by the associate school district.

## **ANNOUNCEMENTS/BULLETIN BOARD**

Associate school events are posted on the bulletin boards in the main hallway and announced at the start of the day.

## **CLUBS AND ORGANIZATIONS**

All clubs at Four County Career Center are required to be connected to a career technical program or an academic area.

All Students who are enrolled and attend Four County Career Center are required to join the program related Career Technical Student Organization (CTSO) at the career center. CTSOs include BPA, FCCLA, FFA, HOSA, and Skills USA. CTSOs are a part of all career technical programs.

## **VISITORS**

**No visitors will be allowed during lunch times or during school hours. Students/Visitors visiting instructors are on an appointment basis only after school.** Upon entering the building, all visitors are to report to the main office and sign in with a driver's license. Visitors will be given an orange lanyard with a photo identification attached to the lanyard.

## **TELEPHONE RULES/CALLS**

Only emergency calls will be delivered to students. Personal and other non-emergency calls are to be handled outside of the school day. Parents/guardians who wish to confer with a member of the Four County Career Center Staff need to call for an appointment at 1-800-589-3334.

## **UNAFFILIATED ACTIVITIES**

Students will not be allowed to sell fund-raising items or personal items on Four County property.

## **FOOD AND DRINK POLICY**

Food and drink items must be consumed **only** in the cafeteria. They must be stored in lockers until lunchtime and then brought to the cafeteria. Any violation of this policy may result in disciplinary actions. Students are allowed to charge one meal. No a la carte charging, and no meal charges in the month of May.

**No outside food deliveries allowed.**

**No glass containers allowed.**

## **STUDENT EMERGENCY MEDICAL AUTHORIZATION**

It is mandatory that each student annually provide emergency medical information. Student Insurance Information Form V.G.019 and Emergency Medical Authorization V.G.059. Inform the school about any changes.



## **PRESCRIPTION MEDICATIONS**

**Any prescribed medication must be kept with the school nurse.** Students who need to take prescription medications during the school day or during field trips will need to contact the school nurse office and complete a Medication Administration Record signed by the parent and completed by the prescribing physician. This includes asthma inhalers and epinephrine auto injectors. Contact the school nurse for the proper forms or download at [www.fourcounty.net](http://www.fourcounty.net). Follow the High School link; current students; medication forms.

## **OVER THE COUNTER MEDICATIONS**

**Any over the counter medication must be kept with the school nurse.** Students may occasionally need over the counter medications such as Tylenol, Ibuprofen, Benadryl, and Tums. If students are in need of over the counter medications, they will need to see the school nurse. The school nurse keeps a stock supply of certain over the counter medications. Over the counter medications will be dispensed to students at the students' request if consent for over the counter medication administration is signed by the parent. The school nurse may also call parents to obtain verbal consent if signed consent was not completed. **If students wish to bring in their own over the counter medication, they will need to bring in the unopened container labeled with their name.** A form is available in the nurse's office for the parent to complete with specific directions for use and dispensing of the medication. No students will be allowed to administer over the counter or prescription medications to themselves or to others on school property.

## **GUIDANCE SERVICES**

The Guidance Office is open during the school day for the benefit of all students who may need advice, guidance, or information regarding their personal or educational future. Appointments will be scheduled at the earliest possible time. In an emergency or critical situation, a student may go directly to the Guidance Office. Student conferences shall be kept on a confidential basis as long as it does not interfere with the student's educational program or personal well-being.

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

Drills are held at irregular intervals throughout the school year according to state law. Follow the directions of your instructor. Procedures and/or signs are posted in classrooms and labs.

## **PAYMENT FOR SCHOOL SUPPLIES**

All students are expected to pay for school fees which includes workbooks, supplies, consumable material fees as well as lunches and uniforms. If they are unable to pay, they should notify their supervisor. Students needing to apply for Free and Reduced lunches should contact the Cafeteria Supervisor's Office. Grades and credits may be withheld by the school for unpaid fees, lost articles, and damages to school property. Students may not walk during Senior Recognition Day if a student owes money to the school. Timeline for paying school fees are to have them paid by November 1st. If not paid by that point, grade access will be turned off.

## **STUDENT CHARGES FOR LAB, MATERIALS, SPECIAL EQUIPMENT & TOOL LOSS**

Any loss or damage to tools and equipment while in the custody of the student will need to be accounted for. The school will assess the amount to be charged to the students for lost or damaged tools or equipment in line with an established procedure.

If a student is withdrawn from Four County Career Center, they have two weeks to pick up their tools and personal items. After two weeks all items become property of Four County Career Center to be disposed of at their discretion.

## **STUDENT PHOTOS/VIDEO**

A student enrolled at Four County Career Center gives the school permission to utilize the student's photo in promotional and informational publications. Teachers may record classroom activities for the purpose of improving instruction and promoting Career Tech programs.

## SECTION II ACADEMIC PARTICIPATION

### CREDITS

- Students must earn eight credits (five being Core Academic Credits) at the associate high school prior to attending Four County Career Center.
- Students have the opportunity to earn college credits through College Credit Plus while attending Four County Career Center.
- All students should check with their associate school counselor to make sure they are meeting all requirements needed for graduation.
  - A student will be eligible for graduation upon completion of associate school requirements for graduation.

### STUDENT CERTIFICATES

**Certificate of Accomplishment** - issued to a student who satisfactorily completes the full two years of course work in the same Career and Technical program.

**Certificate of Performance** - issued to a student enrolled in a career and technical program less than the required time, but satisfactorily completing assigned work in the program.

### GRADING AND ATTENDANCE POLICY

An important part of your Career Technical training at Four County Career Center is establishing an excellent attendance record and work ethic. Employers frequently ask about students' attendance and work habits. This attendance requirement is a board adopted policy and a requirement for course credit.

### EXCUSED ABSENCES (MAKE-UP WORK)

A student will be given time to make up work missed during an excused absence. All makeup work must be completed within the number of days absent plus one day. A student's grade will not be reduced due to an excused absence if the student's work is completed in the time frame given. If work is not made up in the time given, a zero (0) may be given for that assignment.

### GRADING SYSTEM

It is in the interest of students and the educational process to have a grading scale that is interpreted uniformly and applied consistently. Grades will then be assigned for each grading period to the following scale:

90	–	100	=	A
80	–	89	=	B
70	–	79	=	C
60	–	69	=	D
0	–	59	=	F

### ACADEMIC HONESTY POLICY (CHEATING POLICY)

Presenting someone else's work as one's own is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism (using someone else's work and not giving the author credit for the work). It also includes the passing or receiving of information through any electronic device. **Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in further disciplinary actions.**

### TEXTBOOKS/WORKBOOKS/SCHOOL ISSUED DEVICES

Textbook/Workbook/School Issued Devices, media materials and other school-issued items are considered the property of Four County Career Center and are provided to students for use in academic and career technical subjects. While normal use is expected, excessive wear, damage or loss will result in charges for repairs or replacement to the parent/independent student and the withholding of the student's report cards and/or credits. Students may be expected to purchase some books for their personal use through assessment of program fees.

## EARLY JOB PLACEMENT

A full time student may earn the privilege to participate in the Early Job Placement during the senior year based upon grades, attendance, employment availability and recommendations. Drug Free Clubs of America membership is required to participate in Early Job Placement.

## SECTION III STUDENT CODE OF CONDUCT

### DRUG AND ALCOHOL POLICY

No student shall possess, distribute, use or abuse any alcohol, drugs, drug paraphernalia, drug-related devices/items, inhalants and/or substance, which alter the mind or behavior. No student shall appear at school or at any school-related function under the influence of alcohol, drugs or any controlled substance. No person shall possess, deliver, attempt to deliver, or cause to be delivered any counterfeit (look-alike drug) and/or non-controlled substances that resemble a controlled substance. Any violation of these rules may result in suspension and/or recommendation for expulsion, and appropriate law enforcement agencies may be notified.

Students, who feel that they have a problem with alcohol or drugs, are encouraged to see a School Counselor for appropriate assistance.

Four County Career Center offers a voluntary Drug Free Clubs of America program that encourages students to choose a Drug Free lifestyle.

### BULLYING/HAZING/DATING VIOLENCE POLICY

“Harassment, intimidation, bullying and or dating violence” means any intentional gesture, or any intentional written, verbal, or physical act or threat that a student has exhibited toward other students more than once. This includes harming a student, damaging a student’s property, placing a student in reasonable fear of harm to the student’s person, placing a student in reasonable fear of damage to the student’s property. Bullying is sufficiently severe, persistent, or so pervasive that it creates an intimidating, threatening or abusive situation.

**Bullying is not limited to face to face**; it also includes any bullying through any form of electronic devices (Cyber Bullying/Texting).

Bullying situations which occur at school or school related functions need to be reported to the Career Technical Supervisor for disciplinary actions. The parent/guardian/custodian of any student involved in a prohibited incident will be notified.

Hazing, bullying behavior and/or dating violence by any student in the District are strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying, and/or dating violence includes any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying, and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;

5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - a. Posting slurs on web sites, social networking sites, blogs or personal online journals;
  - b. Sending abusive or threatening emails, web site postings or comments and instant messages;
  - c. Using electronic devices to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online. No unauthorized photos or video will be allowed at Four County Career Center.
  - d. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, and how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

## **SEXUAL HARASSMENT**

There is to be no act of sexual harassment with other students or faculty. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual, or physical contact. Any student who feels they are a victim of sexual harassment should contact their supervisor. **Sexual Harassment is not limited to face to face**; it also includes any harassment through any form of electronic devices.

## **UNIFORM AND SAFETY POLICY**

As a part of attending Four County Career Center, all students are required to wear the appropriate school uniform. Uniforms are determined by each program according to acceptable industry standards. The uniforms were established for the safety of all students and staff members. Students in certain classes will be required to wear protective items and/or other types of safety articles. As a career center, we are preparing students for the workforce and proper hygiene, including clean uniforms and shoes, is expected. Violations may result in disciplinary actions. These items will be discussed by the Career Technical Instructor.

**From the time a student enters the school building to the time the student leaves the building, his/her uniform must be worn appropriately. This includes being tucked in and buttoned up.**

If a student has a coat or hooded sweatshirt, the student must **go directly to their locker** and place them there for the entire day. No coats or hooded sweatshirts are allowed to be worn from the time the student arrives until they leave for the day.

If a student does not wear the appropriate uniform, a rental uniform shirt will be issued to the students to wear during that day. This rental uniform is to be returned to the office before leaving for the day. The rental fee is non refundable. If the shirt is not returned at the end of the day, the student will be assessed a fee for the cost to replace the rental shirt. Repeat offenders may be disciplined.

## **ALL STUDENTS:**

- Students may wear their own Four County zipped, hoodless jacket over their uniforms. These must be purchased through a school uniform vendor and must include the student’s name.
- Students must be in complete uniform upon arrival to school. This means button up shirts tucked in and buttoned to the appropriate level all day.
- Skirts must be at the knee or longer and they must be plain black or khaki in color. This also applies to Professional Dress Days.

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore students are expected to meet reasonable standards in dress and grooming. All students will wear full program uniforms at Four County Career Center during the school day and at all school functions, field trips and club trips unless otherwise authorized by the Director. For students involved in athletic/band/cheerleading events, they may wear team uniform shirts on game days not to exceed once per week. Since uniforms are required, the following items are considered **inappropriate and will not be permitted**:

- Hats and all other head coverings, including bandannas and stocking caps (Hats are **not** to be worn in halls or in classrooms from the time a student enters the building until 3:00 p.m. except in lab as a part of lab apparel)
- Sun glasses
- Flip flops, Sandals, Slippers, Crocs
- Sagging pants below the hip (All Pants are to be worn at the waist)
- Sweat pants, jeans/denim, cargo, carpenter, wide leg pants, shorts, capri pants, and tight fitting (like leggings, jeggings, joggers, or yoga pants). If you can't buy them in the pant section, you can't wear them.
- Wearing clothing with another person's name embroidered or printed on it
- Wallet chains, heavy or oversized jewelry worn around the neck, wrist, or waist
- Altered or defaced clothing/uniforms with holes or tears, including frayed/torn pants
- All outerwear must cover underwear
- Clothing or accessories with drug, alcohol, tobacco, gang, violence or racial connotations
- **Any attire deemed inappropriate by the administration**

Outdoor apparel (coats, vests, and jackets) should be placed in the student's locker upon arrival for the duration of the day. Students who consider the building to be cold should wear a Four County approved jacket or a long sleeve plain shirt under the uniform. Uniform shirts must be visible at all times.

Students who violate the dress code will be referred to their supervisor for disciplinary consequences. Students dressed inappropriately may be assigned ISS for the day if appropriate attire cannot be arranged. Repeat violators of the uniform policy may be assigned ISS and could face more serious consequences.

## **JEANS DAY GUIDELINES**

Periodically during the school year we will have Jean Day events for staff and students. These events are to raise money and awareness for charities.

The following are the guidelines established for these special events:

1. Sticker/Ribbon/Wristbands indicating purchase of ticket must be worn on shirt (chest area) wrist and visible for all to see.
2. Jeans may only be worn on the designated date given at time of purchase of sticker/ribbon/wristband.
3. Jeans will NOT be torn, have threadbare spots, have holes, be of gothic style, cut too low, have items hanging off of them or be of color.
4. If you lose your sticker/ribbon/wristband or forget it, you will need to purchase it again before school on the designated date of the jean day.
5. All labs are required to maintain their Safety Requirements/standards.

## **CELL PHONES/ MOBILE COMMUNICATION/ELECTRONIC DEVICE POLICY**

The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited. Cell phones and mobile communication devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school personnel.

Students are only permitted to use cell phones and mobile communication devices in the cafeteria during their lunch periods and in hallways between classes. Use of such devices in labs and classrooms will be restricted and violations will result in confiscation of the device. Texting while walking through hallways is a safety concern and therefore prohibited.

No student shall use a cell phone or mobile communication device to violate any Student Code of Conduct, including Computer Usage Agreements, and/or Bullying Policies.

Examples of unacceptable usage include but are not limited to: in restrooms or hallways during instructional time, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, etc.

Each teacher has the right to permit and limit the use of cell phones and mobile communication devices for instructional purposes.

**If a student is in ISS, their cell phone will be collected and held by the ISS monitor.**

Parents may be contacted to claim the student's cell phone or other electronic devices from a school administrator.

Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

**The student assumes all risks in bringing such devices onto school property or to school related functions.**

## **STUDENT USE OF BOOK BAGS/BACKPACKS/PURSES**

All book bags, backpacks and purses must be placed in the student's locker upon arrival to school. These items are not permitted in the cafeteria, classroom, and lab. School issued computer bags are acceptable to carry during the day **and should only contain the student's school computer.** A bag shall not have any strings or straps attached to it.

## **STUDENT USE OF AUTOMOBILE**

The administration of Four County Career Center urges the riding of the associate school bus. However, if it is necessary for the student to drive to and from school, a parking permit will be issued by the In School Studies Monitor. Parking tags must be attached to the inside rearview mirror. Parents can register vehicles through the registration portal.

Speeding and reckless driving or careless behavior while on school grounds can result in driving privileges being suspended this includes but not limited to cell phone usage and not having seat belts fastened. Students that have a change of automobiles, license numbers, etc. are required to apply for a new parking tag from the In School Studies monitor.

All students will park their cars in the student parking lot on the northwest side of the building after 8:15. Once parked, students must immediately enter the building. Students are not allowed to return to their cars or leave school property once they have entered the building. **Students arriving after 8:45 a.m. must enter the building through the front doors and sign in at the attendance counter.**

At the end of the school day, students are to immediately report to their cars and stay in their cars until they leave the property. Due to safety hazards, students are not permitted to load or unload students from their vehicles unless the car is properly parked. This prohibits loading or unloading of students in lanes of traffic.

## SEARCH AND SEIZURE

Student lockers, desks, cabinets, computers, toolboxes and similar items are the property of the Four County Career Center Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, toolboxes, computers, etc. and their contents are subject to search by school authorities at any time and without warning. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs or other illegal substances. Four County Career Center is not responsible for any damages occurring during a search.

Any Four County Career Center administrator has the right and duty to conduct a reasonable search of a person and/or personal property including electronic devices/cell phone, lockers, or vehicles, when the administrator has received information or evidence that the student may have on their person, lockers, or vehicles any of the following:

1. a substance dangerous to persons or property.
2. an object considered to be a weapon.
3. an explosive and/or detonating device.
4. items believed to be stolen.
5. drugs, drug paraphernalia, or drug-related devices.
6. other reasonable and justifiable causes.
7. any violation of student code of conduct.

The administration has the right to confiscate any and all of the above. Any contraband found on a student, locker, vehicle etc. is forfeited to Four County Career Center and will not be returned regardless of ownership.

## SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials **only**. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

## SECTION IV STUDENT DISCIPLINE CODE

Four County Career Center administration realizes that there are varying degrees of involvement in the violation of school adopted rules and regulations. Disciplinary action will include but not be limited to the following:

1. verbal or written warning
2. removal of privileges - may include field trips and club activities
3. emergency removal
4. in-school studies
5. a detention to be served at the opportunity center
6. out-of-school suspension
7. expulsion (up to 90 days)
8. court referral - law enforcement

All suspensions and/or expulsions will be in accordance with the procedures outlined in the Ohio Revised Code 3313.66

Students enrolled at Four County Career Center have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the regulations governing the operations of these programs.

Students who violate the following regulations, and policies may receive disciplinary action ranging from verbal warning to expulsion, depending on the offense and the student's disciplinary history. A legal guardian/parent of record or student may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc. Private property and/or personal injury damages may be reported to Law Enforcement by parties involved.

**A student shall not:**

1. commit unauthorized touching, or threaten with intent to cause personal harm or damage to property or personnel at Four County Career Center or at school-authorized functions.
2. be in any physical altercation
  - a. commit unauthorized touching of a student.
  - b. start and/or participate in a school disturbance.
  - c. threaten, intimidate, or harass a student by any means including digital electronic devices.
3. possess, handle, transmit or control any object which can be reasonably or legally considered a weapon, such as a knife or chain.
  - a. weapons may include fireworks, explosives, ammunition, detonating devices or counterfeits/lookalike.
  - b. weapons may include lab tools taken out of the lab setting.
  - c. weapons may include a firearm or any object indistinguishable from a firearm.
4. improperly use or tamper with computer hardware, software or violate the computer appropriate use agreement policy. A legal guardian/parent of record or student may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc.
5. deliberately initiate a bomb threat, false fire alarm, or start an unauthorized fire.
6. violate any safety rules or create a situation whereby the safety or well-being of a student or school personnel is put in jeopardy.
7. steal, destroy, or deface school, public, or private property including school uniforms.
  - a. any degree of involvement in such acts.
  - b. possession of any stolen goods.
8. use written or verbal profane, obscene, racial, or abusive language, gestures, or symbols through any means including electronic devices.
9. disrupt the educational process
  - a. throwing food or other items
  - b. insubordination or disrespect
  - c. any form of gambling
  - d. display, show, flash or throw any gang sign or symbol, wear gang-related dress or insignia that communicates gang-related language verbal or written.
  - e. being in unauthorized areas
  - f. showing public display of affection
  - g. failing to have necessary lab or classroom supplies
  - h. possessing opened food or beverage in any area other than the cafeteria
  - i. showing disruptive or dangerous behavior such as yelling, running, tripping, pushing, or horseplay
  - j. giving false information
  - k. violation of dress code



10. possess, or use tobacco/alcohol/drug products or look-alike products (such as e-cigarette and vaping devices)
11. possess, distribute, use or abuse any tobacco, alcohol, drugs, drug paraphernalia, drug-related devices, inhalants and/or substances which alter the mind or behavior.
12. be truant or tardy.
13. trespass
  - a. students shall not enter school grounds or building premises during or after school hours without permission of the director
  - b. students under suspension/expulsion shall not enter school grounds or premises without permission from the director
14. forge the writing of another, falsify times, dates, grades, addresses or other data on school forms or correspondence directed to or from the school.
15. violate the Cell Phones/ Mobile Communication/ Electronic Device policy  
**Cell phones or other texting and video devices are not to be used during class hours without permission.**
16. violate the Uniform and Safety Policy
17. present someone else's work as one's own work. (Cheating and Academic Honesty Policy)
18. use vehicles inappropriately. (loading and unloading, speeding, and careless/unsafe operation)
19. possess, distribute or show any items that could be interpreted as obscene or pornographic.
20. Harass or Bully by any means including digital electronic devices.
21. fail to fulfill all disciplinary requirements. It is the student's responsibility to serve all In School Studies, Opportunity Center Detention and Out of School Suspensions as assigned.
22. repeatedly or habitually violate any or all of the rules of this Code of Conduct.
23. fail to comply with all applicable Ohio Revised Codes and local ordinances.

## **SUSPENSION POLICY**

A Four County Career Center administrator may suspend a student out of school and from all school activities for a period not to exceed ten (10) consecutive days.

During such time that a student is suspended out of school, he/she is not allowed on school property.

Out of School Suspension - At a minimum, instructors at Four County Career Center will provide any student suspended out of school an opportunity to complete any classroom assignments missed because of the suspension. The student will receive at least partial credit for any completed assignment. The student will not receive a failing grade on a completed assignment due solely on account of the pupil's suspension. However, the grade may be reduced per an individual teacher's syllabus and/or grading policy. Students will receive assignments upon their return unless alternate plans are agreed upon. All make-up work must be completed within the same number of days as the suspension (ex: following a two-day suspension, work must be made up in two days).

*Note: Ohio HB 491 requires that each school district board shall adopt a policy establishing parameters for completing and grading assignments missed because of a pupil's suspension.*

## SECTION V COMPUTER USE AGREEMENT

### STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF FOUR COUNTY CAREER CENTER

Four County Career Center is pleased to make available to students access to network systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. For specific information regarding Bring Your Own Device (BYOD) or 1:1 information, please refer to the student 1:1/BYOD Handbook.

In order for the School District to be able to continue to make its network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding the network and Internet usage. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

#### I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

#### II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

#### III. ACCEPTABLE USES

- A. **Educational Purposes Only.** The School District is providing access to its network and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or devices of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other devices, networks, or information systems.
  3. Uses that jeopardize the security of student access and of the network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't connect wireless devices to the network or attempt to intercept wireless communications.
  4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette.** All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### **IV. INTERNET SAFETY**

- A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety.** Be safe. In using the network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's network or the Internet to gain unauthorized access to other devices or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. **Active Restriction Measures.** The School, either by itself or in combination with the Information Technology Center (ITC) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 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;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## VI. FAILURE TO FOLLOW POLICY

The user’s use of the network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its network and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its network or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the School in the event of the School’s initiating an investigation of a user’s use of his or her access to its network and the Internet, whether that use is on a School device or on another device outside the School District’s network.

## VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

### USE OF COMPUTER TECHNOLOGY:

- (1) A student shall not use or modify any device technology (hardware, software, or peripherals, connections etc.) provided by the school without authorization from school authorities - including, but not limited to Facebook, Twitter, SnapChat, Instagram, Facetime, etc. This is to include Student Issued Device issued to students to assist in the delivery of the curriculum.
- (2) No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her (examples: LimeWire, BearShare, BitTorrent, etc.). No student shall have in possession or use destructive/invasive programs e.g. games, pictures, music, and videos. This is to include but not limited to the Internet, software used for class, or software used in the media centers.
- (3) No student shall 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 or using others login/password. Any student with knowledge that such material exists on their devices may take their device to the Help Desk and must specifically ask that it be removed. This must be done prior to being discovered by staff in order for students to avoid consequences. Students are not to send mass emails to groups and/or students.
- (4) No student shall attempt to access internal/external networks outside the regular connections, e.g. via filter bypass, stolen passwords, proxy's, use of IP addresses, TELNET, FTP, or any unauthorized means.
- (5) Students shall not use devices (including school-issued Student Issued Device) and/or other owned equipment to create websites or post pictures/information on any website(s) without school authorization.
- (6) Four County Career Center shall provide appropriate technology for student use and to deliver the curriculum of the school. Network use will be monitored - no student shall have the expectation of privacy for files, hardware, software, peripherals, etc. All 1:1 Student Issued Device repairs and service (erasing, hardware repair/replacement, damaged equipment evaluation, etc.) are to be performed by only the Help Desk Center.
- (7) It is the student's responsibility to follow directions necessary to establish a confidential password for all technology. Students are not to leave devices unattended while logged onto the Four County Career Center network. Students shall not give their password to anyone else or allow anyone else to log onto their account. No student shall log onto another student's account or device. Students shall not loan or allow others to use their devices.
- (8) No student shall mark, scratch, deface or damage any device. Students shall not put stickers and decals on 1:1 devices.

**Damage or Misuse of Property:** Consequences may include suspension/expulsion. A legal guardian or student (if emancipated) may be charged for damages to school property to include Chromebook or School Issued Device, PC's, equipment, other instructional supplies, facilities, etc.