



**Portage Lakes | Career Center**

# **Student & Parent Handbook**

**2019-2020**

# 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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## Daily Schedule

**First Bell Warning** 7:43

<b>Period</b>	<b>Start</b>	<b>End</b>
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** 2:07

\*Lunch is scheduled during fifth period

## Enrollment/Withdrawal/Transfer & 13<sup>th</sup> Year Program

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 all career-technical program courses for the school year will not be permitted to 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/counselor/ administrator approval. Students who fall into this category and continue enrollment in the second year of the program are not eligible to receive a PLCC career Passport or PLCC CTE Certificate of Completion.

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.

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 ten days. No student shall be able to return after withdrawing from the program.

13<sup>th</sup> 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 all CTE program/lab classes.

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 "F" or "Incomplete" as the final reported grade for one or all of their program courses will not receive a Career Passport and/or the Career & Technical Certificate.

## **Counseling**

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

## **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. To be considered for membership into PLCC's Chapter of NTHS, students must meet the following criteria on the date of application.

1. 12<sup>th</sup> Grade Candidates must have an average of a 3.9 GPA for the previous 3 semesters (adjustments of GPA will be considered for advanced placement courses).  
11<sup>th</sup> Grade Candidates must have earned a 3.9 GPA for the first semester of the current academic year as well as possess a cumulative GPA of 3.5 for 9<sup>th</sup> and 10<sup>th</sup> grade.
2. 11<sup>th</sup> grade Candidates must have an attendance rate of no less than 95% attendance by the date of application for the current academic year.  
12<sup>th</sup> grade candidates must have an attendance rate of no less than 95% 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.  
A student's eligibility may be revoked due to increased absences and/or disciplinary action for violation of the student code of conduct.

## **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.

### **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 with all junior 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 or not class credits are needed for graduation).
- 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 time sheet with journal components and turn it into the Career Pathways Specialist 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.
- Update mandatory reflections paperwork at each 40-hour increment up to 240 hours and keep it on file with the Career Pathways Specialist.
- Complete a Senior Capstone.
- Notify the employer in advance of any absence in scheduled school-to-work hours. Absence from school will require absence from a student's school-to-work position unless it is an approved appointment such as a doctor's appointment, dentist visit, court appearance, etc. Students who are absent but still attend work will lose school-to-work privileges unless absence has been approved.
- 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).

## 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 are based on the following scale:

Point Value Scale	Point Range	Percent Range
A = 4.0 Points	3.71 – 4.00 – A	93-100
A- = 3.7 Points	3.31 – 3.7 – A-	92
B+ = 3.3 Points	3.01-3.30 – B+	91
B = 3.0 Point	2.71-3.0 – B	84-90
B- = 2.7 Points	2.31-2.70 – B-	83
C+ = 2.3 Points	2.01-2.30 – C+	82
C = 2.0 Points	1.71-2.00 – C	75-81
C- = 1.7 Points	1.31-1.70 – C-	74
D+ = 1.3 Points	1.01-1.30 – D+	73
D = 1.0 Points	.71-1.00 – D	66-72
D- = .7 Points	.51-.70 D-	65
F = 0 Points	0-.50 – F	0-64

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 leads to post-secondary success! 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 attendance line at (330)896-8229 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.

Full Day and Half-Day AM Students signing in after 9:15 a.m. will be counted as 1/2 day absent. Half-Day PM 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.

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. 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 report 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 reception 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.

## **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.

## **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 to the following:

1. All students must display the official Portage Lakes Career Center Student Parking sticker on their rear view mirror.
2. 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/or be disciplined following the "Failure to Comply" section of the handbook.
3. Students must exit their car immediately upon parking and may not enter it again until school ends for the day.
4. Students may park their cars only in the areas designated for student parking.
5. Students with excessive tardiness to school may have their driving privileges suspended.
6. Smoking 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.
7. Students found loitering in their cars risk a suspension of their driving privileges.

\* Students failing to comply with these rules will be disciplined following the guidelines of the "Failure to Comply with School Rules" section of the handbook.

## **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. 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. These forms are available via our website and are to be completed on-line.

### **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 /Student Accident Insurance**

An accident insurance policy is available through each of the home schools. Students interested in obtaining a policy may pick up an application in the main office of their school of residence.

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

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 or designee. 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.

## **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. Students who have excessive absences and/or have missing work and assignments in either their academic or CTE lab courses may be precluded from participation 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 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.

## **Visitors**

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 nametag Parents are welcome to visit the school and must report to reception upon arrival. Parents who are requesting a meeting or conference are encouraged to schedule in advance 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 student services office.

## **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.

## **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 reception area.

## **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, 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.

Any student who qualifies for free lunch at their home school district, also qualifies for a waiver of PLCC student fees. 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 Mr. Kaschak's (PLCC Principal) attention.

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 enroute 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.

## **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 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 will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
- 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

### **Directory Information**

Board of Education policy designates directory information to include the following: a student's name, address, date and place of birth, photograph, major fields of study, participation in officially-recognized activities, dates of attendance, awards received, honor rolls, and scholarships.

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 of such information by writing 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 school at your earliest convenience.

### **Zero Tolerance**

Board of Education policy specifies that "respect for law and for those persons in authority shall be expected of all 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 of violent, disruptive, or inappropriate behavior by its students. The district also has zero tolerance for weapons on school property or at school functions as outlined in state law and the student code of conduct.

## **Drug Prevention**

Board of Education policy "prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school-sponsored event." A drug-free zone has been established within 1,000 feet of any facility used by the district for educational purposes.

## **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.

## **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.

## **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.

## **Office Phones**

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).

## **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 Mr. Kaschak (PLCC Principal).

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

\*For the first 8 days of school, students who believe they are eligible to receive the free or reduced lunch benefit may use the last 4 numbers of his/her PLCC student ID in the cafeteria line to receive a lunch. If

PLCC has not received confirmation from the district of residence by day 9, the lunch received is charged to the student's account. Once the application is received and approved 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.

### **Lab Policies (Safety & Uniforms)**

For OSHA compliance, 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 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.

PLCC Lab Uniform Guidelines/Expectations:

Lab uniform 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. The general rule for program attire is "industry standards." All programs have a dress code, and students enrolled in the programs are expected to fully comply with program and safety attire.

- 1) While in lab, PLCC students are to wear program specific uniforms Monday – Friday of each week.
- 2) Unless otherwise stipulated by the program instructor, PLCC students may have the option of wearing street clothes Friday while in lab of each week (while still adhering to the PLCC school dress code policy).
- 3) Other PLCC logo apparel (i.e.: PLCC logo apparel purchased by the student, official PLCC apparel received by/provided to a student by staff) is acceptable unless otherwise stipulated by the individual program instructor.
- 4) When at all possible, students should come to school already dressed in their uniform. Students will be given time to change into and out of their uniforms at the beginning and at the end of their lab time.
- 5) Full day students are encouraged to wear their uniforms during their academic classes.
- 6) Students have the option to purchase additional uniform items beyond what is provided by PLCC.
- 7) Field Trips: the program instructor will determine if wearing PLCC uniforms/apparel is appropriate when traveling on a field trip.
- 8) Uniforms are not be altered in appearance.

### **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, Mr. Kaschak, 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.

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

Students are not permitted to bring unsealed soft drink or non-regulates beverage containers into the school. Beverages brought in for lunch must be sealed. Consumption of food and drink (other than water) is confined to the cafeteria during lunch period only. Please see PLCC's Water Bottle Policy for clarification of the term beverage. 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 for violation of the "Failure to Comply with School Rules" code and/or any additional applicable codes of the PLCC Student Code of Conduct.

### **Water Bottle Policy**

Health and wellness research studies reveal adequate hydration reduces tiredness/irritability and increases concentration. Such studies also link adequate hydration to improving cognitive function in children and adolescents.

With student health and wellness in mind, PLCC, permits students to have water bottles in classrooms and labs with the following considerations:

- The container must contain water and water only.
- The container must be clear or translucent. No juice, soda, "addables", or energy drinks. Any other type of container is not permitted and may be collected by any staff or faculty member.
- The container must have a closeable lid such as a screw on lid or a push top.
- The water may only be consumed in the first five minutes of class, the last five minutes of class or at the discretion of the teacher/instructor/staff member for the remaining time not mentioned.
- The student will be responsible to fill the bottle between classes. Leaving lab, class, and/or an activity to fill a bottle is at the discretion of the teacher/instructor/staff member. Some instructional areas have access to potable water sources within the space; the frequency of using those resources is at the discretion of the instructor as well.
- Classroom rules regarding the use of the restroom will be in place. Whenever possible students are to take care of restroom needs before class starts and must be responsible for water that is taken in during classroom time.
- Water bottles are not to be in close proximity to any technology (computers, Chromebooks, etc.)
- Water bottles are to be used for the purpose of consuming water and water only. If a student uses a water bottle and/or its contents for any purpose other than its intended use as outlined above, the result will be the loss of the privilege as well as further interventions and consequences as they align with the PLCC student Code of Conduct.

**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 collaborative effort with discipline concerns, we will make every effort to notify parents of problems at school. We believe that parents and the school working together is the best way to solve discipline problems. Disciplinary procedures may range 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, and inappropriate behavior.

**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 Summit County Court of Common Pleas. 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 any additional supplemental intervention materials assigned by the ISI/ISR Monitor or administrator. 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. Students expelled from PLCC are denied re-admission.

**#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:**

- 1<sup>st</sup> Offense: ½ day In-school Restriction (ISR)
- 2<sup>nd</sup> Offense: 1 day In-school Restriction (ISR)
- 3<sup>rd</sup> 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:** Up to 10 days OSS & possible 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:** Up to 10 days OSS and possible 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:**

1<sup>st</sup> Offense: Up to 3 days OSS

2<sup>nd</sup> Offense: Up to 5 days OSS

3<sup>rd</sup> 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, visible tattoos, 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/Vaping 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

In addition, one or more of the following actions may also be administered:

- Enrollment in a diversion or cessation program
- Completion of a tobacco education program
- Notification to a law enforcement agency for students under the age of 18 years old 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 for violating the code(s) "Failure to Comply with School Rules", and/or "False Fire Alarms, Setting or Attempting to Set Fires", and/or any additional applicable codes of the PLCC Student Code of Conduct.

**All confiscated vaping devices and accessories/supplies will be inspected by law enforcement.**

All vaping devices, oils, juices, and other accessories may also be addressed following the guidelines for violating the 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 code and/or any additional applicable codes of the PLCC 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:**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> Offense: 10 days OSS, recommendation to the superintendent for expulsion, and notification to appropriate law enforcement agency.

Law enforcement will be notified for all violations of this code.

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:** 10 days OSS, full restitution, possible recommendation to the superintendent for expulsion, and notification to the appropriate law enforcement agency.

**#18 Theft:** 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:** Up to 10 days OSS

Students are not permitted to print or distribute (including electronic transmission) printed material or at school that is not directly related to school activities or organizations.

**#20 Misuse of Computers/Chromebooks & other Technology:**

- 1<sup>st</sup> Offense: Possible temporary loss of privileges & Up to 3 days OSS  
2<sup>nd</sup> Offense: Up to 5 days OSS & temporary loss of privileges  
3<sup>rd</sup> 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/Chromebook 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.

- 1<sup>st</sup> Offense: Up to 3 days OSS
- 2<sup>nd</sup> Offense: Up to 5 days OSS
- 3<sup>rd</sup> 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 & parents must understand that due to the nature of our CTE programs there exist professional standards as well as health & safety risks associated with some types of clothing and apparel. Students are expected to arrive to PLCC appropriately dressed. Dress and appearance of students are to be governed by the standards of cleanliness, neatness, health, safety, appropriateness, and decency. Student attire other than PLCC lab uniforms are subject to the following dress code guidelines:

- A. Alcohol, drug, tobacco, or gang related messages/advertisements as well as racially/culturally offensive phrase/images -stated or implied- are not permitted (including visible tattoos, 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 visible tattoos, key chains, lanyards, flags, belt buckles, and bumper stickers on vehicles, etc.).
- C. Clothes with holes and/or tattered/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. Hats 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. NOTE: It is permissible per the instructor's discretion for only those students enrolled in the trades programs to wear hats as part of the program uniform. These hats are to be removed and stowed away during lunch and academics. Furthermore, students are asked to remove their hats when they are not in their trades lab or hallway.
- E. Bandanas are not permitted at school.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. Foot apparel designed for street wear must be worn at all times. Bedroom slippers, Skates and shoes with rollers in the heels are prohibited.
- K. Wallet chains or other exposed chains are prohibited
- L. 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.
- M. 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.
  - N. Sunglasses are not to be worn in building (either on the face or on top of the head).
  - O. No distracting/unprofessional hair colors/cuts/styles (i.e. Mohawks, bright unnatural colors, etc) are permitted..
  - P. Facial piercings are permitted with the following expectations/guidelines:
    - Only clear facial jewelry is permitted (clear plastic/acrylic piercing retainers).
    - Students & parents must understand that there exist some professional standards as well as occupational health & safety risks associated with facial piercings of any kind. In such cases, the program instructor, in accordance with pre-professional training standards and guidelines (OSHA, ProStart, ONA, etc.), may prohibit the wearing of some or all piercings during lab and related instructional time.
    - Due to professional standards as well as occupational health & safety factors, PLCC actively encourages students/parents to find out full information about facial piercings before undertaking getting one.
    - PLCC does not allow any facial piercing to be covered by a Band-Aid due to occupational health and safety risks.
  - Q. Ear Piercings are permitted with the following guidelines/expectations:
    - Standard or traditional post size earrings are preferred as well as the professional standard. However, if ear spacers are worn, they must not be hollow (must be filled in) and be clear or skin colored. No tunnels or ear bars allowed.
    - Students & Parents must understand that there exist some professional standards as well as occupational health & safety risks associated with wearing earrings of any kind when in lab. In such cases, the program instructor, in accordance with pre-professional training standards and guidelines (OSHA, ProStart, ONA, etc.), may prohibit the wearing of some or all piercings during lab and related instructional time.
  - R. 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 action(s) per each 9-week grading period:**

- 1<sup>st</sup> Referral: 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.
- 2<sup>nd</sup> Referral: 1/2 day In-school Restriction (ISR)
- 3<sup>rd</sup> Referral: 1 day In-school Restriction (ISR)
- 4<sup>th</sup> Referral: 2 days In-school Restriction (ISR)  
Repeated offenses may result in OSS.



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

PLCC understands the value and necessity of cell phone technology in the 21<sup>st</sup> century. In addition, PLCC views the responsible use of cell phones and technology as a transferable skill for both the workplace and life. As students enter their post-secondary lives, they will encounter expectations by employers, universities, post-secondary institutions, the military, etc. as to when and where the use and presence of such technology is appropriate.

With the intention to foster and instill within our students the professional skills and habits for both the workplace and life, PLCC uses the following guidelines for student cell phone use:

- PLCC staff members may permit students to use cell phones for educational purposes (research, reference, assessment, etc) during lab and or academic classes.
- Ear buds and headphones are permitted but we ask that only one ear remain unobstructed for safety purposes.
- For urgent personal matters and/or situations in which a student's cell phone is the best means to make contact with family and/or appropriate parties, we ask that students report to the office where they will be accommodated with a space for privacy.
- Full Day Students: Personal cell phone use is permitted before the start of the school day (7:15am-7:45am) and after the last dismissal bell of the day (2:07pm). Student cell phones are to be powered off and stowed away upon entering first period and lab (7:45 am).
- Half-Day (AM) Students: Personal cell phone use is permitted before the start of the school day (7:15am-7:45am) and after the 10:20 AM dismissal bell. Student cell phones are to be powered off and stowed away upon entering first period and lab (7:45 am).
- Half-Day (PM) Students: Personal cell phone use is permitted before between 10:50 am and 11:11 phones in the designated waiting areas prior to attending their CTE lab and after the last dismissal bell of the day (2:07pm). Student cell phones are to be powered off and stowed away once the 11:11am bell rings.

If a student is found to be using a cell phone without permission/clearance, the instructor or staff member will direct the student to either put the phone away and/or the phone may be confiscated. If the phone is held by a staff member, the device/phone will be returned to the student by that staff member at the end of the period/lab and/or school day. Refusal to cooperate with the requests of the staff may result in the administration of consequences for violating the Disrespect/Insubordination and/or Failure to Comply with School Rules/ Disruption of School student codes of conduct.

Instructors/Staff submit an office referral upon the 3<sup>rd</sup> (and any consecutive) cell phone related incidents within a class/lab/cafeteria/common area during each 9-week grading period.

Violation of the Cell Phone/ Wireless Communication Device/Personal Recording Devices Policy will result in the following disciplinary action(s) per each 9-week grading period:

- 1<sup>st</sup> Referral: ½ day In-school Restriction (ISR) and device is held by administration through end of school day.
- 2<sup>nd</sup> Referral: 1 day In-school Restriction (ISR) and device is held by administration through end of school day.
- 3<sup>rd</sup> Referral: 2 days In-school Restriction (ISR) and parent must pick-up of item

Repeated offenses can result in OSS.

To ensure student safety and an appropriate educational climate, the use of WCDs/ PRDs such as cellular/wireless phones and any other devices to record and/or transmit (in either a real time or delayed

basis) sound, video or still images, text, and/or other information is restricted within the building(s) and prohibited in 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. 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. If the violation involves potentially illegal activity, the confiscated-PRD may be turned over to law enforcement.

**#25 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.