

# STUDENT-PARENT HANDBOOK 2018-2019



Belmont Career Center  
68090 Hammond Rd  
St. Clairsville, OH 43950  
(740) 695-9130 option 1

Harrison Career Center  
82500 Cadiz-Jewett Road  
Cadiz, OH 43907  
(740) 942-2148 option 2

[www.BHCcenters.com](http://www.BHCcenters.com)

**ADDRESSES AND PHONE NUMBERS  
OF  
BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT CAREER CENTERS**

BELMONT CAREER CENTER  
68090 Hammond Rd  
ST. CLAIRSVILLE, OH 43950

PHONE: 695-9130  
Option 1

HARRISON CAREER CENTER  
82500 CADIZ-JEWETT ROAD  
CADIZ, OH 43907

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Option 2

**ADMINISTRATION/SUPERVISION**

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**MISSION OF THE DISTRICT**

The mission of the Belmont-Harrison Area Joint Vocational School District is to provide an appropriate educational program and learning environment which will effectively:

- A. meet the educational and vocational needs of its students
- B. help its students accomplish educational goals which are significant, durable, and/or transferable.

## WELCOME

Welcome to the Belmont and Harrison Career Centers. You are to be commended for making a decision to finalize your high school education at these great facilities and learn a skill by which you may earn a living upon graduation. Scholarships are available to eligible students who may wish to go on to post-secondary education prior to going to full-time employment.

**The career-technical school and its programs are an extension of the curricular offerings of your Associate Schools. It was created by the Boards of Education of the participating school districts.** Parents, local leaders in labor, business, industry and educators have made it possible for you to have this career-technical school that serves Belmont and Harrison Counties. Our Associate School Districts are: Barnesville, Bellaire, Bridgeport, Martins Ferry, St. Clairsville, St. Johns, Shadyside, Union Local, and Harrison Central.

**All of us must never forget that the facilities and state-of-the-art equipment that we are using for our career-technical education have been provided by the residents of the communities with their tax dollars.** Both Centers are equipped with a current state-of-the-art replica of the work environment of the particular occupations you have chosen, and the staff has been carefully selected to provide expert instruction that follows a well-developed curricula leading to a career-technical certificate from the Career Centers and a graduation diploma from your Associate School.

Our great country, the United States of America, needs skilled workers today as it has never needed them before. **You have indicated by your presence here that you have taken your first step in becoming a skilled and productive citizen who in many cases will live, work, and vote in our local communities.** The opportunity is here. It is up to you to apply yourself and take advantage of one of the greatest educational opportunities before you.

The Board of Education and our total staff stand by to serve your needs. We take this opportunity to wish each of you a very successful 2018-2019 school year.

Richard Schoene  
Superintendent

## **STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

We feel that our students should understand what their responsibilities are and what action will be taken if they break rules. For this reason, we have included what we expect in the way of conduct and our disciplinary code for students in the Belmont-Harrison Vocational School District. The disciplinary code explains what we expect of our students, their rights, and penalties for breaking rules. The code has been effective, and most of our students support it. Sometimes, a more serious penalty is given than the one listed because a student has a long record of disciplinary problems.

All disciplinary situations are investigated thoroughly before a penalty is decided. Parents are informed in all cases of suspension or expulsion. Appropriate disciplinary action is still taken for incidents which occur at the end of the school year. This can include notification of authorities and legal action.

The guidelines in this handbook are intended to guarantee fair treatment for all students and provide ways for students to express their concerns. These guidelines are reviewed each year.

## **CONDUCT**

Two outstanding characteristics of the mature person are: first, an ability to make and follow through on decisions regarding his life. A second and perhaps more important characteristic is that of self-discipline, the self-control that comes from inside rather than outside. When you applied for admission to a Career Center, you made a tentative decision about the future. When you begin classes, you will have many opportunities to work at your own rate of speed. This implies a responsibility on your part to control your own actions in a way becoming a mature young lady/gentleman; thus a minimum of written rules and regulations exist. Courtesy and cooperation are excellent substitutes for them. When in doubt about acceptable behavior, think how you would like to be treated in a similar situation.

## **SCHOOL DAY**

The school day at Belmont will be from 8:00 A.M. until 2:10 P.M. At Harrison, school begins at 8:00 A.M. and dismisses at 2:30 P.M.

## **ARRIVING AT SCHOOL**

Upon arriving to school, students must report directly into the building and may not leave for any reason unless approved by the office.

## **PARENTAL CONFERENCES**

When a parent wishes to confer with a particular teacher, counselor, coordinator, or other staff member, an appointment may be arranged by calling the Main Office at the school. At times it may become necessary for an official of the school to initiate a parental conference.

## **LUNCH PERIODS**

Both Career Centers have a closed lunch policy with **no visitors**. All students eat in the cafeteria area, even if you bring your lunch. Students may **not** leave for lunch. Parents/Guardians must report to Main Office if dropping off food for their student.

Lunches may **not be charged**. Free lunch forms are available in the Main Office. In the case of a child forgetting their lunch money, one exception may be made and the lunch must be paid the following day. Monthly letters will be mailed out to the households concerning a low balance of your child's account. We encourage the deposit of money to be made to your child's account by cash or check so a low balance does not occur. They may add money to their account in the cafeteria daily.

Students are to display good manners in the cafeteria. Keep the tables clean, chairs inline and the floor cleared of food or paper. Return trays and utensils to dish washing area. If liquids or other foods are spilled on the floor, seek assistance at once in cleaning them up. No student should

be in hallways during either lunch without a **pass**. Students remain in **CAFETERIA AREA** until the end of the lunch period. **ALL food and drink are to be consumed in the cafeteria area and can not be carried to other parts of the building unless student has a written medical excuse.** No food or drink is permitted in the classrooms at anytime.

**Requests to order food out** will be approved for the **last Friday** of each month **ONLY**. Students may not leave school to pick up food. An activity request to order out must be submitted by **Wednesday of the week before** the activity. This food must be consumed in the cafeteria area. All parties and food consumption must be in the cafeteria. Ordering out can only be done by the instructor through an approved club activity.

Co-op students leave the building when assigned – and are not permitted to return to the Career Center until the next day. With the permission, co-op students may stay if they wish to eat lunch prior to leaving the school.

### **VISITORS**

Parents/guardians are always welcome at the Career Centers. We discourage all other individuals from participation with our students unless an emergency situation occurs. **NO** visitor passes will be issued during school hours. **All visitors must report to the Main Office for a visitor's pass before entering the Main building.** Student visitors enrolled in another school must have approval for the visitation from that school and our school administration. No student visitors will be approved on the last school day before a holiday or vacation. **Visits by infants and small children are not permitted because of liability.**

### **HALL PASSES**

The halls must be quiet during school hours. Thus, students are not to be in the halls during class time. When a student is in the hall, he/she is expected to display a written hall pass. **One** student may be dismissed at a time with a written pass.

### **OFF LIMIT AREAS**

**Restroom** Students are not to congregate in the hallways or restrooms or proceed beyond the restrooms when entering the school in the mornings or during lunch. Students are not permitted in classrooms or labs without teacher supervision.

**VENDING MACHINES** Vending machines are available for student use before school, at lunch and after the school day.

**BELMONT COLLEGE** Belmont Career Center students are not permitted to go to Belmont College at any time prior to or during the school day unless enrolled in CCP courses.

### **HEALTH SERVICES**

A first aid kit is provided in each laboratory area for minor injuries. If a student is injured and it is necessary to call the parent/guardian for transportation to the hospital, doctor or home, **school personnel** will contact the student's parents. Injuries occurring at home should be taken care of by your family physician.

**Emergency medical authorization forms** are completed by parents and students and are on file in the Main Office. These forms are due by the end of the first week of school. Students will not be allowed to participate in any school activity – labs- until the form is turned in. A student on medication in school is to take the original medicine container to the Main Office along with a completed form from the doctor with the administration instructions. It is the student's responsibility to come to the office for medication to be taken at the prescribed time.

## **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective Building Administrator before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Building Administrator's and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the building Administrator's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medications, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The director will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

## **STUDENT INSURANCE**

All career-technical students should be covered by accident insurance. Enrollment packets are available in your opening day materials. If your parent's insurance covers you for an accident during all school-related activities please have them sign the District Insurance Waiver and return it with your emergency medical form. Please take note that either a copy of the waiver or a copy of the accident insurance enrollment form for school insurance must be in our possession before we can allow you to participate in career training.

## **SAFETY EQUIPMENT**

Wearing of safety glasses and safety toe shoes is required in many of the shop areas.

## **CAREER TECHNICAL STUDENT ORGANIZATIONS**

All students will have an opportunity to, and will be encouraged to join an organization related to their trade area. The purpose of these organizations is to develop leadership, pride in craftsmanship and social skills.

Examples of such organizations are: Business Professionals of America, Skills USA, Future Farmers of America , FCCLA, and Drug Free Clubs.

As the school year progresses, you will be informed of various organizational meetings and activities as they are scheduled. Should you have questions, consult your career tech teacher or program Supervisor.

## FIELD TRIPS

At various times during the year, the school arranges for educational field trips. All field trips must be **directly** related to the program curriculum.

Only one (1) educational field trip, with the exception of youth group contests, will be approved for any particular class or group each semester. Only one (1) non-educational field trip will be approved for any particular class or group during the school year. Exceptions must have Administrative approval.

No pupil is permitted to participate in any such field trip unless he/she has a **Parental Permission form properly completed by his/her parent or guardian.**

The student is to obey all rules and regulations as set forth in the Student Handbook during a field trip, youth leadership or skill activity, etc. The student **must** remain with their advisor at all times. When field trip transportation is furnished, students may not transport themselves.

**Repeated discipline and/or attendance problems could result in loss of privileges in participation of extra curricular activities. Example: Prom, Kennywood trip, competitions, etc.**

## TEXTBOOKS AND WORKBOOKS

Textbooks are the property of the Board of Education and are loaned to students. They are to be carefully handled since others must use them. Students shall be assessed for misuse, marking books, etc., which occur while in their possession. Approved workbooks and related instructional materials will be purchased by students.

## TOOL KITS

Students must purchase tool kits where required.

## LOCKERS

At the beginning of the school year, you will be assigned a locker. This locker will remain your responsibility during the school year. Lockers are primarily for books and outerwear. Lockers are located in several of the shop areas for the storage of uniforms. Lockers are to be properly secured at all times. Students carrying their lunches will keep them in their lockers until their lunch period. Students are to secure books, outerwear, and backpacks in the morning for their morning classes and at noon for their afternoon classes. **Lockers are school property and may be inspected by school personnel at any time.**

## POSTERS AND BULLETIN BOARDS

Any materials to be posted on the general bulletin boards or in the halls must have signed approval from the Main Office. Materials posted without approval will be removed.

## GUIDANCE SERVICES

Guidance services are designed to assist students in achieving their potential. The School Counselors will assist you in making educational, vocational, and personal/social decisions. You may request an appointment with a Counselor, or you may be called to the Guidance Office when necessary. During the school day you may see a Counselor by requesting a pass. (\*You must have a pass from your teacher to be out of class.)

## AGENCY SERVICES

It may be necessary for students to receive services from non-school personnel (juvenile court, children's services, etc.) during the school day. Every effort will be made to facilitate this; agency personnel will confirm their arrangements through the Career Center Main Office in advance.

## **STUDENT INTERVIEWS**

Students may not be interviewed at school by a person other than an employee of the Board of Education during school hours except with the approval of the Principal. The Principal will grant such approval only when the interview is in the best interest of the pupil or in the interest of justice.

The ASVAB test is offered at the Career Centers for students. All other interviews (e.g. military, etc.) must receive approval at least one week prior to visit. A Planned Absence form must be properly submitted to the Main Office **one week** prior to the appointment or interview that will require a student to be absent.

## **HOME SCHOOL ANNOUNCEMENTS**

Messages received from the home schools will be read over the public address system and placed on the appropriate bulletin board. Such messages must have proper approval. Upcoming events at the home schools can be advertised on the appropriate bulletin board only after they have been cleared through the Main Office.

## **STUDENT BEHAVIOR**

When at the home school, students will follow rules of the home school and will be subject to discipline by the home school. When at the Career Centers, students will follow rules of the Career Center and will be subject to discipline by the Career Centers.

## **EARLY RELEASE (Home School Activities)**

Our goal is to make possible student participation in home school activities within established guidelines. An "**EARLY RELEASE**" form is available in the Main Office. **Parent and home school approvals are required.**

## **INVITED HOME SCHOOL ACTIVITIES**

Students are frequently invited back to the home schools for activities that take place during the school day (i.e. pep assemblies, plays, etc.). All students attending the home school function will be required to sign out in the Main Office and sign in at the home school. Announcements will be made regarding where students are to report when arriving at the home school. If procedures are not followed, disciplinary action will be taken.

## **EXTRA CURRICULAR ACTIVITIES**

**(Home School)** - Students enrolled at the Career Centers are members of their respective classes at their home school. Thus, they are eligible to participate in athletics, music, class plays, dances and other extra curricular activities provided these activities take place after the completion of the school day. See above **Early Release (Home School Activities)**.

## **TRANSPORTATION**

Except for Co-op students, transportation to and from the Career Centers will be provided by the home schools. The Career Centers make every effort to work with the home schools to adopt a common calendar. But, during the school year there may be days a student is expected to be in attendance at the Career Centers when the home school is not in session. On those days the home schools operate an abbreviated bus schedule. Such changes in the bus schedules will be announced. Career Center students will be counted absent if not in attendance. **EXCEPTIONS: Parents are responsible for transporting any student assigned detention after school.** Since the Career Center does not provide transportation, any transportation issues must be addressed with the home school.

## **STUDENT PICK-UP**

When students at the Belmont Career Center are to be picked up after school, the driver is expected to wait in the vehicle for the student in the West End parking lot (Route 331).



### **BUSES (Non-Attending School)**

Students should not assume they have permission to ride a school bus operated by a different home school (e.g. to spend the night with a friend). All the home school districts have different policies concerning non-attending students riding their buses. A day or two before transportation is needed you should check with the Main Office or the bus driver of the non-attending school for information about that school's transportation policy.

### **EMERGENCY CLOSING OF SCHOOL**

Parents and students in the two-county school district will be informed by telephone (Parent Broadcast, radio (WWVA/WOVK), and TV stations (WTRF and WTOV) when either Career Center will be closed.

### **HOME SCHOOL CLOSING**

A student absent from a Career Center due to home school cancellation because of weather conditions is not counted absent. Students may be considered absent for all other absences due to home school cancellations or closings.

### **AUTOMOBILE REGULATIONS**

Students driving to school and parking on school property during the school day are required to submit to the **Main Office Secretary** a registration card for all vehicles that may be used for transportation to the Career Center. Each student will be issued a parking pass to be hung on the rearview mirror of any registered vehicle driven to school. It will be considered a violation if a vehicle is brought on the property without proper registration.

1. Register as indicated above. Registration is a pledge of both student and parent to abide by the regulations as set forth here.
2. Students shall park only in the North parking area (Belmont building).
3. Students are not to park in the Staff parking area or in visitor's spaces in front of the building.
4. There is to be **no** loitering and/or smoking in parking area. **All** students are to immediately enter the building upon arrival.
5. Parking area is off limits except to park vehicle or leave when authorized.
6. Student drivers are not to arrive before 7:45 A.M. at the Belmont and Harrison buildings.
7. Passengers (Belmont) are to leave car at West gate and enter by West entrance only prior to parking lot entry.
8. Students may return to their vehicle during the school day only with permission of the Principal.
9. Driving privileges may be suspended upon missing 50 hours of school.
10. Driving privileges may be suspended for excessive tardies to school.
11. Students are advised that vehicles parked on school grounds are subject to search at any time and maybe subjected to random canine search.
12. State Law (H.B. 343) prohibits the holder of a probationary driver's license who is less than 17 years of age from operating a motor vehicle with more than one person who is not a family member occupying the vehicle unless the probationary license holder is accompanied by the license holder's parent, guardian, or custodian.
13. No motorcycles.
14. No poles or other objects placed on or out of vehicles.

Maximum speed entering and departing the parking lot is **5 M.P.H.** Excessive engine noise is not permitted. **Driving to school is a privilege that may be revoked if abused.**

**School buses have the right of way. Student drivers are not to leave student-parking area until all buses have pulled out.**

Administration reserves the right to make parking decisions based on safety and overall necessity. Students and parents are informed that any container or vehicle brought to school or parked in the parking lot are subject to inspection by school personnel or legal authorities if the student is suspected of a violation of the Code of Discipline.

#### **AGE AND SCHOOLING CERTIFICATE**

**(Work Permits)** - All minors below the age of 18 must have a "Work Permit" before they go to work. All students over 18 are required to have an "Over Age Certificate". Students wanting to obtain a "Work Permit" or "Over Age Certificate" will be given instructions in the Main Office.

#### **EARLY RELEASE (Work)**

At times employers request a student to be at work early. Request for one (1) hour early release to work requires written approval of parent, teachers, and Administration, and if appropriate, Special Needs Coordinator. For seniors only.

#### **EARLY PLACEMENT**

Please refer to Early Placement packet. For seniors (second semester) only.

#### **CONFIDENTIAL INFORMATION**

Confidential information will not be released to the public or potential employers unless the school is provided with a "Directory Information Notification" form signed by a parent/guardian or the individual if over 18 years of age (e.g. transcript of grades).

#### **WITHDRAWING FROM A CENTER**

1. Students not withdrawing application by June 1 will be expected to attend school at a Center for a minimum of **one** week at the opening of school.
2. A student planning to withdraw must complete a **WITHDRAWAL REQUEST** available in the Guidance Office.
3. Ohio Revised Code requires that temporary instructional permit or driver's license be suspended when a student under eighteen (18) years of age withdraws from school. The school is required to notify the Motor Vehicle Registrar and the Juvenile Judge of the county in which the school district is located within two (2) weeks after the withdrawal of a student of compulsory school age.

#### **TELEPHONE CALLS**

Students shall not be given permission to use office, laboratory telephones, or personal cell phones for personal calls. Students will not be called from class except for emergencies such as death, injury, or serious illness to an immediate family member. Emergency must be explained to the telephone operator.

#### **LOST AND FOUND SERVICES**

A lost and found department is maintained by the school for the purpose of encouraging honesty and as a medium through which lost articles may be returned to their owners. All valuables or articles found are to be taken to the Main Office. The owner upon the proper identification may claim property. From time to time lists of articles found will be posted.

#### **ELECTRONIC EQUIPMENT**

**Students are prohibited from using any type of electronic equipment, which includes but not limited to CD players, pagers, cellular phones, MP3 players, and radios to school. Violations will result in Detention, In-school Suspension, C-Cap, and/or Out-of-school Suspension. In addition, the Belmont-Harrison Career Center will not be responsible for any electronic equipment that has been lost, stolen, or damaged.**

## CAREER TECHNICAL CERTIFICATE

Eligibility for a **CAREER TECHNICAL CERTIFICATE** requires completion of all course work with passing grades including:

1. Instructor recommendation
2. Satisfactory grade and skill achievement in Career Technical Course work.

## PRINCIPAL'S LIST AND HONOR ROLL

There will be two honor rolls; a **Principal's List** and a **"B" Honor Roll**. The Principal's List requires an "A" in all subjects. The "B" Honor Roll requires a "B" grade or higher in all subject areas. Honor Rolls will be identified at the end of each grading period and publicized in local newspapers.

## GRADUATION REQUIREMENTS

Students will receive 7 ½ to 8 ½ credits per school year. (1 credit for each Academic class, and remaining are Career Technical credits). Seniors – All requirements for graduation must be completed prior to the home school graduation and prior to the Belmont-Harrison Vocational School Certificate Ceremony.

## PATHWAYS

To earn a high school diploma in Ohio, you must complete **Courses** (see below) and choose an **Option** (see below) to show that you are ready for college or a job. In addition to Courses and Options you also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate. Your school counselor will give you more details.

## COURSES

Take and earn a state minimum of 20 credits in specific subjects:

- English language arts – 4 credits
- Health – 1/2 credit
- Mathematics – 4 credits
- Physical education – 1/2 credit
- Science – 3 credits
- Social studies – 3 credits
- Electives – 5 credits

## OPTIONS - May or maynot be available for the 2018-19 school year (legislation pending)

Use at least one option to show that you are ready for college or a job.

### 1. Ohio's State Tests

Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to 5 graduation points. You must have a minimum of 4 points in math, 4 points in English and 6 points across science and social studies. End-of-course tests are:

Algebra I or Integrated Math I  
American Government  
Biology

Geometry or Integrated Math II  
American History

English I  
English II

### 2. Industry credential and workforce readiness

Earn a minimum of 12 points by receiving a State Board of education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

### 3. College and career readiness tests

Earn the “remediation-free” scores\* on either:

ACT	SAT
English – 18 or higher	Writing – 430 or higher
Mathematics – 22 or higher	Mathematics – 520 or higher
Reading – 22 or higher	Reading – 450 or higher

Your district will choose either the ACT or SAT for all students in your district to take for free during a one-time statewide spring test in grade 11.

\*Ohio’s university presidents set these scores, which are subject to change.

### INTERIM REPORTS

Mid-way through each nine weeks, parents will be notified if their son/daughter is not making satisfactory progress or has exhibited marked improvement. All grades are available online through parent access to Progress Book.

### GRADING

**Grade Periods** - Each nine weeks will constitute a grading period. Report cards will be issued four times during the school year as identified on the school calendar.

**Grading Scales** - To indicate level of achievement in course work, grading scales are used as follows:

Percentages	Letter Grade	Numerical Weight	Range
94 - 100	A	4	3.51 - 4.00
86 - 93	B	3	2.51 - 3.50
71 - 85	C	2	1.51 – 2.50
62 - 70	D	1	0.51 – 1.50
61 - Below	F	0	0.00 - 0.50

**Nine-weeks Grades** – If more than five (5) unexcused absences occur in any one grading period, the result may be a “F” in that respective class.

**Semester Grades** - The semester grade will be determined by totaling the actual numerical weight of each nine week grade and the end of course exam and dividing by three (3). A student must pass two (2) of the three (3) grading periods to receive credit. Student must take course exam for credit, or no credit will be issued.

**Yearly Grades** – The yearly grade will be determined by totaling the actual numerical weight of each nine-week grade as well as the final exam in each class and dividing by five. Also, a student must pass three of the five grading periods to receive credit. A student will not receive credit for any class if the student receives an “F” in both the 4<sup>th</sup> nine weeks and the final exam. **Students must take final exams for credit, or no credit will be issued.**

**Participation Grades** – Students will be given a daily participation grade, which will include attendance, dress, tools, cooperation and completion of assignments (included but not limited to). If a student is not in class to participate for any reason other than the acceptable excuses (see page 14) then this student is considered to be not participating. Upon the 6<sup>th</sup> day of non-participation, the student grade will be lowered by one letter grade. Example – If a student has a “B” average and does not participate for 6 days as deemed by the instructor, the student’s grade will be lowered to a “C”. On the 7<sup>th</sup> day of non-participation, the grade will be lowered to a “D” and so on. **Lab credit can only be made up for acceptable legal reasons (ALR) and will be reviewed by Administration.**

**Incomplete, "I"** - Means all assignments and obligations have not been completed. Incompletes may be made-up if absences are a result of acceptable legal reasons. **An “I” in the**

**last nine weeks or on the final exam means no credit.** Students must take final exams for credit. If all assignments have not been completed by end of a grading period, an "I" will be recorded on grade sheets and report card. If an "I" is not made up within a \*two week period of time, a lower grade will be recorded in the Main Office and the student and parent will be notified except in the last nine weeks grading period.

**EXCEPTIONS:** An "I" for work due the last nine weeks does not convert to a letter grade unless all assignments and obligations are completed.

Should an "I" not be cleared before the last day of the second semester, the teacher must document "what" is incomplete for placement in central student file, i.e., does "I" reflect work not done, fees owed, tools missing, etc. \* Only extreme situations can justify extending time.

**Make-up Work** - It is the **STUDENT'S RESPONSIBILITY** to check with each teacher regarding all make-up work due after an absence. These arrangements should be made the day the student returns to school. The teacher shall determine when this make-up work is due. The student is responsible for all work missed. Generally, two days should be allowed for each day of absence.

At the end of the school year, there will be a review board consisting of the lab teacher and administration to review failures due to attendance issues.

### **CREDIT FLEXIBILITY**

In accordance with Ohio Revised Code, the Belmont-Harrison Vocational School District has developed a credit flexibility policy which will allow students to earn units of high school credit based on demonstration of subject competency, instead of or in combination with completing hours of classroom instruction. Any student choosing to use the credit flexibility option must meet with the school counselor to develop an individual credit flexibility plan.

### **ONLINE CREDIT**

Online credit is available for a student needing extra credit, advancement, or credit recovery.

### **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus Program is available to all Bemont and Harrison Career Center students. The students can earn college credit while attending high school. A "Letter of Intent" must be submitted to the Career Center Counselor by April 1 to allow participation in the CCP Program for the next school year.

### **LEAVING SCHOOL DURING DAY**

Students are under jurisdiction of school staff during the school day. Once students arrive on school property, they are to remain until proper authorization for a release from school is obtained. The staff assumes the role of a parent or guardian. To request permission to leave school during the day without parental permission is asking school personnel to assume liability for any mishap that might occur. Requests for release from school time are to occur only when necessary. **Proof of an appointment will be required.**

Procedures for leaving school early will be as follows:

1. Any student who needs to leave before the normally scheduled dismissal time must report to the office before 8:20 a.m. and present the secretary with a written reason for the early dismissal. This written request must include your parent/guardian's phone number where they may be contacted between 8:00 and 9:00 for verification. This is considered an absence from school and must also be for acceptable legal reasons. Seldom should this occur and **proof of appointment will be required.**
2. The student's name will then be placed on the absence list so the teacher will know when to dismiss to the office.

3. Student must sign out (name, time and reason) and sign back in if returning to school that same day. The secretary will then issue an admit slip to return to class.

### **MISSING CHILD ACT**

School officials are required, by law, to notify persons responsible for a student when the student is absent and the school has not been contacted. In the event of an absence a telephone call to the Career Center by the parent/guardian is expected by 9:00 A.M. for each day of absence.

### **PLANNED ABSENCE**

If your family plans to have you out of school, a PLANNED ABSENCE FORM is to be picked up in the MAIN OFFICE and completed prior to the absence. A Planned Absence form is required when a student must schedule an appointment during the school day. Work is to be assigned for classes missed. Planned Absence form must be turned in at least a week in advance.

### **RE-ENTERING SCHOOL AFTER AN ABSENCE**

Students who are returning to school after having been absent are to bring a doctor slip or note from home to the office. You must present a written excuse by your legal guardian/parent at this time. This written excuse must have the date of absence, the reason, and legal guardian/parent signature.

### **TARDINESS**

If you arrive late for school, report directly to the MAIN OFFICE for an admit slip. Tardy is defined as arriving to school or class after the final morning bell or the signal to start a new period (class).

### **EARLY DISMISSALS**

Any student, who needs to leave before the normally scheduled dismissal time, must report to the office before 8:20 a.m. and present the secretary with a written reason for the early dismissal. This is considered an absence from school and must also be for acceptable legal reasons. Student must sign out (name, time and reason) and sign back in if returning to school that same day.

### **TARDINESS/DISMISSAL SANCTIONS**

Being late to school or early dismissals in general is at times unavoidable. However, chronic tardiness or chronic early dismissals is disruptive and disrespectful to the educational process as when it negatively effects the education of chronically late or early dismissed student. For these reasons, a disciplining procedure is implemented:

On a students 3<sup>rd</sup> tardy to school or the 3<sup>rd</sup> early dismissal from school, the student shall receive a verbal warning.

If tardiness or early dismissal continues, and the student is tardy or dismissed early seven (7) times, a letter will be sent home to the parent(s)/guardian(s), advising them of the situation and explaining that their child is continuing to disobey the schools policy on tardiness and early dismissals. Furthermore, that continued disobedience may result in the filing of unruly charges with the Juvenile Court.

If the student continues to habitually disregard this policy against truancy and is tardy or dismissed early ten (10) times to or from school (unexcused), the school shall request a meeting with the Truancy Officer for the student and parent/guardian. Fifteen (15) times to or from school (unexcused), the school shall request the filing of unruly charges through the Prosecutor's Office and Juvenile Court.

\*\*\* Students with 5 or more tardies or early dismissals may be subject to serving Detention, \*\*\* In-school Suspension or may be assigned to the C-Cap program. Also, driving privileges May be suspended or lost.

## ATTENDANCE – ABSENCES

The educational program offered by the Belmont-Harrison Vocational School District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. **If such absence is not one of the following acceptable legal reasons, the absence is considered unexcused.**

Driving privileges may be suspended after the 12<sup>th</sup> day of unexcused absences.

### **Acceptable legal reasons for absences as defined by the State of Ohio are:**

- A. Personal illness or medical appointment with an accompanying physician's statement.
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal.
- C. Quarantine of the home.
- D. Death in the immediate family (maximum 3 days).
- E. Religious observation in which a student is personally involved.
- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal.
- G. Court appearance for the child.

The above seven (7) Acceptable Legal Reasons (A.L.R.) are excused absences. It is however, the responsibility of the student to present an acceptable note to the office explaining the reason for the absence within three (3) school days.

It is also the responsibility of the **student to request make-up work** from the teacher and have the assignments returned by the specified date as set by the school (example: 1 day of absence – 1 day for make-up work). **If a student fails to complete the make-up work (for grading purposes), the absence is considered unexcused.**

When a student is absent, the parent or guardian should call the school by 9:00 AM to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance, a school representative will attempt to contact the home.

## SANCTIONS

### Truancy

Special provisions of Ohio law apply to any student who is considered to be “habitual truant” (defined as a child absent from school without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 hours in one year). In addition, Ohio law defines “excessive absences” as a student being absent 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without legitimate excuse.

### DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT/EXCESSIVE ABSENCE

When a student is habitually truant, the following will occur;

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.

2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

It is the policy of this school district that a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child's attendance. These actions may be taken upon referral of the school to the Belmont County Prosecuting Attorney's office pursuant to section 3321.19, 3321.38, or 2919.222 of the Ohio Revised Code. The O.R.C. states that no person required to attend a parental education or training program pursuant to policy adopted under division A or B of Section 3313.663 of the Revised Code shall fail to attend the program. Whoever violates this section is guilty of parental education neglect, a misdemeanor of the fourth degree.

#### **STUDENTS 18 YEARS OF AGE OR OLDER**

Upon the 5<sup>th</sup> day of absence from school, the Career Center office will notify the student.

Upon the 8<sup>th</sup> day of absence from school, the Career Center office will notify the student.

After the 17<sup>th</sup> day of absences, the student may be withdrawn from school.

#### **APPOINTMENTS – DOCTOR, DENTIST, ETC.**

Appointments should be made outside school time. If this is not possible, the student should bring a note from home requesting early dismissal. The note must be brought to the office before first period. Students must sign out in the Main Office upon leaving. The Principal or Designee may call to verify the appointment. When students return to school, they need to provide a slip from their doctor, dentist, therapist, etc., verifying the appointment time and date. If they return to school the same day, they should sign back in.

#### **COLLEGE VISITS/PLACEMENT DAYS**

Seniors only may request up to two (2) days of excused absences to seek work after graduation or visit colleges and other post secondary institutions. Student must present documentation from institution visited upon returning to school. **College visits must first be approved through the Guidance Counselor with a Planned Absence form one week in advance of the visit.**

#### **VACATIONS**

We encourage vacation involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence. If a parent wishes his/her child to vacation during the school time, the student needs to present a Planned Absence form to the Principal a week in advance prior to going and each of his/her child's teacher sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make-up work. **If this procedure is properly followed, the unexcused absence may be converted to excused.**

If a student has a planned absence for vacation or other reason during exam time, the exam will be made up after the student returns from the planned absence.



## SUSPENSION AND EXPULSION

If a student is suspended or expelled from a Career Center, the home school will be notified. Students are ineligible to attend any function at either school or be on school property during a period of suspension or expulsion. If suspension should occur at the home school involving a student in attendance at a Career Center, the Center will be notified. The Superintendent or his designee(s) will handle suspensions, expulsions, and their appeals.

## RULES AND INSTRUCTIONS FOR ACTIVITY AREAS

1. Use of activity areas (outside and inside) during class time will be permitted only one time each semester for each career tech unit or academic class and only with the submission of an activity form at least one week prior to the requested activity. Any deviation requires administrative approval.
2. The Outside Activity area will be open for students at lunchtime, weather permitting.
3. All students must enter and exit through the main doors by the Front Office.
4. The boundaries of the Outside Activity area are shown. All students must remain within the designated area during the lunch period. Monitors will be present.
5. Any equipment needed for outside activities may be obtained in the Main Office.
6. Do not litter on school grounds or cafeteria area. Make sure all trash is disposed of in garbage cans. No food or drink permitted outside.
7. Students crossing the road do not have the right of way on either drive.
8. The Student Handbook will be enforced. Any violations of the rules stated here or in the Handbook may result in disciplinary action, including suspension, expulsion, or loss of outside privileges.

## OTHER SITUATIONS

Students and parents are informed that any container or vehicle brought to school or parked in the parking lot are subject to inspection by school personnel or legal authorities if the student is suspected of a violation of the Code of Discipline.

The administration has made every attempt to develop rules and regulations in "The Student Guidelines to Reasonable Conduct" which would address most of the situations occurring at the Belmont and Harrison Career Centers.

If a situation occurs which is not covered in "The Student Guidelines to Reasonable Conduct", it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the Belmont and Harrison Career Centers. The administration reserves the right to waive any or all steps as stated in the best interest of the student(s), and/or the educational process.

**Repeated discipline and/or attendance problems could result in loss of privileges in participation of extra curricular activities. Example: Prom, Kennywood trip, competitions, etc.**

## **CODE OF DISCIPLINE\***

The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere of learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parent/guardian that any teacher or school official has not only the right but also the duty, to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures. The administrators charged with the proper enforcement of discipline in the total school setting have the authority to use the following disciplinary measures to correct pupil behavior:

1. Assign Lunch Time Detention/In-School Suspension.
2. Suspension.
3. Refer to C-CAP program/Alternative School.
4. Suspension of driving privileges as they relate to school property.
5. Arrange pupil conferences.
6. Do Community Service.
7. File Charges with Juvenile Court.
8. Call juvenile authorities and/or notify the legal authorities.
9. Prescribe other acceptable disciplinary measures.
10. Ask parents to remove their child from school for the protection of the youngsters involved, pending investigation of a situation, which may be disruptive to a school program.
11. Recommend to the Superintendent for expulsion.
12. Recommend to Superintendent for Permanent Exclusion of a student

**With Administrative approval detention may be substituted for suspension.** After third (3rd) suspension or third (3<sup>rd</sup>) referral to C-Cap or Alternative School in any school year any future violation may result in a recommendation for expulsion. A violation of any of the following rules may result in disciplinary action, including suspension, expulsion, or removal from class, extra-curricular activities, or the premises.

**\*Posted on student street**

### **PERMANENT EXCLUSION**

The Superintendent will take such legal action as required by R.C. 3313.662 to permanently exclude a student who is 16 years or older and who is convicted or adjudicated delinquent for committing homicide, (R.C. 2903.01 - .04), assault (R.C. 2903.11, .12), rape (R.C. 2907.02, .05, .12) on school premises or at a school activity if the victim was a school employee; drug trafficking (R.C. 2925.03) or carrying a firearm (R.C. 2923.12, .122) on school property or at a school function; or complicity in such crimes regardless of when or where the act of complicity was committed. A zero tolerance for such behavior is in effect for this district.

**DISRUPTION OF SCHOOL** - A student shall not, by use of violence, force, noise, threat or intimidation, cause the disruption of any function of the school. Any disruptive activity that results in the cancellation of school will result in the make-up of lost school time.

While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption of school functions, illustrate the kinds of offenses encompassed here:

1. Occupying the school building, school grounds or part hereof with intent to deprive others of its use.
2. Setting fire to or damaging any part of the school or property.
3. Firing, displaying or threatening use of explosives, including fireworks, on the school premises for any unlawful or un-authorized purpose.
4. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

No student shall detract from the educational program of other students. If this should occur the administration may assign detention and proceed through expulsion.

**MISCONDUCT IN NON-INSTRUCTIONAL AREA**- Students conduct in restrooms, corridors, cafeteria, and on school grounds is expected to reflect the rules of good taste and a respect for the welfare, rights, and safety of others. Some kinds of behavior are out of order. Running, boisterousness, horseplay, and extreme loudness are not acceptable; nor is the school setting the place for public display of affection or embracing or other signs of affection beyond hand holding.

Loitering in restrooms is prohibited inasmuch as it prevents those who need the facility to have free access.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the teacher does not end at the classroom door, but extends to every inch of the building and grounds. Students are also **expected to cooperate** with all hall monitors, maintenance personnel, and cafeteria workers since these people have the necessary authority to fulfill their assigned responsibilities. The school cafeteria is a place where students must be particularly concerned with the rights of others and to be sensitive to the image and reputation of their school. Specific guidelines for proper behavior in the cafeteria include:

1. refraining from cutting lunch lines;
2. depositing refuse from lunch in the provided waste cans;
3. returning trays to the collection stations inside the cafeteria;
4. refraining from the throwing of food;
5. refraining from running on student street and hallways;
6. refraining from jumping or climbing over the walls in the cafeteria.

**SAFETY VIOLATION** – Failing to maintain the safety procedures/devices that cause an unsafe lab environment.

**DAMAGE OR DESTRUCTION OF PROPERTY** - A student shall not intentionally cause or attempt to cause damage to school property or property belonging to a staff member or another student either on school grounds or during a school activity, function, or event off school grounds. Persons who commit acts of vandalism (which includes writing on or defacing property) shall be held accountable for these acts. Restitution for the complete restoration of damage will be required. In some cases, court referral will be made.

**SEXUAL HARASSMENT** - A student shall not participate in activities which can be defined as sexual harassment. Sexual harassment is an act that involves unsolicited, non-reciprocal, aggressive behavior of a sexual nature directed toward another person.

Students who feel they have been sexually harassed should report such actions to the Guidance Counselor in either Career Center. The Board of Education has established a grievance procedure for such actions. No school employee or student shall engage in sexual harassment or promote such activities.

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR** – As per the Bylaws and Policies adopted by the Belmont-Harrison Joint Vocational School District, harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

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

As per House Bill 19 – Violence within a dating relationship (i.e. Student Harassment, Intimidation, or Bullying) is also prohibited.

**HAZING** - Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm or behave in such a manner which would cause mental or physical harm to other students while under the jurisdiction of the school. Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

**FIGHTING** - Student fights have a profound effect on both the participants and on the total school atmosphere. Because of the seriousness of fights, it is necessary to classify the type of fight according to the circumstance as well as the intent. The classification of fights and the penalties involved are as follows:

**A. Fight**

A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation or a prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant.

**B. Physical Contact/Unauthorized Touching**

According to our definition, this is the type of fight where one student, with little or no provocation, physically attacks another student.

**Step 1** Ten (10) days out-of-school suspension and parent conference.

**Step 2** Ten (10) days out-of-school suspension with recommendation of expulsion.

**C. Exceptions**

In the event that a student becomes involved in a fight on first offense and later becomes involved in unauthorized physical contact, it will be the judgment of the administration if the student is to be expelled on the second incident. The student's past disciplinary record will be a deciding factor in the final decision. There are many ways for students to resolve their differences without resorting to a fight. Classroom teachers, counselors, and administrators are all available and are used by most students to prevent a fight. Students, who are aware of

the possibility of a fight but do little to prevent it from occurring, often share equal guilt with the individual who precipitates the fight.

#### **D. Assault**

**THREATS** - A student shall not make what may reasonably be interpreted as a threat to do bodily harm nor threaten to damage the personal property of a student or employee. Any death threats may result in immediate suspension for ten (10) days with intent to expel.

**FORGERY** - A student is not permitted to write his/her own permission slips to leave or return to school or call off. Students shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official school forms; nor shall students use passes, school forms, or notes in an improper manner.

**PROFANITY AND ABUSIVE LANGUAGE TO TEACHERS AND SCHOOL EMPLOYEES** - No person shall use profanity, abusive language, or direct an obscene gesture to school employees.

**PROFANITY** - Use of profanity in school by a student to fellow students will be discouraged in every possible way. Violators will be counseled by staff members and administrators. In many cases, parent conferences will also be arranged in order to discuss the problem of the use of profanity. Students who establish a pattern of the use of profanity in the school situation will be disciplined.

**THEFT** - Property belonging to school or another student shall not be removed without permission of owner. A student shall not steal or attempt to steal property belonging to the school, a staff member or another student. This applies to all activities on or off school grounds. If this should occur, out-of-school suspension is recommended with possible expulsion (Administrative decision).

**STUDENT USE OF TOBACCO** - If you have never used tobacco, please do not start. If you are a user, the staff hopes you will consider the cost and injury to your health and quit. Teachers and administrators of the school district are charged with being responsible for your health and safety while attending school. The evidence that the use of tobacco, in any form, is a hazard to a long, healthful life needs no further research. **Possession, consumption, distribution, purchase or attempt to purchase, and/or use tobacco products or electronic cigarettes or similar devices in school, on school grounds, or other school event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.**

**NARCOTICS, ALCOHOLIC BEVERAGES AND OTHER DRUGS** - A student shall not possess, use, transmit, or show signs of consumption on any of the above at school or at a school function. Display of items that relate to advertising and/or use of illegal or controlled substances are not acceptable.

**NOTE:** Students found in possession, using, or transmitting drugs and/or counterfeit drugs (look-alike) will be referred for disciplinary action.

Our staff will be working in cooperation with Student Services to identify and assist any student who is determined to be abusing drugs and/or alcohol. Any and all offenders will be required to attend counseling. In evaluating disciplinary action for the student, the administrator may use discretion in waiving a portion of the student's suspension or expulsion when counseling is obtained.

Support groups will be available for any student desiring assistance in coping with drug or alcohol-related problems. See **Administrative guidelines for handling offenders of "Drug Abuse Policy"**.

**DANGEROUS WEAPONS AND INSTRUMENTS** - A student shall not possess, handle, transmit, or conceal any object that could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives, and clubs. Violation of this policy will result in out-of-school suspension or expulsion with referral to legal authorities when appropriate (Administrative decision). R.C. 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school.

**TRUANCY** - An act of truancy, all day or any part of a day, is a violation of compulsory school attendance laws. Procedures for coping with truancy are as follows:

1. Time will accrue and will fall within County Attendance Policy (see Sanctions section for details).

**STUDENTS 18 YEARS OLD OR OLDER:**

1. First Offense - One (1) day In-school suspension.
2. Second Offense - One (1) day suspension or additional In-school suspension.
3. May be withdrawn from school.

**\*Special Education Coordinator is responsible for discipline for identified students.**

## **DRESS CODE**

In general, the appearance and dress of Career Center students must reflect their field of endeavor. The school's responsibility in this regard is three-fold:

1. The school must help prepare each student for his or her chosen field. This includes dress and appearance which is acceptable in that particular field.
2. The school must maintain an atmosphere in which students can learn.
3. The school must be concerned with safety of students in shop situations.

The following regulations will be followed at the Belmont and Harrison Career Centers to better carry out their three-fold responsibility.

- A. Individual vocational areas may have written regulations approved by the Administration for students in that area. These will take into consideration safety, employer acceptance, and public image. Where permitted, beards and mustaches shall be kept trimmed and neat.
  1. In general, occupational clothing should be appropriate for workshop and at school.
  2. Clothing should be safe and clean and the student should practice good personal hygiene.
  3. Proper shoes shall be worn to comply with health and safety standards. Lab shoes and dress must be worn in the labs only. Shoes worn in heavy labs are to be changed prior to walking onto carpeted areas.
  4. **The following items of clothing are not to be worn in school:**
    - a. Short shorts or tight shorts (shorts should be mid-thigh)
    - b. Halter-tops
    - c. Clothing with cuts/slashes or see-through
    - d. Hats, caps, unnecessary head wear or gloves
    - e. Sunglasses
    - f. Midriff tops (no stomachs exposed)
    - g. Spiked collars/bracelets, and/or chains (wallet, heavy or oversized jewelry).
    - h. Sagging pants below the hip bone.
  5. Students may wear caps in labs, where permitted, but not in hallways, cafeteria, or classrooms.
  6. Unless the Instructor determines that temperatures in the classroom are extreme, coats must be placed in lockers and are not to be worn in class.
  7. Objectionable tattoos must be covered.
  8. Book bags will not be taken to class. Every student is assigned a locker and the locker should be used.
  9. Finished tailored sleeveless shirts will be allowed - - - No cut out sleeves.
  10. Shorts and skirts must be of reasonable length (reasonable is an administrative judgement).
  11. Questionable piercings will be determined by administration, unless prohibited by class rules.
  12. Ear gauges will not be permitted.
  13. Shoes and work boots must have laces and be tied at all times.

An administrator shall rule any questionable article of clothing acceptable or not acceptable.

**NOTE: CLOTHING MAY NOT BE WORN WITH SUGGESTIVE, SEXUAL, OR DEROGATORY PICTURES OR PHRASES OR ADVERTISING OF ALCOHOL/TOBACCO/DRUGS OR DEPICTING VIOLENCE OR WEAPONS. PENALTY - PROBLEM MUST BE CORRECTED, STUDENT MAY BE REMOVED FROM CLASS UNTIL THE PROBLEM IS CORRECTED. Modifications to the above regulations may be made by the Administration based upon existing conditions. These changes will be pre-announced.**

## **FIRE DRILL PROCEDURES**

1. All Lab Instructors **"LEAVE LIGHTS ON"**
2. Take **GRADE BOOK!!!!**
3. Close all doors, windows and garage doors (do not lock). **Leave lights on**
4. Proceed immediately to designated area. Assign students to assist handicapped students.
5. School personnel check washrooms, lockers, restrooms, etc., to make sure everyone is out.
6. **ONLY** Instructor is to take attendance.
7. Instructors report attendance to designated personnel. Designated personnel report data to switchboard operator.
8. All Instructors on Conference period report immediately to outside designated area and assist with students.
9. During the morning (A.M. prior to classes) all students and Instructors exit building and report to designated outside areas immediately.
10. During lunch periods those on lunch are to exit building by designated cafeteria exits and main exits on student street (cafeteria). Report immediately to assigned outside lab areas (to meet with Lab Instructor). Go to area by outside route. Do not re-enter the building to take short cuts.
11. During the afternoon (P.M. after classes are dismissed) all high school students exit building by nearest exit and report to grassy area on south side of road adjacent to bus loading zone (Belmont) and to the faculty parking lot (Harrison).
12. **NO STUDENTS WILL ASSIST WITH EMERGENCIES.**
13. Outside areas designated by room numbers.
14. Do not re-enter building until all clear signal is sounded. A bell will be sounded.

## **POWER OUTAGE PROCEDURE**

### **INSTRUCTIONS:**

At onset of power outage-----

1. All Lab Instructors push "POWER OFF BUTTON" immediately!!!!
2. All Lab Instructors will stay with their classes.
3. All lounges will close immediately.
4. All Instructors on their Conference period will assist with student control in the hallways - then report to the cafeteria.
5. Visiting students must report to the cafeteria and will be accompanied by tour guides and home school personnel. Tour guides will then report to their respective Instructors immediately.
6. Visitors are to go to Student Street area.
7. Restore use is for emergency situations only.

### **DESIGNATED AREAS (Belmont Career Center)**

Cafeteria	All Academic Classes Precision Machining (Lab & Related)
Labs	All Lab classes except Precision Machining will remain in their respective Labs.
Related Classes	All Related classes will report to their respective Labs (with Instructors) except Precision Machining.

### **DESIGNATED AREAS (Harrison Career Center)**

All personnel and students report to the Cafeteria.



## **TORNADO DRILL PROCEDURES**

### **ALARM -----**

**Belmont Career Center** - PA system announcement

**Harrison Career Center** - Local Community signal of a three (3) minute constant siren

1. All Lab Instructors push "POWER OFF BUTTON" immediately.
2. Take GRADE BOOK.
3. **DO NOT OPEN ANY DOORS OR WINDOWS.**
4. Proceed immediately to designated area. Assign students to assist handicapped students.
5. ONLY Instructor take attendance.
6. Keep away from glass - windows - hallways and outside walls.
7. All Instructors on Conference period report immediately to designated areas and assist with students.
8. During the morning (A.M. prior to classes), during lunch periods, during the afternoon (P.M. after classes), report to designated areas.
9. Remain in safe areas until all clear is sounded - may exceed twenty (20) minutes.

### **TITLE VI, TITLE IX AND SECTION 504 COORDINATION**

Students, their parents, and employees are hereby notified that it is the policy of the Belmont-Harrison Vocational School District that educational activities, employment programs, and services are offered without regard to race, color, national origin, sex, or disability.

Inquiries regarding compliance, complaints, harassment, or grievance regarding discrimination should be directed to Jack Cardosy-Fisher (School Counselor), Belmont Career Center, 68090 Hammond Rd, St. Clairsville, Ohio 43950, (740) 695-9130, or to the Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 - Bank One Centre, Cleveland, OH 44104-2611.

In Case of Discrimination:

The grievance procedures begin with the student or person presenting in writing his/her alleged grievance to Penny Shane (School Counselor), Coordinator of Title VI, Title IX, and Section 504. A copy of the complete grievance procedure is available upon request from the Coordinator in the Belmont Career Center Office.

### **DRUG-FREE SCHOOLS POLICY**

In accordance with federal law, the Belmont-Harrison Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include an alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by the State statute or substance that could be considered a "look-alike" controlled substance. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. Any student who violated this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials.

### **SAFE SCHOOL HELPLINE**

The District maintains a Safe School Helpline available to students and parents to report potential threats and/or violence.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspension of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

The Superintendent or Designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications.

- B. The dangers inherent with the online disclosure of personally identifiable information and,
- C. The consequences of unauthorized access (e.g., “hacking” and “cyber bullying”) and other unlawful or inappropriate activities by students online.

Building directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by the conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board’s computers assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

As a provision of the Protecting Children in the 21<sup>st</sup> Century Act, the Belmont-Harrison Career Centers will take appropriate measures to educate our students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. Students will also receive education about cyberbullying awareness and how to properly respond. The District will implement the internet safety training using Learning.com’s EasyTech Online Safety.