

Collins Career Center



**"We Make Career Dreams Come
True"**

School Agenda

2011-2012

11627 State Route 243

Chesapeake, OH 45619

(740) 867-6641

STEVE DODGION
Superintendent

SONDRA ANDREWS Associate Director	JIM HOWARD Principal
GREG BOWMAN Assistant Principal	ANN WHEELER Associate Director
CHRIS LEESE Associate Director	CHRISTI BARE Associate Director/Guidance Counselor
JAIME CHAFFIN Associate Director/Academic Supervisor	

Program Supervisors

KEN BENTLEY

Manufacturing/Construction Trade Programs

DANNY STAPLETON

Manufacturing/Construction Trade Programs

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FOREWORD

Welcome to your Career Center. Your opportunity to attend the CCC represents a cooperative effort to many people, including interested citizens, parents, instructors, and school administrators.

You will have the advantage of modern facilities and equipment. Our staff is recognized as possessing a high degree of competency in their particular skill areas and is deeply interested in working with students in the development of saleable skills.

This handbook has been developed and approved by the Lawrence County Vocational School District Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

Steve Dodgion, Superintendent

BOARD MEMBERS

President	Roland Hayes
Vice President	Tim Johnson
Treasurer	Richard Sketel
Members	Robert Pleasant
	Ray Malone
	Jerry Osborne

MISSION STATEMENT

The Mission of the Collins Career Center is to prepare youth and adults to enter, compete and advance in an ever-changing world of work.

ACCREDITATION

The Collins Career Center offers twenty-two programs to junior and senior high school students. The school is accredited by the North Central Association of Colleges and Schools Commission on Schools. The CCC meets or exceeds all requirements of the Department of Education of the State of Ohio.

Revised July 2011

Collins Career Center -2011/2012
School Calendar

Wednesday, Thursday August 17, 18	Teacher In-Service
Friday, August 19	First Day of School
Monday, September 5	Labor Day (No School)
Tuesday, September 6	Waiver Day-No Students
Wednesday, October 19	Principal/Counselor Meeting
Friday, October 21	End of 1 st 9 weeks (45 Days)
Monday, October 24-Friday, November 4	Fall OGT Testing
Tuesday, November 8	Election Day (No School)
Monday, November 21	Teacher In-Service 3-5pm Parent Teacher Conference 5-8pm
Wednesday, November 23 - Friday, November 25	Thanksgiving Break (No School)
Monday, November 28	Waiver Day (No Students)
Wednesday, December 14	Principal/Counselor Meeting
Thursday, December 22 - Monday, January 2	Christmas Break (No School)
Tuesday, January 3	Classes Resume
Friday, January 6	End of 2 nd 9 Weeks (43 Days) End of 1 st Semester (88 Days)
Monday, January 16	Martin Luther King Day (No School)
Thursday, February 16	Teacher In-Service 3-5pm Parent Teacher Conference 5-8pm
Friday, February 17 – Monday, February 20	President’s Holiday Weekend (No School)
Tuesday, February 21	Waiver Day-No Students
Wednesday, February 29	Principal/Counselor Meeting
Tuesday, March 6	Election Day (No School)
Monday, March 12 – Friday, March 23	Spring OGT Testing
Friday, March 16	End of 3 rd 9 Weeks (46 Days)
Monday, April 2 – Friday, April 6	Spring Break (No School)
Monday, April 9	Classes Resume
Thursday, April 26	Technology Fair 5-7pm
Wednesday, May 2	Principal/Counselor Meeting
Thursday, May 17	Completion Ceremony
Thursday, May 24	<i>Last Day of School</i> End of 4 th 9 Weeks (44 Days) End of 2 nd Semester (90 Days)

178 Days of Instruction
3 Staff Development Days (3rd day = 3 – 2hr Sessions)
2 Parent-Teacher Conference Days
183 Total Calendar Days

NOTE: February 17, April 2,3,4,5 or days added to the end of the school year will be used to make up days in excess of the calamity days allowed by Ohio Revised Code.

**Lawrence County Joint Vocational School District
PHILOSOPHY**

The faculty, staff, administration, and Board of Education of the Lawrence County Vocational School District individually and collectively hold the responsibility of providing educational opportunities in the school service community, based upon the following principles:

1. Education holds a central position in the creation, development, and nurturing of a society.
2. Education should be constantly cognizant of the fact that all persons are individuals of worth and are entitled to be treated with dignity and respect.
3. Education functions under the realization that equal opportunity to access and to benefit from teaching and learning must be offered to all persons.
4. Education should provide opportunity for faculty and staff members to grow in their professional competencies.
5. Education provides the opportunity for all citizens in a democratic society to explore, to discover, and to develop their special aptitudes and interests.
6. Education holds as a sacred trust its responsibility to assist persons in their quest for a fulfilling career and meaningful life, and for responsible citizenship in a world characterized by change.

Zero Tolerance Policy

The Board of Education will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the “Student Code of Conduct. Moreover, in compliance with ORC 3313.534, the Board also has a Zero Tolerance policy for excessive truancy and truancy from school resulting in disciplinary action as set forth in the Board’s Student Attendance Regulation.

School Day Schedule

Classes begin at 8:18 a.m. and end at 2:30 p.m. Once on school premises, students are not to leave without written permission.

BELL SCHEDULE

1st Block	8:18 – 9:30	72 Minutes
2nd Block	9:33 – 10:12	39 Minutes
1st Lunch	10:12 – 10:42	30 Minutes
Café Break	10:42 – 10:45	3 Minutes
2nd Lunch	10:45 – 11:15	30 Minutes
Extra Block	11:18 – 11:58	40 Minutes
3rd Block	12:01 – 1:11	70 Minutes
4th Block	1:14 – 2:30	76 Minutes

Attendance

Students are expected to be in attendance each day that their home school and the Collins Career Center are in session. If the home school is closed and the Collins Career Center is open, and the home school provides transportation, your attendance is expected. Poor attendance cannot be accepted. Poor attendance is defined as habitual absences for reasons other than those stated under exceptions for absences. The attendance record of a student certainly reflects their desirability as an employee.

Absences

1. Each student who has been absent is required to bring a written excuse on the day of return. The excuse will give the nature of illness or the exact reason for the absence. All absences without written verification will be marked unexcused. **Parents will be notified by the school of any absences.**
2. All absences in excess of nine (9) days per school year will be marked unexcused. This excludes doctor statements.
3. After 9 unexcused absences - a Notice *of Truancy* is sent by the school to the court. A **Truancy Notice and Warning** will be sent to the parents by the prosecutor's office.
4. After 12 unexcused absences - Notice *of Truancy* is sent by school to the court for the filing of a formal Truancy complaint against the child and/or filing against the parent. The complaint is signed by the school Attendance Officer. A summons is then issued to the student and parent for a hearing in Juvenile Court, which will be attended by a school official.
5. Students can have a complaint filed if they miss five (5) days consecutive or have seven (7) unexcused days in one month.
6. Any student missing more than thirteen and one-half (13.5) days unexcused during a semester may receive "0" credit for the semester, if approved by the attendance committee the student may make up days missed in accordance with the schools approved makeup plan.
7. Parent Notification- If the student is absent more than thirteen and one-half (13.5) days unexcused in a semester, the parent or guardian will be notified. Each teacher is responsible for keeping daily attendance for their class and notifying the attendance person when a student has missed the days indicated above so that the parents may be notified.

Exceptions may be approved on the basis of one or more of the following conditions:

1. **Hospital Confinement** - verification from a physician is to accompany the request for an exception. Students who are also assigned convalescence time after hospitalization must provide a physician's certificate indicating dates of confinement.
2. **Death of a Relative** (mother, father, sister, brother, grandparents, child or spouse) - absence is limited to a period of three (3) days unless reasonable cause is shown by the student.
3. **Emergency** - circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence from school.
4. **Bus Transportation** - an authorized statement must be secured from the student's home school district transportation officer, or any other authorized person, that the bus did not run on his/her route. This statement must be given to the Principal immediately upon the student's return to school.

Request for exceptions are granted by the Principal and must be submitted to the Principal by the student no later than **one week** after returning to school. When exceptions are granted, the absences waived are not counted against the student when calculating percentage of attendance, or when assigning "0" credit for poor attendance, for your certificate purposes, but remains part of the student's permanent school record. No penalty on participation points for waived days.

Attendance Committee

There will be a committee consisting of the Principal, the guidance counselor, one teacher, and the school social worker to oversee this policy and make decisions on any special situation that may arise with a particular student. The Attendance Committee will meet the last week of each nine-week grading period. If a parent is concerned about the policy and its application to their son or daughter, they should contact the Principal so that the committee may evaluate the situation.

FOR CERTIFICATE OF COMPLETION POLICY, SEE PAGE 10

Early Dismissal

If a student leaves with permission between 2:00-2:30 p.m., it is an early dismissal. No more than three will be given each semester unless it is approved by the Principal or Assistant Principal.

Before a student is dismissed early, the school will verify by phone the early dismissal request with the parent or guardian. Unless the school makes contact with the parent/guardian, an early dismissal cannot be granted if the student is under the age of eighteen (18).

No student will be dismissed with other students, regardless of the transportation situation if the student is under the age of eighteen (18). The principal will determine any exceptions.

Any student who has been granted an early dismissal must sign the Student In/Out book in the Student Services Office before leaving the building. If a student leaves for a job interview or job placement the student must show proof of the visit or of their work schedule to the Principal or Assistant Principal

Tardiness

When a student is late for school, he/she must report immediately to the student service office for a tardy slip. When a student is tardy to school, he/she will be disciplined if tardy more than 3 times in a 9-week period. Students who drive to school, and do not report on time, will lose their driving privileges for a period of ten (10) school days after their 9th tardy of the school year.

If a student arrives between 8:18-9:00 a.m. he/she is considered tardy. If a student arrives and/or leaves between 9:00 a.m. - 2:00 p.m., he/she will be marked for a partial absence. A student must complete two (2) eighty minute blocks or he/she will be considered absent all day.

School Closings

When the decision to close the career center is made, to the following media and TV newsrooms are immediately notified: WOWK, WSAZ (TV); WTCR, WDGG, and WKEE (Radio). Please do not call school personnel, the school office, or the media; listen to your radio or TV for announcements. Also, students will be notified by an automated calling system when the school is closed.

If the CCC is open and your home school is closed, you are not required to attend the career center. However, if your home school is closed, but provides transportation when the CCC is open; you are required to be in attendance.

Senior Skip Day

Collins Career Center does not recognize Senior Skip Day. All students absent that day without a legitimate excuse will be considered truant. Proper disciplinary action will be taken if such violations of policy occur.

Grades

The grading system divides the school year into two semesters with two 9-weeks grading periods in each semester. Report cards, issued at the end of each nine weeks grading period, will report the letter grades for students based upon the following scale:

Letter Grade	%	Numerical Score		Letter Grade	%	Numerical Score
A	93-100	4.0		C	76-78	2.0
A-	90-92	3.7		C-	73-75	1.7
B+	87-89	3.3		D+	71-72	1.3
B	84-86	3.0		D	67-70	1.0
B-	81-83	2.7		D-	65-66	.7
C+	79-80	2.3		F	0-64	0

Parents of students failing any grading period will be notified and invited to school wide Parent Teacher Conference or at a time convenient to them.

Plagiarism/Cheating Policy

Plagiarism and cheating are offenses against the integrity of the courses being taught at the Collins Career Center. This involves intellectual dishonesty, deceptions and fraud, which inhibit the honest exchange of ideas. Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's own. Students who are caught cheating or using plagiarism will receive "0" credit for the test or assignment in question. Discipline action may also follow the "0" credit.

Makeup Work

If eligible for makeup work, a returning student must complete their work no later than five (5) school days from the date of return. **This is the responsibility of student.**

(Academic Program) Make-Up Policy

Students may make up work for missed days under the following guidelines. For both excused and unexcused absences, the student will have five (5) days to make up their work upon their return to school. For extended consecutive absences, the student's teachers and a designated administrator or supervisor will determine an appropriate number of days (not to exceed the total consecutive number of excused or unexcused absences) to allow for the student to make up their work.

Credits

Students who receive passing grades will earn credits each year as follows: all classes are one (1) credit each **EXCEPT** lab, which has a value of four (4) credits for a total of eight (8) credits.

Certificates/Diploma

The home school grants diplomas. Students who earn passing grades and meet all home school graduation requirements will receive their diplomas and Career Center certificates.

In order for a student to receive a vocational **Certificate of Completion**, they must have no less than sixteen (16) credits from Collins Career Center and ninety-three percent (93%) attendance for two (2) years. A **Certificate of Outstanding Attendance** will be issued to a student who has not been absent, tardy, or had no early dismissals for a two-year period. A **Certificate of Participation** will be awarded to all students who have passed all Academic & Program classes at the Collins Career Center and less than ninety-three (93%) percent attendance. This includes passing all Academic Requirements needed from the student's home school as well.

Student Records

In accordance with Section 438 of Public Law 93-380, known as the "Family Education Rights and Privacy Act of 1974," parents and students have the right to inspect and review all official school records directly related to their children and 18 year old students must give written consent if any information is released by the school.

Emergency Medical Cards

Emergency medical cards will be given to all students during the first week of school. These are to be completed by the parent/guardian and returned to the program teacher. Failure to return the cards by the specified time will result in disciplinary consequences.

Adult Education and College Enrollment

Upon graduation students will be eligible to enter any Adult Education program or state supported college or university. Some private schools require courses that can be acquired only through summer school or prior to coming to the vocational school. This limitation should be considered when choosing an institution of higher education.

Student Fees

If applicable, students will be required to pay a sixty-five (\$65) dollar lab fee each school year. All fees are to be paid by the end of the 1st 9 weeks, (unless other arrangements are approved.) A student who withdraws during the 1st grading period will be assessed 50% of the fee. **NOTE: some programs may require additional expenses.** Students will be responsible for damage to property if the loss is due to student negligence. Payments may be made by check if the check is for the exact amount of the payment. During the month of May, **NO** personal checks will be accepted. If it becomes necessary, in the case of a student who refuses to take care of these matters, it is permissible by law to withhold grades and school records. (Ohio Revised Code 3313.642).

Textbooks

Textbooks are the property of the vocational school and are provided to the student for use in academic and related subjects. No charge will be made for normal use; however, excessive wear (beyond normal use), damage, and loss will cause the student to be assessed a fee.

Change of Program

Junior's requests to change vocational programs will be considered during the first five (5) days of school. If a student desires to change programs, he/she must first contact his/her instructor and be referred to the school's counselor. The counselor will then initiate the proper procedures for a student to make a program change. Changes are not always possible, but if the change is in the best interest of the student and space is available in the preferred program, every effort will be made to facilitate the change.

****Seniors must speak with the Guidance Counselor in May of their Junior year to change programs in their Senior year.**

Announcements

Morning announcements on the intercom system will be made at approximately 8:25 a.m. Afternoon announcements will be made at 1:45 p.m. Not every announcement will be for the entire student body; however, students have a responsibility to each other to remain quiet during the announcements and pledge.

Communication with the home school

The CCC staff feels that it is extremely important that students be kept informed of activities at their home school. Every effort to communicate with the home school is made to keep all students informed. Vocational students will be excused to participate in home school activity when home schools provide transportation. Home School Principals and Counselors will be invited to meet with their students throughout the school year at Collins Career Center.

Apprenticeship Program

Students enrolled in apprenticeship programs are placed during the senior year in an on-the-job training station in an area related to their program. In addition, each student will attend two (2) 80 minute blocks of instruction. Each student's schedule will be determined by the program instructors, the apprenticeship coordinator and the guidance office.

Early Placement

Early Placement is designed to provide selected senior students with the opportunity to acquire on-the-job skills, which will permit the smooth transition from the school setting to the world of work. Early Placement will be designated by the Guidance Counselor or Principal. Information may be obtained from the program teacher.

Cafeteria

The cafeteria is open only during designated times. All students will eat in the cafeteria whether they buy or bring their lunch. All foods and drinks are to be consumed in the cafeteria. Students may have a thirty-minute period in which to eat. **Students are not permitted to leave the school grounds during lunch, nor be in the student parking lot.** It is your cafeteria; others will appreciate your cooperation in keeping it clean. All lunch trays and paper are to be removed from tables and placed on conveyor in cafeteria. Failing to clean-up after yourself will result in ALC. Students may pre-pay for student lunches by making arrangements with the cafeteria supervisor. Students who qualify and complete application may be approved for free or reduced priced meals. Applications are available in the main office.

Field Trips

Field trips will be arranged by instructors and other school personnel during the school year. An Acceptance of Responsibility form will be given to each student and must be returned by the time specified. Teachers can refuse permission for a student to go on a field trip for good cause shown. Field trips shall be requested and approved in the month before the trip takes place.

Cosmetology

Students who have their teachers' permission may make an appointment in cosmetology for a manicure, haircut, hairstyle, perm, etc. All work is performed by students under the supervision of a licensed instructor. These services are provided at a nominal fee which is payable at that time. Students may make these appointments in conjunction with grooming units or as special reward for excellent attendance or exceptional performance in the program area. Appointments will be made only in the afternoon first semester. Morning and afternoon appointments will be accepted second semester.

School Restaurant

The Food Production Program operates a restaurant "*The Collins Cafe*", which is open on Tuesday and Thursday during second semester. The menu will be announced weekly. For a nominal fee, the restaurant may be reserved for special occasions.

Youth Organizations

The school has intra curricular clubs directly related to the vocational area in which students are enrolled. The purposes of these clubs are to develop leadership, cooperation, awareness, and appreciation of good citizenship, and to upgrade student's in-group social interactions. Youth clubs are: Agriculture and Horticulture (FFA); Business Professionals of America (BPA); Home Economics (FCCLA); Trade & Industrial Education (Ohio Skills USA/VICA); and Marketing Education (DECA). All students are to participate in activities, as this is an integral part of the curriculum.

National Honor Society

Home school grades, vocational grades, recommendation of instructors, and other additional requirements are the eligibility criteria for the National Honor Society.

National Technical Honor Society

Vocational grades, recommendation of instructors, and other additional requirements are the eligibility criteria for the National Technical Honor Society.

Safety

Due to the vast amount of industrial equipment housed in the school, and because of the possibility of severe injury, it is absolutely essential that each student observes the safety requirements within each program. Each student should learn these requirements well, for he/she alone will be responsible for his/her actions. The consequences of failing to be safety conscious can be quite serious.

Emergency Evacuation Drills

Emergency evacuation drills will be held during the year. Students will report to assigned areas as directed by their instructor.

Student Insurance

Students are strongly urged to have accident insurance, as the school does not provide coverage for students.

Adult Students

Students eighteen (18) years old or emancipated juveniles are considered adults. Adult students participating in the day program are subject to the same rules and regulations relating to absenteeism, tardiness, discipline, and other matters of concern. However, adult status of a student requires differences in procedures to be followed in dealing with the adult student and his/her parent or guardian. After five (5) days of unexcused absences per semester, students eighteen (18) years of age may be withdrawn from school, effective as of the last day of attendance.

Parent Conferences

Parents and CCC staff members are encouraged to communicate with each other. In addition to the two (2) regularly scheduled conferences, if a parent wishes to visit the school, or speak with a staff member, they are urged to call and make arrangements.

Visitors

Students are not to bring friends, relatives, or children, unless pre-approved, to school for visits. There will be no exceptions.

Lost and Found

The school will maintain a lost and found service in the main office area.

Student Lockers

School lockers are the property of the Board of Education and are to be used for legal purposes only. **School officials reserve the right to inspect lockers for the protection of all without the student's permission at random. Lockers are not to be shared with other students.**

Telephone Use

A pay phone is located in the lobby for student use in making personal phone calls before school, during lunch, or after school. When someone is waiting to use the phone, please limit calls to three (3) minutes.

Students are not permitted to use school phones. No student will be called to the phone unless it is an emergency, and the emergency must be stated by the caller.

Student Cell Phones. Student cell phones are not to be on or used for any reason while in the lab/classroom period. Upon entering the classroom/lab students shall place their cell phones in the teachers 'lock box for cell phones'. Teachers will return them, unless there is a problem, at the end of class. Audio or video recordings are not allowed during the school day. If approved by the administration, student cell phones may be used during lunch time only.

Misuse of Electronic Equipment (I.E. Cell phones, I-Pod's, etc.)

1st Offense – Teacher will take for the rest of the block – and makes a note that is was taken - teacher returns it to the student at the end of the block.

2nd Offense – Turn in to the principal, who will advise the student of the consequences if there is further misuse of the device, for return to the student at the end of the school day.

3rd Offense – Turn in to the office – must be picked up by Parent or Guardian.

(Principal/Assistant Principal will use discretion in the case of students who are not living with a Parent or Guardian.)

4th Offense – Confiscation until the last day of school.

Student Driving Policy

Students may be allowed to drive to the Career Center providing certain requirements are met.

1. Students must have a current parking sticker to park on school property.
2. Permanent stickers will be issued by the Criminal Justice program. To be eligible for a permanent sticker, you must have the following: (a) a current driver's license, (b) a current insurance policy listing you as a driver, and (c) a vehicle that is capable of passing a safety check, which may be required in certain instances.
3. If a student will be driving different cars, a sticker must be obtained for each car.
4. Parking stickers must be permanently affixed to the lower right-hand corner of the back window.
5. Temporary parking permits are to be obtained from the main office. Only three temporary permits will be issued to a student during the school year, except under extraordinary circumstances. Any exceptions will be made only by the Principal.
6. Driving to school is a privilege. Driving privileges may be revoked for a violation of school policies.
7. Vehicles without a sticker or improperly parked will be towed away at owner's expense.
8. Student drivers are to observe driving rules of the school; the speed limit is 20 mph, parking lot is 5 mph.
9. Students are not to sit in cars during the school day, nor are they to visit the parking lot without

written permission from a faculty member.

10. Upon arrival to school, students are to immediately lock their cars and come into the building.
11. The school accepts no liability for any student vehicles.
12. Student vehicles are also subject to random inspection and searches by school officials without student permission while parked on school grounds when the school officials have reasonable grounds to do so.

Student Conduct Code

The student conduct code meets the intent of H.B. 421, which requires each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Lawrence County Vocational School Board of Education therefore adopts a Code of Student Conduct, and it may be reviewed upon request from any instructor or administrator. There are other effective disciplinary practices than those specifically covered in the Code of Student Conduct and teachers may develop other constructive practices. Methods of discipline include, but are not limited to, the following: parental conference, denial of privileges, ALC, suspension from class, referral to law enforcement officials or juvenile court, suspension, and expulsion. The Principal shall be responsible for the maintenance of proper discipline in the school.

Hall Conduct

Hall conduct is supervised by instructors, but each individual student is to assume the responsibility for his/her own conduct. Students should not talk loudly, make any unnecessary noise, or loiter in the halls. The South Hall (Adult Ed area/academic hallway) is off limits during lunch. Students are permitted in the hall 5 minutes before their class starting time.

Lunchtime Conduct

Always remember that other classes are in session during your lunch period. During lunchtime students are permitted to remain in the cafeteria or the west court area. Do not roam the halls or loiter in the shops or parking area or around outside of building. Students should not report early to the lab or classroom after lunch unless their instructor is already in the lab or classroom.

Amorous Conduct

Students who become overly amorous (outward display of affection, e.g. holding hands) present an embarrassing appearance to their fellow students, as well as the CCC. School is definitely not a place for this sort of conduct. Students will be disciplined for this behavior.

Suspension Procedure

1. Definitions:
 - a. **Suspension** - shall be understood to mean the removal of a student from the school premises and all related school activities for a period of time in excess of twenty-four (24) hours.
 - b. **In-school suspension** - shall be understood to mean the removal of a student from the normal schedule of classes and activities and reassignment to other special programming required.
2. When it becomes necessary for the Principal to suspend a student, the following procedure shall be employed:
 - a. The student shall be given written notice on the official school form or intention to suspend, the reason(s) therefore, the right to be heard informally regarding the charges, and the right to appeal to the Superintendent.
 - b. At the discretion of the Principal and/or Program Supervisor, a student will receive credit for satisfactory work performed during in-school suspension, but he/she will receive no credit for work missed during out-of-school suspension. See page 17 for ALC placement.

Expulsion Procedure

A pupil may be expelled by the Superintendent in accordance with procedures outlined by Ohio Statutes.

Corrective Action

Any action taken by a school official to correct a student's behavior should be educational, helpful, and lasting. In order to better insure uniformity in corrective action by instructors, and to see that instructors are fair, just, and honest with all students, the following guidelines will apply:

Cutting Class

Suspension or corrective action as decided by the Principal.

Damage to School Property

Student will be charged for the damages and corrective action will be administered by the Principal.

Appearance/Dress Code/Attire

The Board endeavors to provide an atmosphere reflective of the attitudes and expectations of students, parents and the community. The Board provides guidelines in the areas of student dress and grooming for the benefit of the student, particularly in the areas of health, safety and moral values. Dressing or grooming in a manner which causes interference with school work or which creates a classroom or school disruption is expressly forbidden.

These are as follows:

1. All clothing should be neat and clean.
2. Shoes or sandals must be worn at all times.
3. Hats, headgear, headbands, bandannas and sunglasses are not to be worn in the building and should be placed in the locker. These items will be confiscated and may be picked up at the end of the day in the office. Items confiscated from repeat offenders will not be returned. The only exception will be a headgear worn as part of a designated costume for fundraising days.
4. No chains or external necklaces are to be worn.
5. No fish-net tops, halter tops, tube tops, tops made of spandex material or tops with exposed sides, back or midriff are to be worn.
6. No short shorts or bike shorts should be worn.
7. Clothing may not be excessively torn or revealing. If so, the torn or revealing area must be taped up, covered up or changed immediately.
8. Clothing that allows for the exposure of undergarments is not acceptable.
9. Clothing, book bags or other personal belongings advertising or depicting drugs, alcohol, tobacco products, gang activity, sexual references, rebel flags or other questionable symbols are not permitted.
10. If a student has selected a manner of appearance that disrupts the educational process, he/she must be referred to the office immediately.
11. **No pierced body parts are permitted that could constitute a school safety issue. The student is to remove it immediately. All piercings that are visible (such as eyebrow rings, nose rings, lip rings, studs, etc) are unacceptable due to safety concerns and are not to be worn at school. Clear 'spacers' or 'stints' can be worn in the place of piercings.**
12. No TRENCH coats are to be worn during the school day.

These regulations are necessary to provide guidelines to students in the area of dress and grooming. The administration, faculty and staff have established these regulations.

WEAPONS OF ANY TYPE ARE PROHIBITED AND STUDENTS IN VIOLATION WILL BE PROSECUTED.

Drinking

Participating in school activities after detectable use of alcoholic beverage - ten (10) days suspension or expulsion; possession of alcoholic beverage - ten (10) days suspension. The suspension can be served in ALC at the discretion of the principal/assistant principal.

Drugs (possession, purchase, sale or use of a drug or paraphernalia) - suspension, expulsion, termination, and/or prosecution. If a student is deemed to be under the influence or in possession by two staff members, the student will be removed from school immediately.

Fighting

Fighting is punishable by: ALC, suspension, or possible prosecution.

Hall disturbance

Staff may take corrective action or submit written report to the Principal or Assistant Principal.

Book Bags/ Knapsacks

This includes purses that are the same size or larger than a bookbag/knapsack, are to be stored/placed in student locker upon arrival at school. They are *not* to be carried or left in the classroom or lab.

Leaving School without Permission

Suspension or corrective action as decided by the Principal or Assistant Principal.

Profanity

Teacher will take corrective action or report student to the Principal. Students who cuss a staff member will immediately be sent to the principal/assistant principal for disciplinary action.

Reckless Operation of Motor Vehicle

Loss of driving privilege and/or corrective action as decided by the Principal or Assistant Principal.

Tobacco Use

Senate Bill 339-O.R.C.-3313.751, prohibits the use of tobacco or possession of tobacco products on school grounds. O.R.C-2151.87 prohibits for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” The consequences for the use of, or possession of, tobacco products at: Collins Career Center is as follows:

First Offence: Disciplinary action may include but not limited to any of the following actions:

1. Suspension from school
2. In school suspension
3. Alternative school placement
4. After school detention
5. Detention

Second Offence: Disciplinary action may include, but not limited to, any of the following actions:

1. Suspension from school
2. In school suspension
3. Alternative school placement
4. After school detention
5. Saturday detention
6. Detention

Third Offence: Disciplinary actions, for a minor, will include, but not limited to: Court referral by Collins Career Center, pursuant to O.R.C. SECTION 2151.87 Subsequent Offence: Disciplinary

action, for a minor will include, but not limited to, Court referral by Collins Career Center, pursuant to O.R.C. SECTION 2151.87 Students eighteen years of age or older who “use, consume, or possess cigarettes, or other tobacco products, or paper used to roll cigarettes” will be subjected to, but not limited to, district option listed in first and second offense sections.

HARASSMENT (i.e., SEXUAL/RACIAL) WILL NOT BE TOLERATED

Gangs and gang activities within school buildings are prohibited.

Students’ violation of this State Law will be subject to suspension or corrective action as determined by the Principal.

Stealing (possession of any stolen property, selling stolen property on school premises, or involved or associated with theft of property)- Suspension, expulsion, termination, and/or prosecution.

Computer Use

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, effective, ethical, and legal manner. It is a privilege to receive an Internet address. Currently, the Internet account is free to users. A responsible user of the Internet may keep an account on the school file server as long as the user is an employee or student in the Lawrence Joint Vocational School District. System operators will have result in the revocation of the user’s access privilege. Unacceptable uses of the computer include but are not limited to:

1. Violating the conditions of the Ohio Revised Code dealing with the student’s rights to privacy
2. Using profanity, obscenity, or other language, which may be offensive to another user.
3. Forwarding personal communications without the author’s prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.

Because access to the Internet provides connections to others computer systems located all over the world, users (and parents of users, if the users is under eighteen year old) must understand that neither the school nor the Lawrence County Joint Vocational School District can control the content of the information available on these other system. Some of the information available is controversial and sometimes offensive. Students will be given a password and username with parent’s permission. Students are not to share passwords or usernames. The Lawrence County Joint Vocational School District does not condone the use of such materials. This is to serve as notice to students and parents that the privilege to access the Internet will be withdrawn from users who do not respect the rights of others or do not follow the policies established by the school board.

ALTERNATIVE LEARNING CENTER (ALC)

For violation of school rules and regulation instructors may assign discipline in accordance with school policy or report student to Principal/Assistant Principal. The Principal/Assistant Principal will assign disciplinary penalties in accordance with the administrative discipline plan including, but not limited to ALC on a case by case basis.

Sick Room Usage

Students are to stay in the sick room the amount of time necessary to have an approved Adult/Ambulance pick them up and remove the student from the school do to their sickness or illness.

Child Abuse

The law requires certain professionals to immediately report suspected incidents of child abuse or neglect, and establishes their immunity from civil and criminal liability. If any teacher has "reason to believe that a child less than eighteen (18) years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one (21) years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of such a child," the teacher must report this information to the Assistant Superintendent immediately.

Closing Remark

The student handbook is designed to serve only as a guide for students, faculty, and administration. In the event of any situation not covered by the handbook or any difference of interpretation, it will be resolved at the discretion of the Principal. School policies and regulations will be strictly enforced. The handbook was prepared by a committee, which was made up of students, parents, teachers and administrators. The views reflected our representation of the community.

Nondiscrimination Policy Statement

Collins Career Center complies with federal laws and practices the concept of nondiscrimination in all areas of human and personal relations. The Collins Career Center does not discriminate on the basis of race, color, sex, handicap, political affiliation, religion, or national and ethnic origin in the administration of admissions, education policies, curriculum, selection of textbooks, scholarship and loan programs, educational opportunities, and employment.

STUDENT GRIEVANCE PROCEDURE

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lawrence County Vocational School District or any of the district's staff, teachers or administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability), she/he may bring forward a complaint, which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the Complaint Coordinator level. An informal grievance with the above-mentioned administrator does not require parents/guardians to be present.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedure shall commence as follows:

Step 1

An alleged formal discrimination grievance complaint should first be made to the Complaint Coordinator within ten school days of date incident occurred.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days. A resolution should be met within 21 calendar days

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent. The Superintendent has 10 days to issue a final decision or request further investigation. If dissatisfied with Superintendent's decision the student can appeal to the Board within 10 days of decision. The board functions as the final mediator at the local level.

Step 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816. Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

*Title IX, Section 504 Coordinator: Jim Howard
Collins Career Center 11627 State Route 243, Chesapeake, Ohio 45619
740-867-6641 Ext 410*

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Collins Career Center Computer Network & Internet Acceptable Use Policy

The person in whose name an account is issued is responsible for its proper use.

1. Users must not give password to another user.
2. Users should change passwords frequently.
3. Users should not allow others to use their logged on computer.

Responsible users may use the Internet to:

1. Research assigned classroom projects.
2. Explore other computer systems.
3. Access appropriate materials.

Responsible users may not:

1. Violate the Ohio Revised Code dealing with student's rights to privacy.
2. Forward personal communication without the author's prior consent.
3. Use the Internet for any illegal purpose, commercial activity or financial gain.
4. Use impolite or abusive language.
5. Violate the rules of common sense and etiquette.
6. Change any computer files that do not belong to the user.
7. Send or receive copyrighted material without permission.
8. Access inappropriate material.
9. Use any disks or CR-Rom from home which may contain a virus.

If a user is not sure how to do something on the computer, he/she should ask teacher or network administrator in the school.

System operator will have access to all users' accounts. If the policies above are not followed, use of the network will be canceled. There will be no second chance.