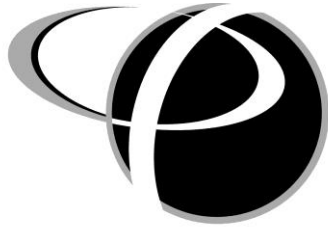




Portage Lakes | Career Center

Student & Parent Handbook

2017-2018



Portage Lakes | Career Center

O U R M I S S I O N

DEVELOP LIFELONG LEARNERS WITH THE

**SKILLS, EXPERTISE
AND KNOWLEDGE**

NEEDED FOR CAREER AND COLLEGE

SUCCESS

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Welcome to Portage Lakes Career Center

We believe your future in life is directly affected by your school experiences. It is essential that you prepare yourself in every way possible to have a successful future.

As a school, we have established expectations we believe are reasonable, fair, and allow you to pursue your future successes. This handbook outlines our guidelines and rules to prepare you for life beyond high school. We feel you will soon believe as we do, that Portage Lakes Career Center is a great place to be!

Expectations of PLCC Students

- Be positive and believe in yourself.
- Develop your individual potential.
- Be on time.
- Be prepared for class and have the proper materials.
- Give your best effort every day.
- Be courteous to staff and other students.
- Respect school property and the belongings of others.

Schedule of Classes

Students will be given a schedule of classes during the first day of school. All schedule changes or requests to return to the participating school must be made on or before the 10th school day. Students will be required to spend five (5) school days at the Career Center before a change in placement will be considered. After the 10th day of school, enrollment will be set for the school year. Returning to the participating school at the end of the semester requires administrative approval from both the sending and receiving schools.

Daily Schedule:

First Bell	7:43	
1st	7:45	8:27
2nd	8:29	9:11
3rd	9:13	9:55
4th	9:57	10:39
5th (Lunch)	10:41	11:11
6th	11:13	11:55
7th	11:57	12:39
8th	12:41	1:23
9th	1:25	2:07 (Student dismissal)
10th	2:09	2:48
Final Bell	2:50	

**Lunch is scheduled during fifth period*

Graduation Requirements

Students enrolling as juniors should have completed the 9th and 10th grade requirements of their respective high schools. Any deficiency in these areas should be completed prior to attending Portage Lakes Career Center. Students may earn seven (7) credits each year they are enrolled at the Career Center. These credits may be distributed between career-technical and academic course work.

Any junior who fails either the lab or the related section of their career-technical program will not be permitted to continue in the senior year of that program. **Students expelled from PLCC will be denied re-admission.**

13th Year Program

Any senior student residing in Coventry, Green, Manchester or Springfield School Districts may return after graduation to complete the program on a tuition-free basis.

Career Passports Career & Technical Certificates

Career Passports will be issued to all students who pass their program/lab classes.

The PLCC Career Passport includes the following:

- A letter of endorsement by the Superintendent of PLCC
- Personalized Resume
- A list of those acquired competencies for the program of study

Career & Technical Certificates will be issued (in addition to the Career Passport) only to those students who satisfy the following requirements for their career-tech program:

- 92% attendance – All absences are taken into account when determining this percentage
- Satisfactory grades and skill achievement ("C" Average) in program/lab courses.
- Passing grades in all academic classes

Please Note: All absences are taken into account when determining the attendance requirement to receive the Career and Technical Certificate.

Seniors who receive an "Incomplete" as the final reported grade for his/her program will not receive a Career Passport and/or the Career & Technical Certificate.

The Principals Award of Excellence may be awarded to those seniors who have completed their chosen technical program of study and have fulfilled the following eligibility requirements:

1. Hold a 95% Attendance rate for both 11th and 12th grade years.
2. Earned a final year-end grade of an "A" in program courses for both the first and second years.
3. Exhibited exemplary citizenship.

Those students who are selected to receive this award will have an honorary seal affixed to their Career and Technical Certificate of Completion.

Counseling/Job Placement Department (Early Placement)

The **Counseling Department** is available to help students throughout the school day with academic and personal concerns.

The **Job Placement Department** serves job-related needs of high school students and adult members of the community.

Job Placement - Philosophy

An important goal of career education is effective job placement to provide students with necessary practical learning experiences in their field of study. Internships, apprenticeships, and early job placements are created to match students' skills and career interests with employers' needs. **An internship, apprenticeship, or a placement is not mandatory; it is a privilege.** A student may have his/her internship, apprenticeship, or early job placement privileges revoked if it is determined by the Placement Coordinator and Program Instructor to be necessary. Loss of internship, apprenticeship or placement will result in the student being returned to home school schedule or PLCC program/lab. Each internship, apprenticeship, or early job placement opportunity is earned by meeting and by continuing to uphold certain criteria.

Job Placement - Student Eligibility

An internship, apprenticeship, or placement is an opportunity for a student to obtain hands-on education and experience in a workplace directly related to his/her field of study. We believe internships, apprenticeships, and placements are a valuable experience for the student; however, it is at the discretion of the student's instructor to determine if a student is to be placed in an internship, apprenticeship, or a placement position and/or if a student will continue in this position. It is the responsibility of the student to understand, to follow, and to adhere to the Internship, Apprenticeship, and Placement Policies and Procedures. Further specific requirements and criteria for internships, apprenticeships, and placements may be obtained from the Placement Coordinator, but all students must meet the following general requirements to be eligible to participate in the School-to-Work Program at Portage Lakes Career Center:

- Be a senior.
- Have any fees paid or be on a payment plan with payments being current.
- Have a signed parent permission form on file.
- Be recommended by his/her program instructor.
- Maintain a "C" average in the lab and related courses.
- Maintain passing grades in all academic classes.
- **Have no more than seven (7) absences in the previous school semester (extenuating circumstances may warrant an attendance contract). Excessive tardiness to school/work may result in an attendance contract.**
- Be employed in his/her field of study.
- Dress appropriately for school and for work.
- Provide his/her transportation to and from work.
- Act appropriately. Students are a direct reflection of their instructor, program and school; therefore, appropriate behavior is required.
- Complete a weekly time sheet and turn it in to the placement coordinator on a designated day each week. **This is a MANDATORY requirement.** Failure to do this each week may result in the student's removal from his/her position and disciplinary action.
- Absence from school will require absence from a student's internship, apprenticeship, or placement position unless it is an approved appointment such as a doctor's appointment, dentist visit, court appearance, etc.
- If a student must miss internship, apprenticeship, or placement hours for any reason, it is the student's responsibility to notify the employer in advance.
- An interned, apprenticed, or placed student will be evaluated on his/her internship, apprenticeship, or placement performance. This evaluation will directly affect the student's lab grade for the grading period.
- Pass a drug screening (when applicable to the placement).
- Students who: fail a drug screening, who are under the influence of drugs/alcohol, who are in possession of drugs/alcohol, and/or are distributing drugs or alcohol at the job placement site, will be terminated from the job placement **and** the consequences outlined by the PLCC student code of conduct will be administered. Any violation involving alcohol and/or

substance use/possession/distribution in the educational setting (PLCC or associate school district) will result in the termination of the job placement as well as any consequences outlined by the school(s).

- Failure to meet and maintain the above criteria may constitute reasons for revoking the internship, apprenticeship, or placement privilege.

Student Youth Organizations

All students at Portage Lakes Career Center are required to become members of the corresponding career-technical youth clubs such as **SkillsUSA**, **FCCLA**, **BPA**, **FFA**, and **DECA**. These are local, state, and national organizations designed to assist young people in understanding the importance of cooperation, leadership, and accepting responsibility as part of their personal growth and development.

National Technical Honor Society

The National Technical Honor Society (NTHS) is a national organization established by the National Association of Secondary Principals to recognize students who have excelled in a technical program of study. To be considered for membership in NTHS, students must meet the following criteria on the date of application.

1. 12th Grade Candidates must have an average of a 3.6 GPA for the previous 3 semesters (adjustments of GPA will be considered for advanced placement courses).

11th Grade Candidates must have earned a 3.6 GPA for the first semester of the current academic year as well as possess a cumulative GPA of 3.00 for 9th and 10th grade.
2. 11th grade Candidates must have an attendance rate of no less than 92% attendance by the date of application for the current academic year.

12th grade candidates must have an attendance rate of no less than 92% by the date of application for both the junior and current academic years.
3. All Candidates must have the recommendation of a program teacher and two academic teachers.
4. All Candidates must demonstrate the ability to utilize technology, possess strong leadership skills, and have a commitment to community service.
5. Candidates must have passed all parts of the OGT.
6. Candidates must have obtained program certification if applicable.
7. A student's eligibility may be revoked due to increased absences and/or disciplinary action for violation of the student code of conduct.

Report Cards and Progress Reports

There are four grading periods, which last nine weeks each. Report cards will be available on-line through the parent access program. Hardcopies of report cards will only be mailed by request. To make the request, please contact the PLCC Student Services Office. Mid-quarter progress reports are posted to the parent access program for students who are in danger of failing; please contact individual instructors and teachers if you have question regarding your student's progress.

Grades earned at school are based on the following **grading scale**:

92-100 or 3.51 - 4.00 = A (4 quality points)

83-91 or 2.51 - 3.50 = B (3 quality points)

74-82 or 1.51 - 2.50 = C (2 quality points)

65-73 or 0.51 - 1.50 = D (1 quality point)

0.00 - 0.50 = F (0 quality points)

Students must have two passing nine-week grades, one of them in the second semester, in order to pass a full-year course. Failure to complete the requirements of a course will result in a final grade of "F" with loss of credit, regardless of previous grades. Students who receive an "incomplete" during any grading period have two weeks to complete the work necessary to earn a letter grade. Work not done in this timeframe will result in an "F" for the incomplete assignments. A final grade will be calculated using all grades earned during the grading period, including F's for incomplete work.

Withholding of Credit

All assignments (including final exams) must be completed before credit is earned. ***Credits for the year may be withheld from students who have more than 18 total absences. School Fees must be paid in full before credit is granted.***

Attendance

Consistent attendance at school and work is necessary to be successful in life. It is to the student's benefit to be on time and prepared for each school assignment. Parents or guardians should call the high school office before 8:00 a.m. to report their son or daughter absent. If parents or guardians do not call the school, the office will contact them to verify the absence. ***Written medical excuses are to be presented upon the student's return to school for an absence to be considered medically excused.***

The Board of Education considers only five excuses for student absence from school. They are: (1) **Illness of the student**, (2) **Recovery from an accident**, (3) **A death in the immediate family**, (4) **Required court appearance**, and (5) **Observation of a bonafide religious holiday**. Absence for reasons other than those stated shall be considered unexcused.

Students signing in after 9:15 a.m. will be counted as 1/2 day absent, students signing out before 1:30 p.m. will be counted as 1/2 day absent. Absence from half or more of a class period will be considered a full absence from that period class. Absence from half or more of program/lab time will be considered a full absence from that program/lab for that day. Students who are absent from individual classes more than 7 times per grading period will receive an "F" for that grading period in that class. Exceptions include on-line courses offered by PLCC and extenuating circumstances cleared by the principal and associate principal. Documentation of a continuing medical condition, a court appearance, or death in the student's immediate family are the only circumstances that will be considered. Credits for the year may be withheld from students who have more than 18 total absences. Please Note: All Absences are taken into account when determining the attendance requirement for receiving the Career and Technical Certificate.

Requests for Assignments during Absence

A request may be made for assignments for students who are absent 3 or more consecutive days. Requests should be made through the student services office.

Students are permitted to make up work missed during excused absences. ***All assignments made prior to the absence are due the first day the student returns to school.*** Assignments made during the absence must be completed in the number of days the student was absent plus one (i.e. 3 days out = 4 school days to make up work).

Due to the nature of lab activities and the structure of the school day, it's not always possible to make up lab assignments.

Vacation Request

Vacations during the school year require approval from the principal's office. Students are required to have each teacher sign a "Vacation Form". This process must occur **one week prior to leaving**, affording the teacher the opportunity to give whatever assignments the student must have completed prior to or after the absence. The time limit to make up all work, tests or quizzes is 3 days. Vacations are limited to 5 school days per year. Vacation days that do not comply with the above guidelines will be considered unexcused absences. ***Vacation requests will not be approved for the week before the end of the first semester and the week before the end of the school year.***

Vacation days will be included in the 7-day limit per grading period as described in the student handbook. This vacation applies to PLCC classes only. Please Note: All absences are taken into account when determining the attendance requirement for PLCC's Career and Technical Certificate.

Leaving School During the Day

Once on school property, the student is under the jurisdiction of the school until the end of the school day. ***No student shall leave the building/grounds at any time during the day without permission from the Principal or Associate Principal.*** Students leaving the school grounds without permission will be considered truant during that period of time.

Students who become ill during the school day must check with their teacher before reporting to the office. The office will notify the parents/guardians and the student's instructor if he or she is to be sent home.

A note from home is necessary in order for a student to leave school. Notes must be left at the attendance desk prior to the start of the school day. All students must sign out in the office before leaving school property.

Under no circumstance will a student be given permission to leave school and then return. Students who have a doctor/dentist/orthodontist appointment or a court appearance may return to school only if they have a written excuse from the medical professional/institution.

All students leaving during the school day for a doctor/dentist/orthodontist appointment or for a court appearance must present a statement verifying their appointment to the attendance office on the day following their appointment. The amount of time a student may be absent for an appointment will be based on actual time of the appointment plus reasonable travel time. Failure to adhere to this rule will result in an unexcused absence.

Lockers

Lockers will be assigned to each student. Students are expected to keep them neat and clean at all times. Lockers are the property of the Board of Education and may be inspected by administrators at any time. Lockers in the lab setting must have combination locks (provided by the student) and the lab teacher must have the combination to the lock.

Driving and Parking Lot Regulations

Driving to and parking upon Portage Lakes Career property is a privilege. PLCC administration urges students, whenever possible, to use transportation provided by their participating school. However, if it is necessary for a student to drive, a driving permit must be purchased within two weeks of beginning to drive to PLCC and with written consent of a parent/guardian. The permit must be displayed on the inside mirror of the vehicle. Failure to purchase a permit will result in disciplinary action, including loss of driving privileges. Students must exit their car immediately upon parking and enter the building. Students may not enter their car again until the school day ends. Students found loitering in their cars risk a suspension of their driving privilege as well as other disciplinary action. **The maximum speed limit on school property is 15 miles per hour. Speeding and careless driving will not be tolerated on school grounds and will result in possible loss of driving privileges and/or disciplinary consequence. Students failing to comply with these rules will be disciplined following the guidelines of the "Failure to Comply with School Rules" section of this handbook.**

Student Interviews

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

Emergency Medical Forms

The State of Ohio requires that each student turn in a medical or health form for school use in case emergency medical treatment is needed. The forms are distributed to students at the beginning of the school year and are to be returned during the **first week of school**. They are required for lab participation, all field trips, and other out-of-school activities. **Students will not be allowed to participate in lab and class, after the first week of classes, until the form is completed and returned to the school.**

Student Medication

According to state law, if a student needs to take any form of medication at school, a parental/physician request for administering medication must be presented to the office. All medication will be stored in and dispensed through the office. Permission forms may be obtained from the secondary office. Under no circumstance will a student be given permission to leave school to take medication and return.

Students needing to take medications while participating in a competition or field trip must make arrangements with the PLCC staff member in charge of the event to have the medication distributed.

Failure to follow the above guidelines will result in disciplinary action according to PLCC's Student Code of Conduct #13: Possession, Use/Evidence of Use, or Under the Influence of Alcohol, Illegal Drugs, Counterfeit/Look-a-Like Drugs, Drug Paraphernalia, Prescription Drugs, or Over-the-Counter Drugs.

School Insurance

At the beginning of each school year, forms are made available for all students who wish to purchase insurance.

Emergency or Inclement Weather Closings

It will be the policy of the Career Center to remain open unless school is closed by the PLCC as deemed necessary by the PLCC superintendent. In the event that your local school district is closed and the Career Center is open, the parent or guardian will have the final decision regarding student attendance. In the event that PLCC cancels classes, an announcement will be made on the following radio and television stations: WAKR, WONE, WQMX, AM1100, FM105.7, 99.5, 103.3, 106.5, television stations: 3, 5, 8, 19, and 43. In addition, PLCC sends a phone call to each student's residence via the Parent Broadcast System.

PLCC Two-Hour Delay Schedule

Busses arrive by 9:45 am

1 st period	9:47 – 10:14
2 nd period	10:17 – 10:42
3 rd period	10:45 – 11:10
4 th period	11:13 – 11:38
	Lunch bus run departs to home schools at 11:30
5 th period	(lunch) 11:41 – 12:12
6 th period	12:15 – 12:40
7 th period	12:43 – 1:08
8 th period	1:11 – 1:36
9 th period	1:39 – 2:04
	PM bus departs to home school at daily time after 2:04
10 th period	2:07 – 2:47

Juniors with "lab only" attend 9:47 – 11:38

Seniors with "lab only" attend 12:15 – 2:04

Field Trips, Competitions & Extra-Curricular Events

The Portage Lakes Career Center Student Code of Conduct is applicable to and enforced at all school related activities for all participants, including guests.

Educational field trips and competitions are planned at various times during the school year. Students are not permitted to participate in any field trips or competitions unless they have specific written permission from their parents or guardians. Students who have accrued a number of violations of the student code of conduct and/or have received an Out-of-School Suspension (administered by either the career center or home school district) while enrolled at PLCC may be precluded from participating in competitions and/or field trips in which PLCC is represented. Because students are representing PLCC while participating in field trips and competitions, the student dress code will be enforced.

A student may bring a guest to some extra-curricular events (i.e. Prom). Only one guest per student is permitted. Guests must be of or between the ages of 15 to 22. In such instances, a guest registration form must be completed and submitted to the Associate Principal for approval prior to purchasing a ticket for a guest who is not enrolled as a student with Portage Lakes Career Center. Once approved, the form will be returned to the PLCC student and admission may then be purchased. A copy of the guest's photo identification (driver's license/school ID/state ID) must be submitted with the registration form. Guests must also present a form of photo identification upon entry to the event.

Students expelled/withdrawn from PLCC due to disciplinary reasons cannot attend any PLCC sponsored events or activities.

Video Surveillance Cameras

In order to maintain a safe learning climate, Portage Lakes Career Center uses video surveillance cameras throughout the building and parking lots. Personal information and activities recorded are collected and may be disclosed for law enforcement purposes.

Visitors

All visitors must have a permit from the reception area and must wear a name tag for identification purposes. Parents are welcome to visit the school, but must report to reception upon arrival. Parents desiring a teacher conference must telephone for an appointment to avoid periods of waiting or class interruptions. Children of preschool age or younger may not visit the school when it is in session. Students from other schools will not be issued a pass unless it is for an official student visitation day. Students interested in enrolling in a career-technical program should arrange a visit through the admissions office.

Work Permits

Persons less than eighteen years of age are required by state law to have a work permit for certain types of work. These permits are available in the attendance office.

Fees

Fees will vary according to the career-technical program. In classes where tool kits, supplies, safety glasses and/or uniforms are required, the student is responsible for the cost of such items. If the student owns tools, they should be brought in for the instructor's evaluation.

When financially necessary, individual payment plans can be arranged through the treasurer's office. No student will be denied enrollment in the program because of inability to pay.

FEES MUST BE PAID BEFORE CLASS/COURSE CREDIT WILL BE GRANTED/RELEASED.

Pictures

School pictures are taken in the fall of the year. State laws require that every student be photographed for school records. All students must pose for a photograph even if pictures are not purchased.

Personal Property

Portage Lakes Career Center assumes no responsibility for personal items that are lost/stolen on campus, including vehicles.

Non-Discrimination Policy

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Michael Kaschak, Compliance Coordinator, at 330-896-8200.

Harassment/Bullying/Cyber Bullying/ Other Forms of Aggressive Behavior

Board of Education policy specifies that harassment, intimidation, or bullying toward a student, whether by other students, staff, or a third party is strictly prohibited. The policy applies to all activities in the district, including activities on school property, while en route to or from school, and off school property at school-related events and activities. All Juniors will be required to complete a SafeSchools one hour online course for Bullying: Recognition & Response and Online Safety-Cyberbullying.

Harassment, intimidation, or bullying behavior by any student in the Portage Lakes Joint Vocational School District is strictly prohibited, such conduct must be reported to administration and may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

FERPA

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records.

Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

Security Provisions for State Standardized Tests

A copy of the security provisions for State Standardized Tests may be obtained from the principal.

Hall Passes

Students are not to be in the hall at any time during a class period unless they have a pass from a teacher indicating the time of departure and the point of destination. Students are not to be excused from class except in emergencies. Students failing to comply with these expectations will be addressed following the guidelines of the "Failure to Comply with School Rules" or "away from Assigned Area section(s) of the student code of conduct.

Telephones

Students may request permission to use the office phone in the event of an emergency or a reason deemed appropriate by school personnel. There is a 3-minute limit to ensure equal opportunity for all students. Violations of this policy may result in disciplinary action. Classroom/lab telephones are not to be used by students. Students are permitted to bring cell phones into the building, but use of these devices is restricted (*please see the student code of conduct: #24*).

Lab Policies (Safety & Dress)

For OSHA compliance, health and safety precautions, students may be required to wear uniforms and/or other protective clothing in the lab area. This includes apparel such as safety shoes, safety glasses, coveralls, uniforms, etc. Students are expected to observe all safety guidelines of the lab; **horseplay will not be tolerated**. Students without proper work clothing, safety equipment, and tools will not be permitted to participate in lab activities and will be subject to loss of credit and disciplinary action. Students who fail to follow the safety guidelines and procedures of the lab are also subject to loss of credit and disciplinary action.

Beverages and Food/Lunch

Students are not permitted to bring unsealed soft drink or beverage containers into the school. Beverages brought in for lunch must be sealed. Consumption of food and drink is confined to the cafeteria during lunch period only. Food and beverages are not permitted in the classroom and lab areas at any time. Students are not permitted to leave the premises at lunch. Students are not permitted to call out for commercial lunches. Visitors are not permitted at lunch.

Failure to comply with these expectations will result in the administration of the guidelines outlined in the “Failure to Comply with School Rules” section of this handbook.

Age of Majority Policy

While PLCC recognizes that all persons of majority age (18 years or more) are considered an adult for all legal purposes, it is PLCC’s policy that all students, regardless of age, will be required to follow and abide by all school rules, procedures, and policies. Students no longer financially dependent upon their parents, no longer living at home, and eighteen (18) years old must meet with the principal and associate principal to complete an Independent Student Form/Checklist before assuming sole responsibility for their education.

On-Line Credit Recovery

Portage Lakes Career Center offers on-line courses for students who need to recover lost credit. If a student is in need of this service, Student Services personnel will be in contact with the student. PLCC’s on-line options are self-paced; once enrolled in the program, all students will be required to sign a contract which outlines the program’s expectations, terms and conditions of attendance/progress and timeframes. Further information regarding the on-line credit recovery program is available via the student services Offices

All credits for On-line courses will be awarded at the end of the academic year in which the coursework is completed. In addition, if a student fails an on-line course and/or fails to complete the course(s) by the end of the semester, the student will not be able to re-take the course via PLCC’s on-line options. For some courses, the on-line instructor may require the student to provide a physical activity log. The student is expected to complete those activities during the assigned class period. The student will need to make arrangements with both the PLCC monitor and designated school administrator to fulfill this requirement.

Portage Lakes Career Center
Student Code of Conduct

School Discipline

An orderly, safe environment is essential for students to receive an appropriate education. The school believes that the majority of students will act in a responsible manner at all times. Students will be dealt with respectfully and will be expected to act in the same manner.

In an attempt to form a team effort with discipline problems, the Career Center will make every effort to notify parents of problems at school. The Career Center believes that parents and school working together is the best way to solve discipline problems. Disciplinary procedures may vary from a verbal warning to expulsion from school. These rules apply to students during the regular school day and at all school activities. As a general rule, the listed infractions will result in the stated consequences.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to district rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all students of the District. *The Board has zero tolerance for violent, disruptive, inappropriate behavior, including excessive truancy by its students.*

Due Process

A hearing to determine the *guilt* of a pupil is not constitutionally necessary, and usually the questions will be whether the preponderance of evidence indicates the student performed the act of which he/she was accused and what penalty should be applied. The procedure mandated is (1) written notice of the charge, and (2) an informal hearing to explain the evidence against the pupil and opportunity for him to tell his/her side of the story. "Reasonableness" is indicated by the administrator basing his/her decision on a preponderance of evidence relating to the incident in question. *Parent/Guardian have the right to appeal Out-of-School Suspension decisions to the Superintendent or designee. Written notice of appeal must be submitted to the Office of the Superintendent within (3) days of the Out-of-School suspension decision. A notice of intent to appeal the PLCC Superintendent Expulsion decision to the Portage Lakes Career Center Board of Education, must be put in writing to the Office of the Superintendent within (14) calendar days of the Expulsion start date. Under State law, the decision of the PLCC BOE may be further appealed to the Court of Common Pleas in Akron. Students may be represented in the appeal by a representative of their choosing. Students remain suspended during the appeals process.*

Definitions

In-School Restriction (ISR) & In-School Intervention (ISI)

A student will be assigned to the ISR/ISI room for all or a portion of the school day. A Student assigned to ISR/ISI will be required to surrender his/her cell phone/wireless communication device to the ISR/ISI monitor upon entering the ISR/ISI assignment for the duration of the assigned ISR/ISI period. Cell phones/wireless communication devices will be returned to the student upon exiting the room for the day or upon completion of assigned ISR/ISI timeframe. If a student fails to surrender a cell phone/wireless communication device upon entering the ISR/ISI room, per the request of the ISR/ISI monitor, and is found to be in possession of and/or using the cell phone/ wireless communication device during the ISR/ISI assignment, the student will be subject to Code of Conduct #10 Failure to comply with School Rules/Disruption. Students that are late to their ISR/ISI assignment will make-up any time missed. Students serving ISR/ISI are marked in attendance for the school day. The student may make up the work missed in their classes with the exception of lab activities. Students are required to satisfactorily complete both teacher and supplemental intervention materials. Students assigned to ISR/ISI may not participate in any events at PLCC or their home school on any day they are assigned. Students removed from ISR/ISI for any reason will be assigned Out-of-School Suspension and will serve the full ISR/ISI assignment upon their return.

Out-of-School Suspension (OSS)

Out-of-school suspension means the student may not come to school, attend classes, or any school events. The student is not permitted to make-up any missed assignments or tests. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout an appeals process. Being on school property and/or attending a school sponsored function (PLCC or home district) while suspended will result in additional suspension days (OSS), plus notification to the Summit County Sheriff's Department for trespassing. If a snow day occurs during a student's suspension, that day does not count as a day served. Students who have received an Out-of-school Suspension (administered by either the career center or home school district) while enrolled at PLCC will not be permitted to attend competitions and/or field trips in which PLCC is represented. More than 10 consecutive days of OSS is considered an expulsion and can only be administered by the superintendent.

#1 Tardy to School & Class: At PLCC, we set standards that are expected in the work place. One of the most important work place ethics emphasized is being on time. All students are expected to be in lab or their academic classes on time.

Tardy to School - Students arriving late for school must sign in at the reception area. Students signing in before 9:15 a.m. will be counted tardy. Students accumulating three (3) or more tardies in one grading period will be subject to the following disciplinary actions:

- 3 Tardies: Before/After-School Detention for a ½ hour on the following day.
- 5 Tardies: ½ day In-school Restriction (ISR)
- 7 Tardies: 1 day In-school Restriction (ISR)
- 9 Tardies: 2 days In-school Restriction (ISR)

Tardies exceeding 9 days in a grading period may result in Out-Of-School Suspension.

An afternoon "lab only" student must sign-in at the reception area upon arrival by 11:20pm. After 11:20pm the student will be marked tardy and the above disciplinary guidelines will be followed.

Tardy to Class - The first incident of an excused tardy to class will result in a warning administered by the instructor. A second tardy to class will result in a detention assigned by the instructor. A third tardy will result in an additional detention. A fourth tardy to class will result in an office referral with discipline following the guidelines of the "Failure to Comply with School Rules" section of the student code of conduct.

#2 Truancy from School/Class/Skipping class/Away from Assigned Area without permission:

- 1st Offense: ½ day In-school Restriction (ISR)
- 2nd Offense: 1 day In-school Restriction (ISR)
- 3rd Offense: 2 days In-school Restriction (ISR)
- 4+ Offenses: 3+ days In-school Restriction (ISR)

Students who are truant will not be permitted to make up work. Leaving school without proper authorization during the day, including during lunch period, will be considered truancy.

#3 Possession of Dangerous Weapons or Look-A-Like Weapons: 10 days OSS & recommendation to the superintendent for expulsion. *Notification to a law enforcement agency will be made for the above offenses. NOTE: .Tools used in the CTE lab, once removed from the lab setting, can be considered weapons.*

#4 Physical Attack:

- 1st Offense: Up to 10 days OSS
& possible recommendation to the superintendent for expulsion
- 2nd Offense: Up to 10 days OSS
& recommendation to the superintendent for expulsion

Physical attack of a staff member will result in an automatic 10 days OSS and recommendation to the superintendent for expulsion. Notification to a law enforcement agency will be made for the above offenses.

#5 Fighting:

- 1st Offense: Up to 10 days OSS
and possible recommendation to the superintendent for expulsion
- 2nd Offense: Up to 10 days OSS
and recommendation to the superintendent for expulsion

Notification to a law enforcement agency will be made for the above offenses.

#6 Firearm or Knife: 10 days OSS and recommendation to the superintendent for expulsion

Notification to a law enforcement agency will be made for the above offenses.

Unless a student is permanently excluded from school, the superintendent shall expel a student from school for a period of one (1) year for bringing/possessing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The superintendent shall refer any student expelled for bringing a firearm [as defined in 18 U.S.C. 921(a)(3)] or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, shotshell/shell/bullet, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

#7 False Fire Alarms, Setting or Attempting to Set Fires: 10 days OSS and recommendation to the superintendent for expulsion

A student shall not sound a false fire alarm nor set or attempt to set a fire on any school property. Such actions will result in a 10 day OSS. A recommendation to the superintendent for expulsion will be made, and the police or other law enforcement agency will be notified.

#8 Use of Profane/Vulgar or Abusive Language/Gestures:

- 1st Offense: Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS
- 3rd Offense: Up to 7 days OSS

Obscene/sexual as well as racially/culturally offensive language/phrases/images/advertisements -stated or implied- (including key chains, lanyards, flags, belt buckles, and bumper stickers on vehicles, etc) are not permitted.

Profane or abusive language/gestures directed at a staff member will result in up to 10 days OSS and possible recommendation to the superintendent for expulsion.

#9 Disrespect and/or Insubordination:

- 1st Offense: Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS
- 3rd Offense: Up to 7 days OSS
- 4th Offense: Up to 10 days OSS
and recommendation to the superintendent for expulsion

#10 Failure to Comply with School Rules and/or Disruption of School:

- 1st Offense: Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS
- 3rd Offense: Up to 7 days OSS
- 4th Offense: Up to 10 days OSS
and recommendation to the superintendent for expulsion

#11 Verbal(Nonverbal) / Written Attacks/Taunting/Challenging/Threatening/Harassing:

- 1st Offense: Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS
- 3rd Offense: Up to 10 days OSS
and recommendation to the superintendent for expulsion

Notification to a law enforcement agency may be made for cases involving harassment, verbal or written attacks, including gestures directed at a staff member will result in up to 10 days OSS and a possible recommendation to the superintendent for expulsion.

#12 Possession/Use/Distribution of Tobacco Products/E-cigarettes/Vapor Devices & Paraphernalia:

- 1st Offense: 3 days In-school Restriction (ISR)
- 2nd Offense: 3 days OSS
- 3rd Offense: 5 days OSS
- 4th Offense: Up to 10 days OSS and recommendation to the superintendent for expulsion

It is prohibited by Ohio law for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” Notification to a law enforcement agency will be made for the above offenses as required by law.

Possession of matches and/or cigarette lighters is strictly prohibited. Students who fail to meet this expectation will be addressed following the guidelines of the “Failure to Comply with School Rules” and/or “False Fire Alarms, Setting or Attempting to Set Fires” sections of this handbook.

#13 Possession, Use/Evidence of Use, or Under the Influence of Alcohol, Illegal Drugs, Counterfeit/Look-a-Like Drugs, Drug Paraphernalia, Prescription Drugs, or Over-the-Counter Drugs:

- 1st Offense: 10 days OSS, recommendation to the superintendent for possible expulsion, and notification to appropriate law enforcement agency. 5 days of the suspension *may* be changed to In-school Intervention (ISI), and the recommendation for expulsion may be waived, if the student completes a drug assessment (conducted by an approved, licensed agency) and enrolls in an alternative counseling program. The assessment must be completed prior to returning to school.
- 2nd Offense: 10 days OSS, recommendation to the superintendent for expulsion, and notification to appropriate law enforcement agency.

The Board of Education policy prohibits the use of any prescription or over-the-counter drugs except for those administered through the central office with all proper permission forms on file.

#14 Sale or Distribution of Alcohol, Controlled Substances, or Illegal Substances: Individuals involved in the sale or distribution of alcohol, controlled substances, and/or illegal substances will be assigned 10 days OSS. A recommendation to the superintendent for expulsion will be made, and the police or other law enforcement agency will be notified.

#15 Bomb Threats: The act of initiating a threat of a bomb on school property, or at a Board of Education sponsored activity will result in a 10 day OSS. A recommendation to the superintendent for expulsion will be made, and the police or other law enforcement agency will be notified.

#16 Inciting Panic: Creating an atmosphere that endangers the safety and well-being of students and staff will result in a 10 day OSS. A recommendation to the superintendent for expulsion will be made, and the police or other law enforcement agency will be notified.

#17 Vandalism/Destruction of School or Personal Property:

- 1st Offense: Up to 5 days OSS and full restitution
- 2nd Offense: Up to 10 days OSS and full restitution
- 3rd Offense: 10 days OSS, full restitution, possible recommendation to the superintendent for expulsion, and notification to the appropriate law enforcement agency.

#18 Theft:

- 1st Offense: Up to 5 days OSS and full restitution
- 2nd Offense: Up to 10 days OSS and full restitution
- 3rd Offense: 10 days OSS, full restitution, possible recommendation to the superintendent for expulsion, and notification will be made to the appropriate law enforcement agency.

#19 Distribution of Non-School Materials:

- 1st Offense: Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS
- 3rd Offense: Up to 10 days OSS

Students are not permitted to print or distribute printed material at school that is not directly related to school activities or organizations.

#20 Misuse of Computers/Chromebooks & other Technology:

- 1st Offense: Possible temporary loss of privileges & Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS & temporary loss of privileges
- 3rd Offense: Up to 10 days and permanent loss of privileges for the school year

Computers/Chromebooks for student use are available throughout the school year. A permission form (Acceptable Use Policy) must be signed by the parent and student. Students who do not comply with the proper use of school computers/chromebooks will be subject to the above rules and/or other disciplinary action. Damage and/or loss of school issued technology (Chromebooks) will result in monetary restitution.

#21 Public Display of Affection: The demonstration of affection between each other is personal and not meant for public display; it is unacceptable school behavior. Public Displays of affection beyond hand-holding will be subject to the following disciplinary action.

- 1st Offense: Up to 3 days OSS
- 2nd Offense: Up to 5 days OSS
- 3rd Offense: Up to 10 days OSS

#22 Plagiarism/Cheating: Students who use plagiarized papers or projects and/or are involved in any other form of cheating will be given zero credit and/or subject to disciplinary action. Students failing to comply with these rules will be disciplined following the guidelines of the "Failure to comply with School Rules" section of the student code of conduct.

#23 Student Appearance:

Students and parents/guardians should be aware that Portage Lakes Career Center is a place for the business of education and is not a showcase for extreme styles of dress or grooming. We host many visitors including: parents, interested citizens, prospective students, and many potential employers. Employers regularly tour our programs and may provide employment opportunities for our students. Appearance and grooming tend to reflect inner attitudes. Employers may request an assessment of appearance and grooming as part of the employment process. Students are expected to arrive to the Career Center appropriately dressed and to be well groomed at all times. Dress and appearance of students are to be governed by the standards of cleanliness, neatness, health, safety, appropriateness, and decency. Any grooming habits or wearing of apparel which disrupts the educational process or is in violation of safety standards, in any school setting, will not be permitted. General guidelines are as follows:

- A. Alcohol, drug, tobacco, or gang related messages/advertisements as well as racially/culturally offensive phrase/images -stated or implied- are not permitted (including key chains, lanyards, flags, belt buckles, and bumper stickers on vehicles, etc).

- B. Obscene or sexual phrases/images - stated or implied - are not permitted (including key chains, lanyards, flags, belt buckles, and bumper stickers on vehicles, etc.).
- C. Clothes with any holes and/or tattered or frayed edges are not permitted. Cut-off shorts are not permitted.
- D. Hats are to be removed when entering the building and placed in lockers. They are not to be carried during school hours. Hooded Sweatshirts a.k.a. "Hoodies" are permitted but may not be worn to cover the head. Bandanas are not permitted at school.
- E. Skirts/Dresses/Shorts must be no shorter than 4 inches above the center of the knee. Tights or leggings/jeggings may be worn but must be covered by a dress, sweater, blouse or skirt that meets the 4 inch length requirement.
- F. Pants must be worn at waist level and must not drag on floor or droop below the waist and buttocks. No wide leg pants, straps or buckles are permitted and no undergarments may be visible.
- G. No nylon/knit athletic shorts/pants are permitted. Sweat pants/lounge pants/flannel pants, pajamas/yoga pants are not permitted. Jogger style pants are permitted only if they are made of thick material (khaki, denim, etc) Jogger Style pants made of nylon/knit/silk material are not permitted.
- H. Shirts/tops must have sleeves. Blouses must have sleeves or shoulders must be covered (minimum 4" strap), and NO bare midriff. Tank tops/ muscle-tee's and suggestive/revealing clothing are not permitted. Low cut necklines are not permitted; cleavage may not be visible.
- I. Foot apparel designed for street wear must be worn at all times. No bedroom slippers are permitted. Skates and shoes with rollers in the heels are not permitted.
- J. Wallet chains or other exposed chains are not permitted.
- K. Jackets or coats are worn to and from school only. They are not to be worn in the building during the school day. Hooded sweatshirts a.k.a. "Hoodies" with lining, fleece jackets with full zippers, fleece pullovers with a zipper, and any clothing designed to be worn outside for warmth are to be kept in student lockers.
- L. No book bags (including mesh backpacks with string-like straps) will be permitted in labs/classrooms/hallways/cafeteria during the day. Book bags must be stored in lockers during school hours. In addition, purses must be kept on the floor beneath the student's desk/work surface/table or in a locker while in academic classes and lab-related classes.
- M. Sunglasses are not to be worn in building (either on the face or on top of the head).
- N. No distracting/unprofessional hair colors/cuts/styles (i.e. Mohawks) are permitted. Hair coloring and highlighting must be of natural color.
- O. Facial piercings are not permitted, including all clear posts/rings/bars/etc. (of any size). Concealing a facial piercing with a bandage/or makeup is not permissible.
- P. Earrings worn are to be of standard post size. Ear gauges larger than standard post size (industrial bars, etc.) are not permitted. Clear gauges are not permitted. Concealing an ear gauge(s) with a bandage(s) is not permissible.
- Q. Lab dress code must be followed.

The final judgment for all matters pertaining to the student appearance code rests with the school administration. If a student requires modification of the dress code, parents or students are expected to contact an administrator for approval before the student returns to school. Physician excuses will only be honored one week at a time.

Violation of Student Appearance guidelines will result in the following disciplinary actions:

- 1st Offense: Warning and immediate correction of above violation. If correction is not immediately possible, the student will be assigned to In-school Restriction (ISR) for the remainder of his/her scheduled day at PLCC or until correction is made.
- 2nd Offense: 1/2 day In-school Restriction (ISR)
- 3rd Offense: 1 day In-school Restriction (ISR)
- 4th Offense: 2 days In-school Restriction (ISR)
Repeated offenses may result in OSS.

#24 Cell Phones/ Wireless Communication Devices (WCDs)/Personal Recording Devices (PRDs):

To ensure student safety and an appropriate educational climate, the use of WCDs/ PRDs such as cellular/wireless phones and any other devices that allow a person to record and/or transmit (in either a real time or delayed basis) sound, video or still images, text, and/or other information is prohibited within the building(s) and all lab/classroom/locker rooms/restroom settings (including while off-campus on a field trip). Such use of a WCD/ PRD without proper consent is an invasion of privacy and can result in OSS and/or recommendation for expulsion. If the violation involves potentially illegal activity, the confiscated-PRD may be turned over to law enforcement.

All such devices are to be powered off and stored out of sight from the moment the student enters the building until 2:07 pm.

Violation of this policy will result in confiscation of the device, an office referral, and disciplinary action. The content of confiscated devices may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Student Code of Conduct.

Violation of the Cell Phone/ Wireless Communication Device/Personal Recording Devices Policy will result in the following:

- 1st Offense: Warning & the device is held by administration through end of school day.
- 2nd Offense: ½ day In-school Restriction (ISR) and device is held by administration through end of school day.
- 3rd Offense: 1 day In-school Restriction (ISR) and device is held by administration through end of school day.
- 4th Offense: 2 days In-school Restriction (ISR) and parent must pick-up of item

Repeated offenses can result in OSS.

#25 Electronic Devices/Head Phones/Ear Buds

Video cameras and laser devices are not permitted in the building(s) and all lab/classroom settings. Portable/personal music devices with headphones (MP3, AM/FM radio, Personal CD Players) and hand held video games that do not possess wireless communication capabilities may be used before school, after school, and during lunch. For safety reasons, students may wear only one EarBud before school/during lunch/after school while in hallways/cafeteria/lobby, unless sanctioned by the instructor students may not wear earbuds in classrooms or labs. If the use and/or presence of such devices become disruptive to the school, lab, or classroom, the device will be confiscated. Only Ear buds owned/issued by PLCC may be used with PLCC owned/issued devices (Laptop computers, PCs, E-readers, etc.) only if such use is essential to the lesson being taught in the lab/classroom. Personally owned Large size headphones(such as Beats) are not permitted to be used in the classroom or worn in the building

If a personal an Electronic Device/Head Phones/Ear Buds is causing a disruption/confiscated, the following consequences will be administered:

- 1st Offense: Warning and the *Devices/Head Phones/Ear Buds* is/are held by administration until the end of the school day.
- 2nd Offense: ½ day In-school Restriction (ISR) and the device is held by administration until the end of the school day.
- 3rd Offense: 1 day In-school Restriction (ISR) and parent must pick-up of item
- 4th Offense: 2 days In-school Restriction (ISR) and parent must pick-up of item
- 5th or more: May result in OSS and will result in parent must pick-up of item

Please see the associate principal if you have any question as to whether a specific electronic device is permissible.

#26 Infractions Not Listed: Infractions not listed that involve any undesirable behavior, in the opinion of the administration, will not be tolerated. While the rules listed on the previous pages may not address all disciplinary problems, the administration has the right to deal with each incident within the scope of school law.