



**Portage Lakes | Career Center**

# **Student & Parent Handbook**

**2024-2025**



***Extraordinary experiences.  
Every student.  
Every day.***

**We believe:**

Our students deserve an innovative culture to navigate an evolving global economy.

Success demands a safe environment, where individuals are respected and valued.

Experiences beyond the classroom walls enrich learning and maximize student growth.

We have a shared responsibility to learn, teach, design, and lead.

**Our Mission:**

***We empower and equip tomorrow's leaders to discover their passion and design their future.***

## Welcome to Portage Lakes Career Center!

We believe your school experience affects your future, whether it be employment, enrollment, or enlistment in the military. This handbook outlines our guidelines that shape those experiences. As a school, we have established expectations we believe are reasonable, fair, and allow you to pursue your future successes. We feel you will soon believe as we do that Portage Lakes Career Center is a great place to be!

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## **Enrollment/Withdrawal/Transfer**

Students enrolling as juniors must 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. In addition, students who are credit deficient may be ineligible to attend PLCC as a full day student. A full day student may not be more than four (4) semesters credit deficient. A returning full day senior may not be more than two (2) semesters credit deficient.

Students may earn up to six (6) credits each year enrolled at the Career Center. Both career-technical and academic course work comprise these credits.

Any junior who fails all career-technical program courses for the school year cannot continue in the senior year of that program.

Junior students who fail one of their career-technical program courses for the year may return for the senior year of the program pending instructor/principal approval.

The Board of Education directs that whenever a student enrolled through a participating local district wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the consent of a parent or guardian. Consent to withdraw must be provided to the Student Services office at PLCC by the parent or the partner school via email.

By agreement with the participating local districts, no student who enrolls in a career technical education program may withdraw or change enrollment status (full day/ half day) during the first five (5) days of the program. No student shall be able to make any change to their schedule or enrollment status after 10 days. No student shall be able to return after withdrawing from the program.

## **Counseling**

School Counselors are available to help students throughout the school day with academic and personal concerns.

## **Inspection of Instructional Materials**

Parents who wish to inspect the instructional materials used as part of the educational curriculum should provide a written request to the principal. Access to those instructional materials will be provided in a reasonable time.

## **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.

## **Video Surveillance Cameras**

To maintain a safe learning climate, Portage Lakes Career Center uses video surveillance cameras throughout the building and parking lots. Only PLCC administration and staff can review surveillance footage. Activities recorded are collected and disclosed, when applicable, for law enforcement purposes.

## **Lockers & Book Bags**

Each student is assigned a CTE lab locker. 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.

Book bags are permitted in labs/classrooms/hallways/cafeteria during the day. Book bags are to be stored in CTE lab lockers or other areas designated by the lab instructor. While in academic classes, book bags must be kept on the floor beneath the student's desk/work surface/table or other areas as designated by the teacher. Please Note: book bags may be inspected by administrators/security & safety personnel at any time.

## **Personal Property**

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

## **Hall Passes**

Hallway traffic during labs/classes is restricted. Students needing to move from one space to another during lab/class time are to have a pass from a teacher indicating the time of departure and the point of destination. They must sign out with their teacher and

sign back in upon their return. A staff member may accompany a student in lieu of a hall pass if needed.

### **Office Phones**

Students are permitted to bring cell phones into the building; the use of these devices is restricted/limited. Students may request permission to use an office phone for a reason deemed necessary/appropriate by school personnel. Students are to refrain from using classroom/lab telephones. Students should not make phone calls from their personal cell phone devices without express permission from the main office.

### **Career Passports/Career & Technical Certificates**

All students who complete their program will receive a Career Passport. Any Industry Recognized Credentials or other certifications earned will be included in the Career Passport. Students will also receive a copy of their official resume.

### **Career Technical Student Organizations (CTSO's)**

All students at Portage Lakes Career Center are members of their CTE program's corresponding career-technical student organization. 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. Students returning to PLCC for the second year of their CTE program may be eligible for induction to PLCC's chapter of NTHS. Students must meet the following criteria on the date of application:

- Candidates must earn an A in each of their CTE courses during quarters 1-3 of their junior year in order to be invited to apply.
- Candidates must have an attendance rate of no less than 96% by the date of application for quarters 1-3 of their junior year.
- Students must have earned their Ohio Means Jobs Graduation Seal in order to be eligible.
- All candidates must have the recommendation of their program teacher and two academic teachers.
- All candidates must demonstrate the ability to utilize technology, possess strong leadership skills, and have a commitment to community service.

Note: A student's eligibility may be revoked due to increased absences and/or disciplinary action for violation of the Student Code of Conduct

### **WebXams**

Secondary Career-Technical Education programs require career field pathway end-of-course tests. All career-technical education tests are administered through the WebXam system. PLCC has developed an incentive program to encourage students to try their hardest on all WebXam assessments, as outlined below.

All students will take their course aligned WebXam near the beginning of each course. All students will retake their assessment at the end of each course.

If a student earns a proficient score on a CTE course aligned WebXam, their resulting final exam grade for that course will be an A.

If a student passes both of their current WebXams, they will not be required to attend their lab on final exam day. Full Day students will be required to take their academic exams at the regularly scheduled times.

### **Report Cards and Progress Reports**

There are four 9-week grading periods. Report cards will be available on-line through the Parent Access program. Hardcopies of report cards mailed only upon request. To make the request, please contact the PLCC Student Services Office. PLCC posts mid-quarter progress reports to the Parent Access program only for those students who are in danger of failing; please contact individual instructors and teachers if you have questions regarding your student's progress.

## Grading System

For the purpose of averaging grades the following numerical values are substituted for grades: A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0. The points should be added and total divided by the number of grades given. The number is then converted back to a letter grade using the following scale:

Point Value Scale	Point Range	Percent Range
A = 4.0 Points	3.31-4.00	90-100
B = 3.0 Points	2.31-3.30	80-89
C = 2.0 Points	1.31-2.30	70-79
D = 1.0 Points	0.51-1.30	60-69
F = 0 Points	0.00-0.50	0-59

A student must have two passing nine weeks grades, one of which must be the second semester, in order to pass a full year course. Failure to complete the requirements of a course may result in a final grade of "F" – 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 time frame will result in an "F" for the incomplete assignments. A final grade will be calculated using all grades earned during the grading period, including Fs for incomplete work.

Grades students receive may be enhanced or reduced based on their attitude, daily performance, and accomplishments as specified in the Career Center's Board of Education policy.

If a senior is in danger of failing quarter 1 of their CTE courses, a meeting will be scheduled with the student's teachers, counselor, and home school counselor. If they do not pass quarter 1 and are in danger of failing quarter 2, they may be considered for dismissal from their program and return to their respective partner school.

## On-Line Credit Recovery

Portage Lakes Career Center offers on-line courses for students who need to recover lost credit. If a student needs this service, Student Services personnel will be in contact with the student. PLCC's on-line options are self-paced. Further information regarding the on-line credit recovery program is available via the Student Services Office.

## Attendance

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

When it is essential that a student miss school, parents and guardians must report the reason for the absence whenever calling a student off from school.

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

- personal illness of the student;
- illness in the student's family necessitating the presence of the child;
- quarantine for contagious disease
- emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.
- Medical notes should be provided to the main office within a week of absences related to medical office visits.

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

- death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
- observation of religious holidays consistent with a student's truly held religious belief;
- traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up

to 24 school hours);

- college visitation (up to 2 per year);
- absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- absences due to a student being homeless;
- temporary internet outage for individual students or households;
- technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
- needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
- as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

If a student needs reported absent from school, please follow these guidelines:

- Call the high school attendance line at (330) 896-8229 before 8:00 a.m. to report the absence for the day.
- State the reason for the absence. Exceptions include extenuating circumstances cleared by the principal. If parents or guardians do not call the school, the office notifies the family through an automated phone message and requests verification of the absence.
- State the duration of the absence (for example: today, the next 2 days, etc.)
- Whenever feasible, families are to provide medical documentation from a health care professional for extended absences due to illness. Please contact the building principal if you have any further questions.
- Due to the nature of our educational programming, students who are chronically/habitually absent during a 9-week grading period without an excusable reason place themselves in danger of falling behind and potentially failing the grading period in class/lab. Failure of two 9-week grading periods in a year can result in class/lab failure and loss of credit, as well as discontinued enrollment in a student's CTE program.
- Full Day and Half Day AM students signing in before 8:15 a.m. will be marked Excused or Unexcused Tardy.
- Full Day and Half Day AM students signing in after 8:15 a.m. will be marked 1/2 Day Excused or Unexcused Absence.
- Half Day AM students signing out after 9:50 will be marked as an Excused or Unexcused Partial Absence.
- Half Day PM students signing in before 11:50 a.m. will be marked Excused or Unexcused Tardy.
- Half Day PM students signing in after 11:50 will be marked 1/2 Day Excused or Unexcused Absence.
- Full Day and Half-day PM students signing out before 1:37 p.m. will be marked as 1/2 Day Excused or Unexcused Absence.
- Students signing out after 1:37 will be marked as an Excused or Unexcused Partial Absence.

Absence from half or more of a class period equals a full absence from that period class. Absence from half or more of program/lab time equals a full absence from that program/lab for that day.

In addition, Ohio law (HB410) requires that if a student (of minor age/under 18 years) is absent 38 or more hours in one school month, or 65 or more in a school year, the following will occur: the school's attendance officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement. If a student's absences surpass the threshold for a habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian.

### **Requests for Assignments during Absence**

A request may be made for assignments for students who are absent 3 or more consecutive days. Contact the Student Services Office for assignments during absences.

Students may make up work missed during excused absences. Student assignments missed during unexcused absences may be made up at the discretion of their instructor. 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).

Assessments missed due to absence may be modified or made up in an alternative fashion at the discretion of the instructor.

Due to the nature of lab activities and the structure of the school day, it is not always possible to make up lab assignments. An alternate assignment may be provided.

### **Vacation Request**

Vacations during the school year require approval/review through the principal's office. Students are required to have each teacher sign a "Vacation Form", which they obtain in the main office. This process must occur at least one week prior to the planned absence, 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 after their return to school. Vacations are limited to 5 school days per year. Vacation days that do not comply with the above guidelines are unexcused absences. Vacation requests for the week before the end of the first semester and the week before the end of the school year may not be approved.

### **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 assistant principal. Students leaving the school grounds without permission will be considered truant during that time.

Students who become ill during the school day must report to the clinic. The school nurse will notify the parents/guardians and the student's instructor if he or she is to be sent home.

Communication from a parent/guardian is necessary for a student to leave school, whether the reason is excused or unexcused. Submit any physical notes to the reception desk prior to the start of the school day. All students must electronically sign out at the main office before leaving school property.

Students may attend a home school assembly when the home school has notified PLCC of the event. They must sign out of PLCC and sign in at their home school. If the student does not do so, they will be considered truant and they will lose the privilege to attend such events for the rest of the quarter

Students who have a doctor/dentist/orthodontist/court/professional appointment may return to school the same day only if a formal written excuse from the appointment is presented to the main office upon the return. Under no circumstance, other than the aforementioned, will a student be given permission to leave school and then return during the school day.

Students who have a doctor/dentist/orthodontist/court/professional appointment and are not returning to school the same day are to present a written excuse from the appointment to present to the main office upon their return to excuse the absence.

### **Open Campus Privileges**

#### **Open Campus (General)**

Throughout the school year, there are various opportunities for students to earn the ability to either leave school early, leave campus during their Focus period and/or lunch, or even to skip their lab entirely. This is always a privilege and is used as an incentive to promote strong attendance, behavior and achievement in the classroom. These opportunities include leaving early for Prom (seniors only), post semester and final exam completion and more.

- Student fees must be paid in order to take advantage of this privilege.
- Students will NOT be allowed to loiter in the parking lot or in the building.
- The school is NOT responsible or liable for students who are not in the building during open campus opportunities.
- Students using this privilege when available must always provide their own transportation.
- Those who do not follow the proper procedures or who demonstrate a decline in attendance, behavior and/or achievement in the classroom will have their privileges revoked.
- Parents must indicate in Final Forms that their child may take advantage of these Open Campus privileges and the student must qualify in order to do so.

#### **Open Campus (Full Day Students)**

Full day students who meet and maintain the requirements below will be eligible for the privilege of leaving PLCC's campus during their Focus period.

Seniors who are eligible may be off campus from 10:09-11:10. Juniors who are eligible may leave school at 1:36.

Students who require specially designed instructional minutes to be met, according to their IEP, must work with their Intervention Specialist to ensure service delivery isn't interrupted. It is likely that they will need to remain in their Focus period periodically to do so. Non-compliance with these arrangements will result in removal of this privilege.



Students must sign out prior to leaving PLCC campus. Seniors must sign back in, on time, upon their return.

If a senior student signs out, they may not sign back in until 1/2 day seniors are admitted into the building. Junior students signing out may not return until the following school day. All students signing out may not loiter in the parking lot.

Requirements:

- Q1
  - Program is introduced and all students remain on campus during their Focus period.
- Q2-Q4
  - All Course grades B or higher for previous and current grading period
  - No Credit Recovery
  - No Behavior Referrals OR Behavior Documentation Reports for previous and current grading period
  - Parent Permission provided via OneView
  - Transportation
  - No more than 5 days absent for any reason (excused or unexcused) during previous and current grading period
  - Less than 4 days tardy in the previous and current 9 weeks
  - Earned their Ohio Means Jobs Seal
  - All student fees paid

Behavior Documentation Reports, Behavior Referrals, a significant drop in performance, grades, attendance and punctuality to school will cause immediate removal of this privilege for the current and following quarter.

### **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 to complete an Independent Student Form/Checklist before assuming sole responsibility for their education.

Credits may be withheld from students of majority age who have more than 18 total absences.

### **School Closings (Emergency or Inclement Weather)**

It will be the policy of the career center to remain open unless school is closed as deemed necessary by the PLCC superintendent or designee. If your local school district is closed, and the career center is open, the parent or guardian will have the final decision regarding student attendance. PLCC notifies students and families via PLCC's phone notification system (text and voice), social media, and website in the event of building closure.

### **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.

Electronic permission from a parent or guardian is required for students to participate in any field trip or competition. 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 PLCC or home school district) while enrolled at PLCC may not participate in competitions and/or field trips. Students who have excessive absences and/or have missing work and assignments in either their academic or CTE lab courses may not participate per PLCC and/or the student's home school. Because students are representing PLCC while participating in field trips and competitions, the student dress code is enforced.

A student may bring a guest to some extracurricular events (i.e. Prom). One guest per student is the limit. Guests must be of or between the ages of 15 to 20. In such instances, a guest registration form must be completed and submitted to the principal or assistant principal for approval prior to purchasing a ticket for a guest not enrolled as a student with PLCC. An approved form is required to purchase admission/ticket. 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.

### **Visitors**

Visitor access to the PLCC campus is regulated. All visitors must present a driver's license or other state or federally issued form of photo identification to gain entrance into the building. Visitors will receive and must wear a visitor badge. Parents requesting a meeting or conference are to schedule in advance. Children of preschool age or younger may not visit the high school classrooms/labs when in session. Individuals interested in enrolling in a high school career-technical program are to arrange a visit through the Student Services Office. All visitors must follow PLCC's safety and health expectations and practices.

## 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 displayed for safety and accountability. Permits are purchased through the main office, and a completed application, which includes written consent of a parent/guardian, must be completed prior to and presented upon receipt of a permit. The permit must be displayed on the inside mirror of the vehicle.

Students who drive to PLCC and park on campus must comply with the following:

- All students must display the official Portage Lakes Career Center Student Parking sticker on their rear-view mirror.
- Speed limit on school property is **10** miles per hour. Any students operating their vehicle in a reckless or dangerous manner will have their driving privileges suspended and may be subject to other disciplinary action per the Student & Parent Handbook.
- Students must exit their car immediately upon parking and may not enter it again until school ends for the day. Students may not enter another student's vehicle. Students found loitering in their cars risk a suspension of their driving privileges.
- Students may park their cars only in the areas designated for student parking.
- Students with excessive tardiness to school may have their driving privileges suspended.
- Smoking, vaping or drinking in cars while on school property is not permitted and students will be disciplined according to the rules stated in the handbook in addition to possible loss of driving privileges. Any contraband (vapes, cigarettes, lighters, weapons, alcohol, etc.) will result in additional disciplinary action.
- Students are prohibited from driving through, stopping, parking, or being dropped off in the Bus Lane. Violation of this regulation will result in loss of on campus driving privileges.

## Student Well Being

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office or school nurse.

## Emergency Medical Forms

The State of Ohio requires that each student turn in a medical or health form for school use in case a student needs emergency medical treatment. These forms are required for lab participation, all field trips, and other out-of-school activities. Students cannot participate in lab or class, after the first week of classes, until the form is completed.

These forms are available via our website and completed on-line.

## Blood-Borne Pathogens

Parents are advised that attendance at school could expose their child to blood-borne pathogens. Teachers are trained in the handling of blood and other bodily fluids. Students are instructed, during safety instruction, to not handle any body fluids they may contact.

## Student Medication

According to state law, a parental/physician request for administering medication, filed with the clinic, is required to take any form of medication at school. All medication is stored in and dispensed through the clinic. Permission forms are available in the main office. Under no circumstance will a student be given permission to leave school to take medication and return.

**Inhalers for Asthma:** Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

**Epinephrine Auto-injectors:** Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Students needing to take medications while participating in a competition or field trip must arrange with the school nurse and 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: 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.

### **Fees/Fee Waivers**

Fees will vary according to the career-technical program. In classes where tool kits, supplies, safety glasses and/or uniforms are provided, the student is responsible for the cost of loss, theft, and/or damage to such items. If the student owns tools, these tools 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.

Any student who qualifies for free lunch at his/her home school district also qualifies for a waiver of PLCC student fees. If they qualify for reduced lunch, their student fees will be reduced by half. Therefore, it is necessary for a student's parent/guardian to contact their school of residence ensuring that all free lunch eligibility materials are on file and approved. The district of residence shares this information with PLCC for students enrolled at PLCC to confirm fee waiver eligibility. Materials and information that are not up to date will delay the process. Please bring any fee waiver questions directly to the principal's attention.

Fees are to be paid prior to PLCC releasing credits to the student's home school. Technology fees and lost or damaged book and tool fees cannot be waived.

### **Free & Reduced Lunch Program**

While Portage Lakes Career Center does not receive federal or state funds to subsidize free or reduced lunches, the philosophy of the career center is to help students in need.

Please note: Only full day students enrolled at PLCC are eligible to receive lunch services.

Full day students who qualify for free lunch at their home school district also qualify for free lunch at PLCC. **Therefore, it is necessary for a student's parent/guardian to contact their school of residence ensuring that all free and reduced lunch materials are on file and approved.** The district of residence shares this information with PLCC for students enrolled at PLCC to confirm the free and/or reduced lunch benefit. Please bring any free & reduced Lunch questions directly to the principal.

Full day students who qualify for a reduced lunch rate will receive free lunch while attending PLCC.

\*For the first 4 days of school, students who believe they are eligible to receive the free or reduced lunch benefit may use their ID in the cafeteria line to receive a lunch. If PLCC has not received confirmation from the district of residence by the end of the 5th school day, AVI food services bills the lunches charged to the student's account. Once confirmation from the district of residence is received, all prior charges to the student account will be removed.

Full day students approved to receive free lunch will receive a daily balance of \$3.00 to use in the cafeteria lunch line.

### **Drug Prevention**

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations, under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia. A drug-free zone has been established within 1,000 feet of any facility used by the district for educational purposes.

### **Tobacco/Nicotine Product Use Prohibited**

PLCC is 100% Tobacco-Free. No student, faculty member, or visitor is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including non-school hours in any building, facility or vehicle owned, leased, rented or chartered by the District or on school grounds or parking lots. In addition, no student, faculty member, or visitor is permitted to use tobacco or nicotine containing products at any school-sponsored event, whether such event occurs on-campus or off-campus.

No student is permitted to smoke, inhale, vape, dip or chew tobacco or nicotine-containing products at any time, including non-school hours, at any school-sponsored event off campus. Additionally, no student is permitted to possess cigarettes, lighters or other tobacco or nicotine containing products including: filters, rolling papers, pipes, blunt or hemp wraps and liquids used in

electronic smoking devices at any time.

Promotional items that promote the use of tobacco or nicotine-containing products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

“Tobacco” is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

### **Lab Policies – Expectations: Safety & Uniforms**

PLCC Lab Uniform Guidelines/Expectations:

Lab expectations have been established to secure the safety of students and provide a healthy educational environment as well as to promote professionalism and self-discipline.

All CTE labs assign a daily participation grade based upon the student's preparedness and performance.

Students are provided with uniforms that align to their individual CTE lab. They are required to wear these uniforms Monday-Friday in both their lab as well as their academic courses, if they are a full day student. A student who is not in uniform will not be allowed to participate in the lab setting.

Students are expected to adhere to all lab safety policies and procedures.

- Students should come to school already dressed in their uniform, unless their uniforms are kept onsite per their instructor.
- Full day students must wear their uniforms during their academic classes.
- Students have the option to purchase additional uniform items beyond what is provided by PLCC.
- Field Trips: the program instructor will determine if wearing PLCC uniforms/apparel is appropriate when traveling on a field trip.
- Uniforms are not to be altered in appearance.
- The PLCC Logo must be visible on their uniform.
- If pants are not provided, those worn with student uniforms should not contain holes or rips. If a skirt is worn, the length should be work appropriate.

### **Beverages and Food/Lunch**

Food is not permitted in the classroom and lab areas at any time. Any beverages entering the building must be in a container with a lid or seal.

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 for violation of the “Failure to Comply with School Rules” code and/or any additional applicable codes from the PLCC Student Code of Conduct.

### **Work Permits**

Persons less than eighteen years of age are required by state law to have a work permit for certain types of work. The applications for these permits are available in the reception area.

### **School-to-Work**

Program Instructors will serve as the career mentors and school-to-work contacts for all students interested in pursuing school-to-work opportunities.

School-to-Work Philosophy: An important goal of career education is effective, high-quality workplace opportunities to provide students with necessary practical learning experiences in their field of study. School-to-work opportunities are created to match students' skills and career interests with employers' needs.

High-quality workplace experiences will:

- Empower students to make connections between learning and doing in addition to applying academic and technical

knowledge and skills to real work experiences

- Accelerate the development of professional skills in students, such as teamwork, collaboration, and discipline
- Allow students to acquire new knowledge and skills that can support their future pursuits and success
- Help students understand industry career paths and educational pathways to achieving them
- Encourage productive dialogue between students and adult peers, including receiving feedback on performance and areas for improvement
- Result in meaningful professional connections and give students a clearer understanding of the many different fields of work in which they are interested

School-to-work opportunities are not mandatory; they are a privilege. A student may have school-to-work privileges revoked if it is determined by the Program Instructor and PLCC administration to be necessary. Loss of a school-to-work position will result in the student being returned to the PLCC program/lab and student forfeiture of future school-to-work opportunities. Each school-to-work opportunity is earned by meeting and by continuing to uphold certain criteria.

Please note, if a student is fired or quits without offering the appropriate and professional two-week notice, the student will receive a failing grade for the 9-week grading period.

### **School-to-Work Student Eligibility**

A school-to-work opportunity is a chance for a student to obtain hands-on education and experience in a workplace directly related to his/her field of study. We believe school-to-work opportunities are a valuable experience for the student; however, it is at the discretion of the student's Program Instructor to determine if a student is to be placed in a 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 School-to-Work Policies and Procedures. Further specific requirements and criteria for school-to-work may be obtained from the Program Instructor, but all students must meet the following general requirements to be eligible (and to continue eligibility) to participate in the School-to-Work Program at Portage Lakes Career Center:

- Be a senior.
- Have completed Ohio Means Jobs Seal.
- Student Fees must be paid.
- WebXams completed and passed.
- Be recommended by his/her Program Instructor.
- Maintain a "C" average in the program lab and program related courses.
- Maintain passing grades in all academic classes (whether class credit is needed for graduation or not).
- Have no more than seven (7) absences and no more than two (2) tardies in the previous school semester (extenuating circumstances may warrant an attendance contract).
- Have any fees paid or be on a payment plan with payments being current.
- Have all school-to-work paperwork filled out and on file with the Career Pathways Specialist.
- Be employed in his/her field of study.
- Possess 12+ industry credentials (special circumstances may apply if school-to-work opportunity is part of credential) and a cleared, approved pathway to graduation signed off on by the school counselors BEFORE school-to-work opportunity can occur.
- Possess a valid Ohio driver's license and be able to provide his/her own transportation in his/her own private vehicle to and from work.
- Possess a valid Portage Lakes Career Center parking pass.
- Have school-to-work site evaluated and approved by the Program Instructor (using Work Site Evaluation Checklist; checklist must be on file with Career Pathways Specialist) BEFORE students are allowed early dismissal for school-to-work.
- Check in with Program Instructor for at least one period EVERY Monday.
- Dress appropriately for school and for work.
- Act appropriately. Students are a direct reflection of their instructor, program, and school; therefore, appropriate behavior is required.
- Complete a weekly timesheet with journal components and turn it into the designated School-To-Work Google Classroom each Monday; if there is no school Monday, it is due Tuesday with NO exceptions. This is a MANDATORY requirement. Failure to do this each week will result in the student's removal from his/her position.
- Complete a Senior Capstone.
- Notify the employer in advance of any absence in scheduled school-to-work hours. Absence from school requires absence from student's school-to-work position unless it is an approved appointment such as a doctor's appointment, court appearance, etc. Students who are absent but still attend work will lose school-to-work privileges unless absence has been approved.
- Students who must be absent from their School to Work job site must also call PLCC's attendance line to report off.

- Agree that school-to-work evaluations will directly affect program grades.
- Pass a drug screening (when applicable to the school-to-work opportunity).

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 school-to-work site will be terminated from the position 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 school-to-work position as well as any consequences outlined by the school(s).

### **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.

Additionally, students may arrange to interview for a school-to-work opportunity during their lab time only if approved at least 24 hours ahead of time by both their program instructor and the Career Pathways Specialist by filling out the appropriate school-to-work interview form.

### **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 traveling to or from school, and off school property at school-related events and activities.

Hazing, dating violence, harassment, intimidation or bullying 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 O.R.C. 3313.666 means any repeated intentional written, verbal, electronic or physical act causing mental/physical harm; is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment; includes violence within a dating relationship. 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:

- 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,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **Notice of FERPA**

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Portage Lakes Career Center is required by the federal government to notify you of your rights under the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are as follows:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal arranges for access and notifies the parent or eligible student of the time and place for record inspection.
- The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students should request, in writing to the school principal, what part of the record they want changed and why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify them of the decision and advise them of their right to a hearing regarding the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Portage Lakes Career Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue S.W.  
Washington, D.C. 20202-5920

### **Non-Discrimination Policy**

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex (including sexual orientation and gender identity), economic status, age, disability, military status or legally acquired genetic information.

Portage Lakes Career Center's District Compliance Officer(s) is:

Gregg Clark, Principal

4401 Shriver Road, Uniontown, Ohio 44685

Phone number: 330-896-8200 Email: gclark@plcc.edu

### **Directory Information**

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

- student's name
- student's address
- participation in officially recognized activities
- student's achievement awards or honors
- major field of study
- dates of attendance ("from and to" dates of enrollment)
- date of graduation

The district will, in accordance with federal and state law, release names, addresses, and telephone listings of secondary-level students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests the information.

Directory information will not be provided to any organization for profit-making purposes.

Parents and adult students may refuse for the school to disclose any or all such information by writing to the school within 10 days of receiving this notice.

Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the Student Services Office. If you have any further questions regarding these issues, feel free to contact the main office.

## Portage Lakes Career Center Student Code of Conduct

### School Behavior

PLCC has established a positive behavior supports and interventions program in which students are taught, encouraged and rewarded for demonstrating the following behaviors:

#### **Work Hard**

#### **Be Kind**

#### **Be Responsible**

We believe these attributes are essential to becoming a successful student and employee.

To form a collaborative effort regarding student behavior, PLCC will make every effort to notify parents of concerns at school. We believe that parents and the school working together is the best way to address behavioral issues. Intervention/disciplinary procedures may range from a conference/verbal warning to expulsion from school.

Behavioral expectations apply to students during the regular school day and at all school activities.

**Zero Tolerance** - 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.

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

### Due Process

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The State and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of their rights.

Due process procedures are:

applied equally to all and

enforced in a manner that involves:

adequate and timely notice and opportunity to prepare a defense;

an opportunity to be heard at a reasonable time and in a meaningful manner and the right to a timely and impartial hearing on the merits of the case.

A hearing to determine the guilt of a pupil is not constitutionally necessary and usually the question will be whether the preponderance of evidence indicates the student performed the act 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/her 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.

### Detention (DT)

Thirty-minute detentions may be assigned for a violation of student code of conduct. Detentions are typically served before school from 7:15 a.m. – 7:45 a.m., after school 2:07 p.m. – 2:37 p.m., or during lunch in the main office.

Detentions served other than the above times/intervals/location may be administered by the assistant principal or the principal upon review. Unserved detentions will result in removal from the classroom to be served and additional time may be applied.

### Temporary Classroom Removal (TCR)

Temporary Classroom Removal (TCR) is an opportunity for students to reassign their focus to the business of attending the career center when their behavior prevents themselves or their peers from learning. A student may be removed from the classroom for TCR for a portion of the school day. The goal is for the student to return to the classroom when they are ready to learn again.



Temporary Classroom Removal (TCR) is time away from class or lab and may consist of a student conferencing with an administrator and/or other significant school personnel. Students may engage in a self-reflection activity/assignment as part of the intervention or receive counseling when appropriate.

The student may make up the work missed in his/her classes with the exception of lab activities, where an alternate assignment may be provided. Students are required to satisfactorily complete both teacher assignments and any additional supplemental intervention materials provided by the facilitator.

### **Student Suspension**

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension. All assignments made prior to the OSS are due the first day the student returns to school.

Assignments made during the OSS must be completed in the number of days the student was serving OSS. A request may be made by families for assignments for students serving OSS by contacting the Student Services Office. Any assignments provided to the student during OSS are due the day they return. Due to the nature of lab activities and the structure of the school day, it is not always possible to make up lab assignments. Alternate assignments may be provided. If a snow day occurs during a student's suspension, that day does not count as a day served.

The guidelines listed below are followed for all out-of-school suspensions.

- The student is informed in writing of the potential suspension and the reasons for the proposed action.
- The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.

An attempt is made to notify the parent(s) by telephone if a suspension is issued.

- Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
- Notice of this suspension is sent to the:
  - Superintendent and
  - student's school record (not for inclusion in the permanent record).

Out-of-school suspension means the student may not come to school, attend classes, or any school events. 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. 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.

### **Appeal Procedure**

Should a student or a student's parent(s) choose to appeal the Assistant Principal's suspension, he/she must do so within five calendar days of the notice of suspension. The appeal shall be in writing (or email) and made to the Principal, following the chain of command. A student or a student's parent(s) may choose to continue the appeal process, in writing (or email), to the Superintendent. The student may be excluded from school during the appeal process.

## **Expulsion**

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

## **Appeal to the Board**

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

## **Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

## **Student Code of Conduct Failure to Comply with School Rules**

### **Failure to Comply with “Work Hard”**

#### **Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and may result in disciplinary action.

#### **Falsification of school work, identification, forgery**

Falsifying signature or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false ID's. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

#### **Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

#### **Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

#### **Misuse of Computers/Chromebooks & other technology**

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 disciplinary action. Damage and/or loss of school issued technology (Chromebooks) will result in monetary restitution.

Technology fees accrued cannot be waived. Students are not permitted to use personal computers/laptops on PLCC's wifi network.

#### **Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to school activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

#### **Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

#### **Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

### **Failure to Comply with “Be Kind”**

#### **Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb), a threat of fire, or active shooter against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally tampering or interfering with any fire or evacuation alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

#### **Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school district, other students, employees or others and disregard for school property.

#### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

#### **Harassment and/or Aggressive Behavior (including Bullying and Cyberbullying)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. “Bullying” is defined as a person causing mental or physical harm to a student AND sufficiently severe, persistent, or persuasive that it creates an intimidating, threatening, or abusive educational environment for the other student, involves the same

student, more than once and is an intentional written, verbal, graphic or physical act.

All complaints about bullying will be investigated promptly. Any student or staff member who is aware of aggressive behavior and/or bullying shall immediately report his/her concerns.

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

**Verbal:** The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a staff member, student, or other person associated with the District, or third parties.

**Nonverbal:** Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds leering, whistling, and the like to or by a staff member, student or other person associated with the District, or third parties. **Physical:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a staff member, student, or other person associated with the District, or third parties. Such conduct constitutes sexual violence, and includes physical acts of aggression or force, or threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing, covering a person's intimate parts, intentional touching of a person's intimate parts, forcing a person to touch another person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to the following:

**Verbal:** The making of offensive written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

**Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

**Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Civil Rights and Equal Opportunity Officer at 330-896-8200.

### **Hazing**

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal, or other administrator; teacher; coach; student club advisor/ supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **Insubordination/Disrespect**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

### **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to harassment (of any type), vandalization, assault (verbal and or physical), and destruction of property.

### **Physically assaulting a staff member/student/person associated with the District.**

Acting to cause fear in another person or immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District,

regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may be subject to expulsion.

### **Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

### **Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

### **Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything valuable to school without prior authorization from the principal. The school is not responsible for personal property.

### **Unauthorized Bodily Contact**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e. contributing to a fight verbally or through behavior.)

**Verbally threatening** (either orally, in writing or otherwise expressed) a staff member/student/person associated with the district. Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat may be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

### **Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **Failure to Comply with “Be Responsible”**

#### **Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

### **Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property. Driving privileges may be revoked at any time.

### **Headphone Use**

When appropriate, earbuds and headphones are permitted; we ask that one ear remain unobstructed for safety purposes.

### **Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **Possession/Lighting of incendiary devices**

Unauthorized igniting or possession of matches, lighters and other devices that produce flames.

### **Possession/Transmitting pornography**

Possessing and transmitting sexually explicit material.

### **Possession/use of cigarettes, smokeless tobacco, nicotine containing products, or look-a-likes**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco or nicotine containing products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains nicotine. Smoking clove cigarettes and e-cigarettes is also prohibited.

**Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or has evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-a likes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia. If a building designee has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to seek appropriate testing through an approved agency. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test. The school reserves the right to administer a breathalyzer before admittance to school sponsored functions.

**Possession/use of explosives and/or fireworks**

Possessing or use of any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/ or audible effect by combustion, explosion, deflagration or detonation.

**Possession/use of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity competition program, or event, regardless of where it occurs, will result in a mandatory one

(1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that 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 firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

**Possession/use of a weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/ or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Note: Tools used in the CTE lab once removed from the lab setting, can be considered weapons.

**Public Display of Affection**

The demonstration of affection between each other is personal and not meant for public display; it is unacceptable school behavior.

**Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**Unauthorized Fire**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, may be subject to disciplinary action.

**Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

**Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to

padlocks, pens, pencils, laser pointers, and jewelry.

### **Use of Wireless Communication Devices**

Students may use personal communication devices (PCDs) before and after school or during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs may only be used in designated areas of the building and will be at the discretion of administrators. All other PCD use is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

### **Student Appearance**

Due to the nature of our CTE programs. There exist professional standards as well as health and safety risks associated with some types of clothing and apparel. For OSHA compliance and health and safety precautions, students are 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.

Students are provided with uniforms that align to their individual CTE lab. They are required to wear these uniforms Monday-Friday in both their lab as well as their academic courses, if they are a full day student.

Each CTE program lab has a specific dress code that must be followed. Students without proper work clothing, safety equipment, and tools cannot participate in lab activities and will lose daily/weekly participation points.

Continued violation of CTE lab dress codes will result in a behavior documentation report and additional intervention determined by the principal and/or assistant principal. Career instructors may have additional dress code requirements as appropriate for their specific career field.

### **The following guidelines are general *school-wide* dress code requirements:**

- Students are expected to arrive at PLCC appropriately dressed. Clothing must be safe, neat, in good repair, free from distraction and worn appropriately. These expectations apply to clothing as well as: visible tattoos, key chains, lanyards, flags, belt buckles, bumper stickers on vehicles, protective safety masks/facial coverings (PPE), etc.
- Alcohol, drug, tobacco, or gang related messages/advertisements as well as racially/culturally offensive phrases/images - stated or implied - are not permitted
- Obscene or sexual phrases/images - stated or implied- are not permitted
- Imagery of weapons are not permitted.
- Undergarments should not be visible.
- Skirts/Dresses/Shorts must be no shorter than mid-thigh.
- Sunglasses and hoods are not to be worn in buildings.

### **Skipping class/Away from Assigned Area without permission**

Students are expected to be in their assigned areas at all times. Leaving school without proper authorization during the day, including during lunch period, will be considered truancy. Students who leave for partner school assemblies and functions and do not follow proper procedures will face the consequences of losing this privilege and will be considered truant.

### **Infractions Not Listed**

Infractions not listed that involve any undesirable behavior, in the opinion of the administration and/or the Board of Education, 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.

## PLCC Daily Schedule

Bell Schedule			
Academic Period	Start	End	Lab Schedule
First Bell Notification	7:43		
1st Academic	7:45	8:31	Junior Lab 7:45-10:40 1/2 day released at 10:20
2nd Academic	8:33	9:19	
3rd Academic	9:21	10:07	
4th-Academic-FOCUS	10:09	10:40	
Senior Lunch	10:40	11:10	Senior Lab 11:10-2:07
5th Academic	10:42	11:28	
Junior Lunch	11:28	11:58	
6th Academic	12:00	12:46	
7th Academic	12:48	1:34	
8th-Academic-FOCUS	1:36	2:07	
Student Dismissal		2:07	

Academic Bell Schedule-Block Week-Tuesday			Academic Bell Schedule-Block Week-Wednesday			Academic Bell Schedule-Block Week-Thursday		
Period	Start	End	Period	Start	End	Period	Start	End
First Bell Notification	7:43		First Bell Notification	7:43		First Bell Notification	7:43	
1st Academic	7:45	8:55	2nd Academic	7:45	8:55	1st Academic	7:45	8:55
2nd Academic	8:57	10:07	3rd Academic	8:57	10:07	3rd Academic	8:57	10:07
4th Academic-FOCUS	10:09	10:40	4th Academic-FOCUS	10:09	10:40	4th Academic-FOCUS	10:09	10:40
Senior Lunch	10:40	11:10	Senior Lunch	10:40	11:10	Senior Lunch	10:40	11:10
5th Academic	10:42	11:52	6th Academic	10:42	11:52	5th Academic	10:42	11:52
Junior Lunch	11:52	12:22	Junior Lunch	11:52	12:22	Junior Lunch	11:52	12:22
6th Academic	12:24	1:34	7th Academic	12:24	1:34	7th Academic	12:24	1:34
8th Academic-FOCUS	1:36	2:07	8th Academic-FOCUS	1:36	2:07	8th Academic-FOCUS	1:36	2:07
Student Dismissal		2:07	Student Dismissal		2:07	Student Dismissal		2:07