

Southern Hills Career & Technical Center  
Student Handbook  
2017-2018



Kevin Kratzer, Superintendent  
Guy Hopkins, Principal  
Vicki Carrington, Post-Secondary Director  
Angela Gray, Student Services Director

9193 Hamer Road  
Georgetown, Ohio 45121

Phone: (937) 378-6131  
District Fax: (937) 378-4577  
Student Services Fax: (937) 378-4863

**TABLE OF CONTENTS**

**2017-2018** Southern Hills JVSD School Calendar .....2  
 Bell Schedule and Daily Schedule .....3  
 Two-Hour Delay Schedule .....3  
 Home Schools .....3  
 Activities at the Career Center .....3  
 Field Trips.....3  
 Scholarships.....3  
 College Credits .....4  
 Appearance and Lab Dress .....4  
 Acceptable Use Policy of Information Technology Resources in the School.....4  
 Athletic Eligibility .....7  
 Certificate of Completion .....8  
 Credit Flexibility..... 8  
 Change of address .....9  
 Notice of Custody .....9  
 Testing .....9  
 Eighteen-Year-Old Students..... 9  
 School Closings/Delays .....9  
 Handbook.....9  
 Student Use of Automobiles .....9  
 Driving Rules.....10  
 Prescription Drugs .....10  
 Telephone Calls.....10  
 Electric Failure, Tornado/Fire Drill.....10  
 Child Nutrition Services.....11  
 Advance Pay and Charging.....12  
 Closed Campus.....12  
 School Expenses .....12  
 Attendance .....12  
 College Visitation Policy .....14  
 Work Permits .....14  
 Senior Placement .....14  
 Co-Op Placement..... 15  
 National Technical Honor Society .....15  
 Honor Roll Requirements .....15  
 In House Intern Program .....15  
 Ineligible to return to SHCTC due to grades.....15  
 Anti-Harassment Policy .....16  
 Sexual Harassment.....16  
 Race, Color, National Origin and Disability Harassment .....17  
 General Conduct .....20  
 Student Searches .....20  
 Character Education..... 20  
 Graduation Ready Monday..... 20  
 Detention (with Character Education)..... 20  
 Student Code of Conduct.....22  
 Drugs and Alcohol .....25  
 Student Suspension .....25

**“The Southern Hills Joint Vocational School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.”**

Southern Hills Career Technical Center  
**2017-2018 SCHOOL YEAR CALENDAR**

Board Adopted

			Student Days
August 15, 2017	Open House	4:00-7:00	
August 16, 2017	First day for students		
September 4, 2017	Labor Day	No School	
September 21, 2017	Parent Teacher Conference	4:00-7:00	
September 25 – 28, 2017	Br. Co. Fair	No School	
October 20, 2017	End of 1 <sup>st</sup> 9 weeks		42
November 3 2017	Spaghetti Supper	5:00 –8:00	
November 9, 2017	Parent Teacher Conference	4:00 – 7:00	
November 20, 2017	Sophomore Day		
November 21, 2017	Sophomore Day		
November 22, 2017	Parent Teacher Comp Day	No School	
November 23-24, 2017	Thanksgiving Break	No School	
	Sophomore Parent Night		
December 22, 2017 – January 2, 2018	Christmas Break	No School	
January 3, 2018	Staff In-service	No School	
January 5, 2018	End of 2 <sup>nd</sup> 9 weeks		43
January 15, 2018	Martin Luther king		
January 25, 2018	Parent – Teacher Conference	4:00 – 7:00	
February 19, 2018	President’s Day	No School	
March 18, 2018	End of 3 <sup>rd</sup> 9 weeks		48
March 29-30	Spring Break	No School	
April 2, 2018	Parent Teacher Comp Day	No School	
	Advisory Diner	6:30 - 8:30	
May 17, 2018	Completion Ceremony	7:00 PM	
May 22, 2017	Last Day of School		44
		Total	177

**BELL SCHEDULE for academic classes. Program bell schedule varies depending on program.**

Warning Bell	8:05
Period 1	8:10-8:58
Period 2	9:01-9:49
Period 3	9:52-10:52
Period 4	10:55-11:55
Period 5	11:58-12:45
Period 6	12:48-1:35
Period 7	1:38-2:25

Lunch A (Junior)	10:25-10:55
Lunch B (Senior)	10:55-11:25

When the school day is delayed due to bad weather or other unforeseen circumstances, the following schedules will be in effect:

**TWO HOUR DELAY BELL SCHEDULE**

Warning Bell	10:05
Period 1	10:10-10:52
Period 2	10:55-11:26
Period 3	11:29-12:01 (Jr. Lunch)
Period 4	12:04-12:36 (Sr. Lunch)
Period 5	12:39-1:10
Period 6	1:13-1:44
Period 7	1:47-2:25

**HOME SCHOOLS**

Southern Hills Career & Technical Center is comprised of students from the Eastern, Fayetteville, Georgetown, Ripley, Western Brown and Bright Local School Districts.

Students have the opportunity to participate in extracurricular activities such as music, athletics, etc. at the home school. Also, when invited, students are encouraged to attend pep rallies, class meetings, and other school functions.

**ACTIVITIES AT THE CAREER CENTER**

Many activities, including the following, are available to students:

- National Technical Honor Society (See page 12 for details)
- FCCLA (Family, Career and Community Leaders of America)
- SKILLS USA
- FFA (Future Farmers of America)
- BPA (Business Professionals of America)
- SGA (Student Government Association)
- HOSA (Health Occupations Students of America)

**FIELD TRIPS**

Field trips are planned to enrich the regular school curriculum. Students must have written permission from a parent or guardian on file to participate in field trips. In order for students to participate on scheduled class field trips the student cannot be failing any class, and have no more than 3 absences in the quarter.

**SCHOLARSHIPS**

Many scholarships are available for Career Center students. For information, contact the Director of Student Services.

## **COLLEGE CREDITS**

Southern Hills students may be eligible to earn college credit hours while attending the Career Center. Several colleges have articulation agreements including (but not limited to) Southern State Community College, Clermont U.C., Northwest College, Sinclair Community College, Bureau of Apprenticeship and Training, and Cincinnati State, Hocking and Chatfield.

If you are interested in learning more about earning college credit while you are in high school, talk with your instructor or the Guidance Counselor.

## **APPEARANCE AND LAB DRESS**

Southern Hills Career & Technical Center requires a uniform to instill a professional appearance. This attire is to be worn the entire school day, fastened as designated (buttoned, zipped, snapped, etc.) and shirts may be required to be tucked neatly into slacks during lab for professional appearance and or safety issues. This will be determined by the Career Tech instructor. Shirts that are designed to be tucked in; for example shirts with long tails, will need to be tucked in. Career Technical program uniforms are assigned by the Career Technical Instructor. Only program shirts and program sweatshirts are to be worn during the school day.

Shoes must meet health and safety standards. In addition, some programs may require two pairs of shoes, one for the lab area and one to be worn the remainder of the day. Both pairs must be professional in appearance for someone in that line of work. Flip flops are not acceptable footwear.

Hats may be worn in heavy trade lab areas only.

Smocks and /or other protective lab attire, a state law for licensing purposes in some labs, will be worn.

Shorts (including Bermuda shorts), halter, midriff, tube, crop tops, see-through blouses, net, cut-off, muscle, open or sleeveless shirts, going shirtless are not proper attire. Excessively large clothing (sagging or baggy pants, oversize shirts, etc.) will not be permitted. Pajama items are not appropriate, nor are leggings. Tops and bottoms must overlap at all times, including when arms are raised. **Clothing that has rips or holes in it are not to be worn in school.** Confederate wear, including hats, belts, belt buckles or clothing is not permitted.

Accessories such as bandannas, sunglasses, chained wallets, or other chained items are not permitted. Earrings are permitted; however, in areas where safety necessitates, they may have to be removed. Students are not to have any piercings that are visible except for in the ears. Ear gauges are also not permitted. The district's business and industry advisory council partners have emphasized the importance of proper dress and appearance in promoting employability in our students. All OSHA standards are also to be followed.

Students are not permitted to use or display cell phones during class or lab unless it is part of the day's lesson. Electronic games, mp3, iPods or other electronic devices are not permitted without specific approval from the Principal.

The administration reserves the right to review individual situations where staff may feel the attire and/or appearance of a particular student is inappropriate or unsafe.

## **ACCEPTABLE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS**

We in the Southern Hills Joint Vocational District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Southern Hills technology network. Southern Hills students are encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other SHCTC policies, this policy is intended to respect the rights and obligations of academic freedom. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Users must** respect and protect the privacy of others by:

1. Using only assigned accounts, and do not permit unauthorized persons to access SHCTC network.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

**Users must** respect and protect the integrity, availability, and security of all electronic resources by:

1. Students, Faculty and staff shall receive appropriate training in hardware, software, and network use, or demonstrate acceptable levels of proficiency prior to access. They will also be required to participate in internet safety training as required by CIPA.
2. Observing all district Internet filters and posted network security practices.
3. Reporting security risks or violations to a teacher or network administrator.
4. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
5. Conserving, protecting, and sharing these resources with other users.
6. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

**Users must** respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

**Users must** respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- 8.

**Users may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

**Consequences for Violation.**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline maybe imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring.**

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

### **Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

**Abuse of the acceptable use agreement may lead to the suspension and/or termination of the students mobile device use.**

### **SAFETY EQUIPMENT**

All heavy trades' labs require safety glasses to be worn at all times in designated areas. Other safety equipment such as hard hats, steel-toe shoes, etc. may be required for certain programs.

### **GRADES/EVALUATION OF YOUR EFFORTS**

Students will be graded on the following grade scale:

A	95 - 100
B	85 - 94
C	75 - 84
D	70 - 74
F	0 - 69

Interim reports, as well as, quarterly grade cards will be sent home with the students. Final report cards will be mailed home.

### **CERTIFICATION OF COMPLETION**

Successful completion of a secondary career technical program in the Southern Hills JVSD requires that each student;

- Attain occupationally-specific skills sufficient for employment in a cluster of specific occupations
- Maintain a record of attendance which satisfies the attendance requirements set by the District
- Achieve passing grades in all technical course work
- Attend the program for two years and successfully complete all four courses of the program.

### **CREDIT FLEXIBILITY**

#### **Overview and Guidelines:**

Ohio high school students, beginning with the 2010-11 school year, are eligible to earn credits in three ways:

1. By attending class and completing traditional coursework,
2. By testing out of a class or otherwise demonstrating achievement of the course content,
3. By pursuing an educational option through an approved learning plan.

The Southern Hills Career & Technical Center has adopted a flexible credit policy. In order for a student to earn a credit in a flexible manner, the student must submit a learning proposal (LP) to the Academic Standards Committee (ASC). If the committee accepts the proposal, the student will be assigned a faculty advisor. It is the student's responsibility to monitor his or her progress and for the completion of the plan. All evidence of content mastery required by the learning proposal will need to be submitted to the Academic Standards Committee (ASC) for evaluation. If mastery is demonstrated to the satisfaction of the (ASC), credit will be issued. Credits can be partial, full, or simultaneous. The student will receive a grade on the report card and the credit will appear on the student transcript. High standards of academic achievement will be maintained for students choosing this option, and evidence of such will be required.

### **Proposal Submission:**

Acceptable reasons for submitting a proposal are:

1. The student wants to take a SHCTC course that will not fit into his or her daily class schedule. The student can propose to master the content in a way other than sitting in the class.
2. The student has already mastered the content in the course and would like to demonstrate that mastery to earn credit for the course.
3. The student would like to develop an alternative method for meeting the requirements of a SHCTC course.
4. SHCTC does not offer the course for which a student would like to earn credit.
5. A student has previously failed a course and would like to learn and demonstrate mastery of the content not mastered in the classroom to recoup the credit.

(NOTE: SHCTC assigned VLA is not a flexible credit option).

Credit flexibility will be accepted on a continual basis; however, proposals must be received 45 days prior to the semester in which the student wishes to obtain credit. This deadline is to ensure that the Academic Standards Committee has adequate time to review the curriculum and work with the student to revise the plan if needed.

The development of a plan to gain knowledge and skills through an educational option begins with the individual student. It is expected that plans will be thoroughly and thoughtfully researched.

Students are not limited in the number of credits earned and credits will appear on the student's transcript in the same manner as a traditionally earned credit. A learning proposal cannot be used to earn additional credit for courses in which credit has already been obtained. The Southern Hill Joint Vocational School District is not responsible for the development of a learning plan for a student or for the cost incurred by a student's participation in an educational ion.

### **Athletic Eligibility Considerations:**

The Ohio High School Athletic Association (OHSAA) and the National Collegiate Athletic Association (NCAA) set specific eligibility rules for participation in high school and college sports. Students and parents should discuss OHSSA and NCAA eligibility requirements with the Guidance Office prior to the development of a learning plan to ensure compliance. According to the OHSAA by-laws, a student must be currently enrolled and must have been enrolled in school in five full credit courses during the immediately preceding grading period. A student enrolled in credit flex courses must, at the conclusion of the school's grading period, be "passing" their credit flex course in order for the course to count toward the five credit equivalent courses used to establish athletic eligibility. The student may not have yet completed the course, but it must be determined that the student was "passing" the course at the end of the grading period. If it is determined that the student is not "passing", the course cannot be used to meet the five full credit requirements.

According to the NCAA by-laws, only courses submitted by the high school and approved by the NCAA are permitted to meet athletic eligibility. The NCAA does not allow "credit by exam" courses to be applied to the core course requirements.

### **Guided Education Considerations:**

Students with disabilities must have in place at all times an Individual Education Plan (IEP) that sets measurable goals and objectives, accommodations and modifications required for the student to successfully access the general curriculum, and methods of assessment that determine if the student is making progress in meeting the goals and objectives on the IEP. The IEP requirements are ideally suited to allow schools to implement the flexible award of credit to students with disabilities.



The IEP team should assist the student and parent in the development of a learning plan for flexible credit if the student chooses to exercise this educational option. The learning plan should align to the IEP goals and objectives. Every effort should be made by the team to use credit flexibility to insure that every capable student be allowed to meet core graduation requirements. For example, a learning plan could be used to extend the time a student needs to complete course requirements. Twice exceptional students (gifted with a disability) may need accommodations to access dual enrollment or advanced courses. These students could be considered for post-secondary options by including university personnel on the IEP team. After the IEP team has assisted the student and parent in developing an appropriate learning proposal, the proposal is submitted to the ASC for final approval.

#### **Final Evaluation Guidelines:**

While completing an educational option, students are required to adhere to the Southern Hills Career & Technical Center Student Code of Conduct.

A learning plan may include a variety of learning experiences; therefore, there is no single method for the final evaluation of completion of the learning plan and mastery of the content. The methods for the final evaluation will be determined during the proposal process and will include more than one means of assessment. For example, a student may be required to make a presentation, write a paper, do a demonstration, take a final exam, submit a portfolio, et cetera. Assessments will be evaluated by the ASC using a rubric that will be made available upon proposal approval. A copy of all submissions will become the property of SHCTC.

In order to ensure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. Failure to complete an approved learning plan will result in no credit being issued and may appear on the student's transcript as a failed course. The student can submit for an extension to the ASC, which will approve or deny extension requests at the discretion. In any case, a student may not receive more than a one-semester extension. In the event that a student fails to complete or withdraws from an approved learning plan, the Southern Hills Career & Technical Center cannot guarantee placement in an equivalent course. Students who withdraw or transfer from SHCTC to another school while in the process of a learning plan may be issued no credit or partial credit as determined by the ASC.

Appeals of all decisions must be made in writing to the Superintendent or designee for review no later than 10 calendar days after notification of the decision by the ASC.

#### **Examples of Final Evaluations:**

The following are examples of learning plan final evaluations. Students may use one or more of these summative assessments to demonstrate learning from experience.

**Panel Presentations:** The student will be required to explain his/her project and its outcome in detail to the panel. Student learning as well as presentation skills will be part of the evaluation.

**Research Paper:** The student will be required to submit to the panel a research paper which meets the specific criteria (to include content, reference, and format) agreed upon at the time of the learning plan approval.

**Demonstration:** The student will be required to make an outward display or show by example to the panel what knowledge and/or skills were acquired through the learning plan.

**Course Grade:** The student will provide an official transcript from the accredited school. A minimum grade determined at the time of plan approval is required in order for the student to earn credit and/or be promoted to the next course in the sequence.

**Project or Artifact:** The student will present a culminating project or artifact of their learning opportunity to the panel and answer questions specific to the process and the final product.

**Portfolio:** The student will submit artifacts, reproductions, productions, learning log, and/or reflections in an organized and focused format to provide evidence of learning that meets the criteria established at the time of plan approval.

**Performance:** The student will demonstrate learning through a performance assessment determined by the review panel at the time of plan approval.

**Core Competency:** In courses where there is an existing core competency, the student may demonstrate learning through the final competency assessment such as a final exam.

#### **Guidelines for Portfolio Development**

The following components are essential to the development of an assessment portfolio.

**Table of Contents:** The portfolio's table of contents will give the student and reader a view of the whole collection.

**Project Proposal:** the student will provide a detailed description of his/her project. The purpose and goals of the project must be clearly defined. The narrative will include the purpose of the project, supporting research, references, educational goals, and alignment with the content standards.

**Assessment Criteria:** The student and the Academic Standards Committee will determine what evidence will be sufficient to document learning. An assessment rubric must be included as part of the portfolio.

**Evidence:** When collecting evidence of learning, select items that add new information related to the attainment of the learning goals. The collection of artifacts must be well organized and represent the best efforts of the participant. Evidence can include learning logs, documentation of interviews or activities, statements and observations about the participant, drawings, photos, laboratory results, video, audio, written work samples, copies of specific tests, data, reading logs, self-assessments, a log of clock hours etc. It may be pertinent for the student to include evidence documenting growth over time toward mastery of a goal.

**Reflection:** The student will show thoughtful reflection and evaluation of his or her learning. The student will discuss how this learning opportunity fir his/her personal learning style. The student will include in his/her discussion the high and low points of the experience and how the experience could be improved. The student will discuss how he/she may have modified his/her initial goals and what resources were particularly helpful. The student will include how he/she will apply the new skills or knowledge to real-life situations.

### **CHANGE OF ADDRESS**

Student is to notify Student Services of any changes of address, telephone numbers, or home school districts during the year.

### **NOTICE OF CUSTODY**

Student is to notify Student Services with written evidence of court orders or other legal documentation that affects his/her education or physical well-being. **Each student will be assumed to be the responsibility of the natural parents unless written evidence is provided to the contrary.**

### **TESTING**

National testing programs will be available to students attending Southern Hills Career & Technical Center. Students may take the Preliminary Scholastic Aptitude Test in October and qualifying students may take the National Merit Scholarship Test in March.

Applications for taking the American College Test and the Scholastic Aptitude Test will be available in Student Services.

Students have an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) to determine eligibility in the military.

**Ohio Graduation Test** - The OGT is administered to any student who has not passed one or more components of the test during state-mandated testing weeks. Fall testing is held in October, spring testing is held in March.

### **EIGHTEEN-YEAR-OLD STUDENTS**

In order to be recognized as an adult and to control your records and release of information, you and your parents/guardians must sign the proper forms indicating

- you are 18 years of age
- you live separately from your parent or guardian and have provided proof of a separate address
- you support yourself by your own means or independently from your parent/guardian and have provided proof of supporting yourself.

### **SCHOOL CLOSING/DELAYS**

If the school schedule is affected by bad weather or other unforeseen circumstances, Southern Hills administration will contact local and regional news media with the information. Students will also be notified through our automated phone system (OneCall). Students will be asked to submit phone number's at the beginning of the school year for the automated phone system.

### **STUDENT USE OF AUTOMOBILES**

The administration of Southern Hills Career & Technical Center urges students to use the transportation provided by home school buses. However, driving personal vehicles to school is a privilege offered to students by Southern Hills. Driving privileges may be revoked at the discretion of the administration for failure to follow school rules.

All students who drive to school will be required to sign and agree to abide by the following school driving rules and purchase a parking sticker. Parking stickers are \$10 for the school year. Any student who cannot agree to these conditions will not be permitted to drive.

### **DRIVING RULES**

1. All vehicles must go through inspection, purchase a parking sticker (\$10 for the school year) and display that parking sticker.
2. Students driving to school must enter the school grounds by the drive nearest to U.S. 68 only.
3. When exiting, students turning right toward U.S. 68 must use the exit nearest U.S. 68. If students are turning left on Hamer, students are to drive slowly (10 mph) in front of the school and use the east exit.
4. Students must park in the Student Parking lot **only**, rows 2, 3, and 4. Row 1 will be used by students on Placement, or ½ day students per administration. Row 4 is for pickup trucks and vans only. Back in facing the school. Keep back wheels on the blacktop.
5. Student parking and driving will be monitored daily by the Criminal Justice program.
6. During the first week of school, the Criminal Justice program will assist with parking. Additional regulations regarding driving and parking rules will be reviewed.
7. Students must have a signed driving regulation form on file in Student Services before a parking permit will be issued.
8. Students being picked up after school must use the designated area. Located on the south-east end of the parking lot, in front of the building. Please do not park in the fire lane. This section needs updated from the form given at the beginning of the year.

### **PRESCRIPTION DRUGS**

If possible, all medication should be given by the parent at home if this is not possible, it will be done in compliance with the following:

- An appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. No medicine can be brought to school on the bus, the parent or guardian will need to drop medicines off to school
- Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
- The designated person must receive and retain a statement which complies with state law and is signed by the physician who prescribed the drug.
- The parent, guardian or other person having care and charge of the student must agree to submit a revised statement signed by the physician or other licensed individual if any of the information originally provided by the physician or licensed individual changes.
- No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable for civil damages for administering or failing to administer the drug unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under the policy. The Board shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions.

### **TELEPHONE CALLS**

Students will not be called from class for telephone calls unless the call is an emergency. Messages will be taken for students. **School phones are to be used for school-related business ONLY.**

### **ELECTRIC FAILURE, TORNADO/FIRE DRILL**

**Electric Failure, Tornado Drill** - Instructions and location maps will be posted in each room. The tornado signal is a rapid acceleration of the school schedule tone. During a tornado drill you should avoid the Dining Commons or other structures with wide, free-span roofs. Students are to sit on the floor or stand against a load-bearing wall at the assigned location for that particular classroom. Students are not to resume their normal schedules until the all clear signal. All tornado drills are to be treated with the greatest respect. You have no way of being sure that the tone is simply a routine drill or a real tornado.

In the event of a total electrical failure within the building, the same action should be followed to insure safety and order.

**Fire Drill** - Fire drill instructions and exit maps are posted in each room. Students in lab areas should familiarize themselves with the location of the nearest fire extinguisher and should be certain to know how to operate it. When the fire alarm sounds students are to leave the building according to the prescribed procedures for each particular area and are not to return to the building until told to do so by the instructor. Students should move quickly but should not push or run. Each fire drill is to be treated with the greatest respect. You have no way of being sure that it is a routine fire drill or an actual fire.

*CHILD NUTRITION SERVICES  
BREAKFAST AND LUNCH PROGRAM*

SHCTC participates in the National School Lunch and Breakfast Programs. This program entitles the child nutrition department to purchase government commodities at a reduced cost and receive reimbursement on all student meals served. This enables the meal prices to stay lower than commercial rates.

*OFFER VS SERVE BREAKFAST:*

Four food components are offered with each reimbursable breakfast;

1. 1 serving of low fat white or fat free flavored milk
2. 1 serving of fruit or vegetable
3. 1 serving of grain
4. 1 serving of meat or meat alternative

A student must take at least three of the four components offered. **component taken must be a fruit or vegetable.** Breakfast is priced meal and students will be charged the same price whether three or components are taken.



**One**  
as a  
four

*OFFER VS SERVE LUNCH:*

Five food components are offered with each reimbursable lunch;

1. 1 serving of low fat white or fat free flavored milk
2. 1 serving of fruit
3. 1 serving of vegetable
4. 1 serving of grain
5. 1 serving of meat or meat alternative

A student must take at least three of the five components offered. **One component taken must be a fruit or vegetable.** Lunch is priced as a meal and students will be charged the same price whether three, four, or five components are taken.

Meal Prices for 2014-2015

Breakfast .....	\$2.00
Reduced Breakfast.....	\$0.30
Student Lunch .....	\$2.70
Reduced Student Lunch.....	\$0.40
Adult Lunch .....	\$3.00
Extra milk.....	\$0.50

Ala Carte Prices

Sandwich .....	\$1.75
Pizza .....	\$2.00
Baked Potato .....	\$1.50
Fries.....	\$1.00
Fruit or Vegetable.....	\$0.75
Drinks.....	\$1.25
Large Salad Bar .....	\$2.50
Small Salad Bar .....	\$1.00
.....	

#### ***ADVANCE PAY AND CHARGING:***

Students are issued an ID# to be used with the POS system. This system allows each student to maintain their own account. Students may prepay on their account or pay daily for cafeteria purchases. Prepayments may be made during breakfast and lunch times.

Student may be permitted to charge do to emergency circumstances. The charging limit is \$7.50, which is equal to three days of meals. Emergency charging applies to meals only. Ala carte items cannot be charged. Students are offered a peanut butter or cheese sandwich after reaching their charging limit.

Complete and dated accountability of all items purchased is available for each student if needed. Students may see their account balance on a daily basis as they reach the cashier station. Parents/guardians may obtain account information by contacting the Child Nutrition Department.

#### ***MEAL BENEFITS***

To receive free or reduced priced meals, an application must be completed by a parent, guardian, foster parent, or emancipated student, and returned to the SHCTC office to determine eligibility. Applications are sent home at the beginning of every school year and are available throughout the year in Student Services or on the district website. Incomplete information on applications cannot be processed or approved. Student must submit form provided by Southern Hills not a form from an associate school.

#### ***MEAL ALTERNATIVES***

If desired, the student may bring meals from home. Milk, juice, and other items can be purchased in the cafeteria to supplement the meal.

#### ***CLOSED CAMPUS***

Southern Hills Career & Technical Center is a closed campus facility. Students may bring meals from home or purchase from the school food service cafeteria. Students may not leave the school premises for meals or have food delivered to the school from establishments. Visitors are not permitted during lunch time.

#### **SCHOOL EXPENSES**

**Textbooks** - are the property of Southern Hills JVSD and are on loan to students. Students will pay for any damages other than normal wear while the book is in their possession.

**Student Fees** - Students will be required to pay a lab fee for necessary expendable supplies in their program. When required, students will purchase workbooks, tool kits, uniforms, safety glasses, etc. since these items are personally consumed or used by the students. Students driving to school are required to purchase parking stickers each year.

**Insurance** - Students are encouraged to purchase accident insurance through a home policy or insurance forms available in Student Services.

#### **ATTENDANCE**

Attendance is important in the development of a high quality work ethic which will be one of the most important work habits that employers look for in hiring and promoting a worker. This is a habit that our school wants to help students develop as early as possible.

#### **SOUTHERN HILLS CTC STUDENTS ARE TO FOLLOW SHCTC SCHOOL CALENDAR EXCEPT WHEN WEATHER DICTATES.**

##### **Attendance Policy Definitions**

**A.M. Tardy** – Students who arrive at school after 8:10a.m. and before 8:58 a.m. will be charged with a tardy. Three tardies (a.m. or p.m.) = one whole day unexcused absence. Tardies are only excused for medical appointments, court appointments, family funerals and the observance of a religious holiday.

**½ Day Absence** – Students who arrive at school after 8:58 a.m. and before 11:25 a.m. will be charged with a one-half day absence. Students leaving between 11:25 a.m. and 1:35 p.m. will be charged with a one-half day absence.

**Full Day Absence** – Students that do not report to school or who arrive after 11:25 a.m. will be recorded as one full day absence. Students leaving school before 11:25 a.m. will be charged with a full day's absence.

**P.M. Tardy** – Students leaving school between 1:38 p.m. and 2:25 p.m. will be charged with a tardy. Three (3) tardies (a.m. or p.m.) = 1 unexcused day absence. Tardies are only excused for medical appointments, court appointments, family funerals and the observance of a religious holiday.

**Call In Procedure** – Unless there have been prior arrangements, **the parent/guardian must notify the school as early as possible on the day of the student’s absence.** The parent must call 937-378-6131 to reach the attendance hotline or call 937-378-6131 ext. 347 to reach the Attendance Coordinator. Calls to the school should be made from 7:00a.m. – 8:15a.m. to report a child absent. Calls made to the hotline will be forwarded to the student’s career technical instructor. Failure to call will result in a penalty imposed by the instructor. If the school does not receive notification by 9:30 a.m. the day of the absence, then an attempt will be made to notify the parents by using an automated phone system or a postcard will be mailed home.

**Procedures for Tardy Students-** Students are to be in first period no later than 8:10 a.m. each morning. A warning bell will sound at 8:05 a.m. to remind students that it is time for classes to begin. Any student arriving after the 8:10 a.m. bell must report directly to Student Services to obtain an admit slip. The student must present the admit slip to the instructor to be admitted to class. Students are considered absent until the admit slip is completed in Student Services.

**Note:** Breakfast is served between 7:45 a.m. and 8:05 a.m. When the 8:05 bell rings, no student (unless they are on a late bus will be permitted to get into the breakfast line.

**Early Dismissal** – The Principal or Student Services office personnel reserves the right/responsibility to give final approval for leaving early. In all cases the parent/guardian must provide permission and a valid reason for the early dismissal before the early dismissal will be granted.

#### **Excused Absence -**

1. Medical appointment (physician statement)
2. Court appointment (court note)
3. Family funeral (verification required)
4. Observation of Religious Holiday (verification required)

Absences will be monitored each grading period. Students are expected to have a note on the day they return from an absence and no later than two days after returning to be considered for an excused absence. If a note is not received within two days of the absence it will count as an unexcused absence. On the day the student returns from an absence, they will have three (3) days to make up missed work. If assignments are not made up, a grade of zero will be recorded. It is the responsibility of the student to request make-up work.

#### **Student rewards for excellent attendance;**

To be considered to have perfect attendance students must have no missed days, including the tardy policy, discounting medical, court, funeral, or religious holidays.

- Perfect attendance for the nine weeks = at school pizza party
- Perfect attendance per semester = 2 final exam exemptions (student choice)

**Unexcused Absence-** Absences will be monitored each grading period. Students, who exceed three (3) absences per grading period, discounting excused absences, will receive a failing grade of 69% or the grade the student earned in class, whichever is lower. A student who exceeds six (6) days of unexcused absences will have to attend an intervention meeting. A parent/guardian may be requested to attend the meeting. For extenuating circumstances, the building administration may be contacted by the parent.

#### **Student consequences for poor attendance;**

Students who exceed three or more absences during a nine week period, discounting excused absences. The first quarter of the last school year will be based upon the last quarter of the previous school year for returning seniors.

- Not be permitted to take field trips
- Not be permitted to take college visitation trips

**Suspensions or Expulsions** – If a student is suspended out of school or expelled, he/she will not receive credit for any day missed. Out-of-school suspension days do not count in the total number of days toward truancy. If a student is suspended from their home school it will count as a suspension from SHCTC. If a student is suspended off of the home school bus, it is the student/parent responsibility to get to school. If the student is not in school it will count as an unexcused absence.

**Ineligibility for Completion Certificate at SHCTC** – Any junior who goes over 12 (76 hours) days unexcused is ineligible to return to SHCTC their senior year. Any senior who goes over 12 (76 hours) days unexcused will forfeit their Completion Certificate; therefore, will not be permitted to walk in the Completion Ceremony. Students are still eligible to receive their high school diploma from their home school if necessary credits are earned

**Truancy** – The Attendance Coordinator will file a complaint with the Brown County Prosecutor, R.C. 2919.24 **contributing to the Delinquency or Unruliness of a Child** on the parent/guardian of a student when said student misses 5 consecutive unexcused absences, 7 unexcused absences in a school month, or 12 unexcused absences in a school year. The student will also be in violation of breaking the **Student Code of Conduct** rule 31, truancy, and will be subject to disciplinary action.

**Family Vacations** – If a student’s family will be traveling on a vacation during the school year, it is required that a parent /guardian provide written notification to the school one week before vacation. Students are to request their class work before they leave for vacation and all work must be completed and returned to the teacher no later than 3 days after returning from vacation. A family vacation, although excused, will count toward a student’s total days absent for a nine-week period and a school year.

**No Penalty Absences** –

- School related (authorized field trip, athletic contest, etc.)
- Associate School – **If a student’s home school is out of session, students are required to follow the SHCTC schedule.** Except during weather related closings.
- When SHCTC is on a 2-hour delay, placement students and students who only report for morning/afternoon lab will also be counted as a no penalty. Placement students should follow their regular work schedule.

**Exceptions to the Attendance Policy may be made only by the Principal and Attendance Coordinator in the event of exceptional or catastrophic circumstances.**

### **COLLEGE VISITATION POLICY**

1. Juniors may take up to 2 and seniors may take up to 3 college visitation days with approval by the Guidance Counselor. Approval will be based upon his/her knowledge of each student’s credit status, grades, OGT scores, and attendance. A “request for college day” form will then be issued.
2. Students (juniors or seniors) should let the career technical instructor know when and where he or she would like to visit. If the *career technical instructor* approves, he or she should sign the “request for college day” form.
3. Students should then have academic instructors “sign off” so they are aware of the visit as well.
4. Next, students should turn in the request form at least three days prior to the scheduled visit to the Guidance Counselor who will issue a verification letter to be signed at the college being visited.
5. Student will be marked absent on the day of college visit; however; will receive “no penalty” status when he or she returns the verification letter with a college admission’s signature. **MAKE SURE TO GET A SIGNATURE, TITLE, AND TELEPHONE NUMBER on the verification sheet AND return it to the Guidance Counselor the day after student visits in order to have the absence marked as NO PENALTY.**
6. Guidance Counselor will forward all necessary documentation to Attendance Officer.
7. Guidance Counselor will track and monitor the number of college days accumulated as well as secure verification from college of any questionable abuse of this privilege.
8. Additional college days, if necessary, must be approved by the Principal. No college visitations will be approved during OGT tutoring or testing unless student has passed all parts of the OGT.

### **WORK PERMITS**

By State law, work permits are required for every student under 18 years of age before beginning work. Southern Hills Career & Technical Center will issue applications for work permits through the Student Services office.

**SENIOR PLACEMENT: Final Approval for Placement will be the Principal. Appeals must go to the Principal and the Placement Coordinator.**

#### **Objectives**

Provide students with experience on specialized equipment not available in school in the student’s field of study. Provide opportunities for successful transition from school to work. Provide incentive for students to remain under school supervision for an adequate training period in order to be successful in the selected occupation.

#### **Eligibility Requirements**

Placement will be during lab time only. Student must meet or exceed all student eligibility requirements.

- **A student must be graduation ready in order to qualify for placement. Graduation ready means qualified a student is ready for graduation in one of the three pathways to graduation: End of Course Exams; ACT; Industry Credentials.If the student has an IEP they may appeal .**
- There must be an appropriate job placement available

- Candidate will meet or exceed instructor expectations in all of the following areas: work habits, appearance, attitude, technical ability, skills and understanding, and conduct.
- Attendance – all quarters of attendance at Southern Hills will be reviewed. To be eligible for placement candidate must not exceed 2 absences excused or unexcused per quarter attended. I.E.: 8 total absences for the school year, 10 days total at the end of the first quarter during the students senior year, etc. If the candidate has missed more they may appeal.

GPA: Candidate must have a minimum of the following grade point average to be considered for placement and must not have any failing grades: Junior and Senior years combined – after 1<sup>st</sup> quarter 90%; after 2<sup>nd</sup> quarter 85%; after 3<sup>rd</sup> quarter 80%.

### **CO-OP PLACEMENT – Final Approval for Co-Op Placement will be the Principal.**

During your senior year if you meet all the requirements for placement and you only need 2 credits to graduate (English and Math) you may go to work all day. The 2 credits needed for graduation would be completed on Virtual Learning which would be monitored throughout the school year. Co-Op would begin the first day of school and finish at the end of the school year. If you are not completing Virtual Learning courses or grades fall below requirements you will be removed from Co-Op and scheduled with the Virtual Learning Coordinator to complete the required credits.

### **NATIONAL TECHNICAL HONOR SOCIETY**

Membership selection procedures for the Jean Grider Chapter of the National Technical Honor Society:

1. Induction/selection is held once a year following the first semester
2. A student must be a member of the junior or senior class at the Career Center.
3. A student must have a minimum 90% grade average for his/her total high school career to be considered for membership. All information is acquired from the permanent records.
4. Evaluation sheets are then presented to instructors who have had or presently have the student in class (technical and academic).
5. Evaluation sheets include qualities of scholarship, character, leadership and service. Samples of this sheet may be viewed in the principal's office upon request.
6. The evaluation sheets will be collected and given to the faculty for consideration. All information is kept confidential.
7. The five faculty council members are appointed annually by the Principal.
8. The selection of honor society members is a privilege accorded to the faculty; students may not apply for membership.
9. The principal and advisor serve as ex-officio members of the faculty council.
10. Students have the right to refuse membership into the National Technical Honor Society; however, that student will never be considered for membership again.
11. Students accepting membership in the National Technical Honor Society are then inducted and must maintain the standards for membership as set up by the National Technical Honor Society.
12. Dismissal of members is handled by the faculty council.
13. A \$25 fee is accrued in order to be a nationally registered NTHS member.

### **HONOR ROLL REQUIREMENTS**

Student must maintain an 85% or higher in each class and carry six to ten credits.

### **INELIGIBLE TO RETURN TO SHCTC DUE TO GRADES**

Students that do not pass their Career Technical lab area during their junior year will not be permitted to return to Southern Hills during their senior year.

### **IN HOUSE INTERN PROGRAM**

Seniors can receive credit by being an intern in the junior labs. Students must be selected by the lab instructor to be an intern and have successfully completed all parts of the OGT. In addition any intern not performing at an "A" grade standard will be removed from the program.



## **ANTI-HARASSMENT POLICY**

The Southern Hills JVSD Board of Education actively endorses equality in employment and in education without regard to sex, color, race, national origin, religion, age, or disability in accordance with applicable federal, state, and local laws. The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, the Board prohibits harassment based on sex, color, race, national origin, religion, age or disability.

Each employee and student has a responsibility to maintain a work-place and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physical, oral, or written, which is directed at an individual's sex, color, race, national origin, religion, age, or handicap.

In an effort to stop the offensive behavior, an employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to calmly inform the offender that the behavior is unacceptable. Any employee or student who believes, or has reason to believe he/she or another individual has been harassed as described in this policy must report the alleged harassment to the administrator appointed by the Superintendent, to process allegations of harassment under this policy

After receiving a report of alleged harassment/bullying, the appointed administrator will determine whether the matter can be resolved informally. The allegations must be affirmed in a written complaint and a prompt, appropriate investigation will be made to determine the appropriate corrective action to be taken, if any. Reports of alleged harassment will be handled confidentially to the extent possible, and allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action as provided herein.

Corrective action for employees may include disciplinary action up to and including discharge consistent with the applicable collective bargaining agreement, Board policy and law. Corrective action for students may include disciplinary action up to and including suspension/expulsion consistent with the applicable Student Code of Conduct, Board Policy and law.

All parties shall have the right to appeal to the next administrative level up to the Superintendent.

The Superintendent shall issue procedures as may be needed to execute the policy. The Superintendent shall review this policy periodically.

**SEXUAL/RACIAL HARASSMENT:** harassment by school employees, students, or third parties reporting harassment.

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

### **SEXUAL HARASSMENT**

- A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the district, or by third parties.
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the district, or by third parties.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the district, or by third parties.

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

- A. Verbal: Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc. , to or by a fellow student, staff member, or other persons associated with the district, or by third parties.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other person associated with the district, or by third parties.  
Any student who believes that he/she is the victim of any of the above actions or has observed such action taken by another student, staff member, or other person associated with the district, or by third parties should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the Principal, the affected student or his/her parents/guardians should, as soon as possible after the incident, contact the principal. (The principal must immediately send the Title IX Coordinator a copy of the alleged harassment complaint.)
- B. If the alleged harasser is the Principal, the affected student or his/her parents/guardians should, as soon as possible after the incident, contact the district's Title IX Coordinator or, if the student is disabled, their Section 504 Coordinator at the school's administrative board office.

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the district's Title IX / Section 504 Coordinator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- Protect the confidentiality of the student who files a complaint;
- Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;

Protect the reputation of any party wrongfully charged with harassment.

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

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

**DISTRICT HOMELESS LIASON**

Mr. Don Rabold Brown County ESC 9231 Hamer Rd.

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

Students' Alleged Discrimination Grievance Procedures: In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Southern Hills JVS District or any of the district's staff, teachers and 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) he/she 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 principal 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 procedures shall commence as follows:

**Step 1:** Any alleged formal discrimination grievance complaint should first be made by the student or parent/guardian to the principal within five school days of date incident occurred. Copy of the alleged grievance must be forwarded to the district Title IX Coordinator immediately.

**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.

**Step 3:** If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level, within five days.

**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, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611

Note: Parents/Guardians do not have to be present at the informal complaint meeting with the principal. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

This guideline does not negate the requirement for reporting suspected child abuse to the proper authorities in compliance with AG8462.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with state law.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Section 504: Don Rabold, 9193 Hamer Road Georgetown, Ohio  
Title IX: Don Rabold

## **GENERAL CONDUCT**

Because Southern Hills Career & Technical Center students are preparing for work and life responsibilities, the staff endeavors to treat all students as mature individuals. Students are expected to show a respectful attitude toward the school, faculty, and other students. It is also important for students to respect themselves and their potential in the working world.

Students are responsible to any teacher, staff, or administrative person at Southern Hills.

Southern Hills students attending home school activities, or on home school property, are responsible for obeying the home school's Student Code of Conduct, as well as the Southern Hills Code of Conduct.

Many times disciplinary situations will develop that are completely different because of the individuals and situations involved; therefore, each situation requires special consideration as to how it will be handled. In most cases, the discipline administered for one situation will be the same as in another. Administration will make every effort to review each problem on its own merits

The following discipline block should be used as a guide for consequences to disruptive behavior. The administration may make allowances to the policy if conditions warrant.

18

## **STUDENT SEARCHES**

The Board has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. The administration has developed district regulations to be followed in the case of searches and law enforcement interviews.

The right of inspection of students' school lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. Administration will employ procedural safeguards to protect the well-being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in the education process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. This policy will be posted in every building.

Student owned or operated automobiles parked on or in proximity to school property and/or parked at or used during school activities held off school grounds may be searched by school personnel when such personnel have reasonable suspicion or reasonable cause to believe that an automobile contains illegal or unauthorized contraband or is involved or associated with illegal or unauthorized behavior.

Students' vehicles parked on or in close proximity to school property are subject to routine patrol and school officials may look through vehicle windows for any contraband lying in plain view.

Interviews of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process. Additionally, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators on a case-by-case basis. In the event it is determined to allow such interrogation by law enforcement agencies, a school administrator shall be present at all times.

The Board authorizes use of canines trained in detecting the presence of drugs. The Superintendent may employ such trained canines when he or she has reasonable suspicion or cause to believe that illegal drugs may be present in school, on school grounds, or at a school sponsored activity. Canine detection shall be used to determine the presence of drugs in locker areas, automobiles, and other places on school property where such substances could be concealed. Canine detection will be conducted in collaboration with law enforcement authorities and will not be used to search individual students unless search warrants or probable cause have been obtained or established prior to search.

Southern Hills administration uses cameras as part of the discipline process and security system.

## **CHARACTER EDUCATION**

Southern Hills Career & Technical Center promotes student success through behavior enhancement. A character education program has been adopted in an effort to create a more caring environment by showing and teaching students' Character Education. The six pillars of Character are; Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. SHCTC advocates Character Education for the following reasons:

- Students will complete behavior enhancement activities for future success at SHCTC.

- SHCTC will maintain a school atmosphere where the student can continue to complete the coursework required and earn some credit versus no credit for an out-of-school suspension.
- Students will experience a learning environment that promotes the positive rewards for following the rules and regulations at SHCTC.

### **GRADUATION READY MONDAYS –**

GRADUATION READY MONDAY is a program where every student in the school is assigned a mentor. Mentors spend 45 minutes every Monday with their students allowing the student to build a relationship with their mentor that is different from their class period teacher. We hope this program encourages students to make thoughtful, moral, and ethical decisions and gets them thinking about their character and behavior and how it will affect the rest of their life with their careers and future endeavors. This time will also be used to provide intervention for students that need assistance in obtaining the necessary points in one of the three pathways to graduation.

### **DETENTION (with Character Education)**

Students are to report directly to detention and not to their class on the assigned day(s). Students are responsible to bring along all books and assignments from their instructors along with a writing instrument and paper. Students receive 70% of their daily points and classroom assignments grade earned for any day that they are assigned to the detention room for disciplinary reasons.

Rules for detention are as follows:

- 1.No sleeping (1<sup>st</sup> - verbal warning; 2<sup>nd</sup> - loss of points; 3<sup>rd</sup> – additional day in CE; 4<sup>th</sup> - referral to Principal)
- 2.No food or beverage
- 3.No talking
- 4.On-task (school-related work only)
- 5.Completion of Character Education work for 2/3 of the class
- 6.Completion of assignments for academics and career-tech classes for 1/3 of the class (any assignments not completed can be finished as homework in order to earn a grade)
- 7.Respectful behavior to teacher and fellow students

### **STUDENT CODE OF CONDUCT**

Ohio Revised Code #3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or his parents may appeal any decision of the Southern Hills Joint Vocational School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to Brown County Court of Common Pleas.

It is the policy of Southern Hills Joint Vocational School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his or her absence.

20

This Code of Regulations is adopted by the Board of Education of the Southern Hills Joint Vocational School District pursuant to Sections 3316.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Southern Hills Career & Technical Center.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Theft, damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
2. Theft, damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person. Physical, verbal, or written hard copy, or social media in any form.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting
6. Hazing (to persecute, harass or humiliate another student and/or employee)
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or requests by school authorities including school administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason are prohibited.
10. Disrespect to any SHJVSD employee or other authority.
11. Refusing to take detention or other properly administered discipline.
12. Missing Friday School.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

14. Forgery of school or school-related documents.
15. Cheating or plagiarizing.
16. Gambling.
17. Extortion of a student or school personnel.

21

18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.;
21. Buying, selling, transferring, using, or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
22. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
23. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
24. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
25. Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration
26. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
27. Use of indecent or obscene language in oral or written form.
28. Publication or possession of obscene, pornographic or libelous material in any form.
29. Placing of signs and slogans or distribution of pamphlets, leaflets, buttons, insignia, etc., on school property without the permission of the proper school authority.
30. Demonstrations by individuals or groups causing disruption to the school program.
31. Truancy.
32. Tardiness
33. Leaving school premises during school hours without permission of the proper school authority.
34. Upon initial arrival, leaving school property without permission.

35. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
  36. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
- 22
37. Indecent exposure.
  38. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
  39. Turning in false fire, tornado, bomb, disaster or other alarms.
  40. Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.
  41. Failure to abide by rules and regulations set forth by administration for student parking and driving.
  42. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
  43. Willfully aiding another person to violate school regulations.
  44. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
  45. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
  46. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
  47. Repeated violations of the Student Code of Conduct and/or any other Board rule, regulation or policy.
  48. Violation of the Board's Internet/Network Acceptable Use Policy.

**Consequences** - Utilizing the Assertive Discipline plan and depending on the severity of the offense, students who are found to be in violation of the above regulations are subject to one or more of the following disciplinary actions:

- after-school detention
- in-school detention
- Friday School with written assignment
- loss of driving privileges
- out-of-school suspension (up to 10 days)
- expulsion from school
  - alternatives to expulsion maybe considered at the discretion of the Superintendent

## **DRUGS AND ALCOHOL**

Southern Hills has adopted a zero tolerance towards the possession and/or use of drugs and alcohol.

## **STUDENT SUSPENSION**

Credit for class time and work missed during in-school detention should be made up.



Credit for class time and work missed during out-of-school suspension should be made up and credit will be 50% of normal value. For days of out-of-school suspension, the student does not fail due to excessive absences, but will receive no credit for time out of class.