

# **Student Handbook**

Knox County Career Center

306 Martinsburg Road

Mount Vernon, OH 43050

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[www.knoxcc.org](http://www.knoxcc.org)

## **2016-2017**



The Knox County Career Center exists to develop life-long learners  
with the skills and values necessary to achieve success

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# *Section I*

## **SCHOOL CALENDAR FOR 2016-2017**

|                  |  |
|------------------|--|
| August 8         | Schedule Pick-Up/Form Drop-Off (come and go between 10:00 – 6:00)    |
| August 12        | New Teacher Orientation  |
| August 15-16     | Teacher Professional Days  |
| August 17        | First Day For 10 <sup>th</sup> And 11th Grade Students               |
| August 18        | All Students Report To School  |
| September 5      | School Not In session – All Staff (Labor Day)                        |
| October 14       | End of First Grading Period (42 days)                                |
| October 17       | Teacher Professional Day – School Not In Session                     |
| October 20       | Parent/Teacher Conferences – 3:30 pm to 6:30 pm                      |
| November 14 - 15 | Sophomore Visitations  |
| November 17      | Open House   |
| November 23      | Conference Comp Day – School Not In Session                          |
| November 24-28   | School Not In Session – All Staff (Thanksgiving)                     |
| December 20      | End of Second Grading Period (42 days) And End of Semester (84 days) |
| December 21      | Teacher Professional Day – School Not In Session                     |
| December 22      | Christmas Vacation Begins  |
| January 3        | School Reconvenes  |
| January 16       | School Not In Session – All Staff (Martin Luther King, Jr. Day)      |
| February 20      | School Not In Session – All Staff (Presidents’ Day)                  |
| March 2          | Parent/Teacher Conferences – 3:30 PM To 6:30 PM                      |
| March 9          | End of Third Grading Period (46 days)                                |
| March 10         | Teacher Professional Day – School Not In Session                     |
| April 10-13      | Spring Break – Instructors, Students, and Cafeteria Personnel        |
| April 14         | Good Friday – School Not In Session                                  |
| April 17         | School Resumes   |
| May 23           | Senior Awards Ceremony   |
| May 25           | End Of Fourth Grading Period (49 days) And End of Semester (95 days) |
| May 26           | Teacher Professional Day   |
| May 29           | School Not In Session – All Staff (Memorial Day)                     |

*In the event there are excessive calamity days, the extra days will be added to the end of the calendar.*

### Parent Teacher Conferences

Thursday evening, October 17 – 3:30 p.m. to 6:30 p.m.

Thursday evening, March 2 – 3:30 p.m. to 6:30 p.m.

## *Section II*

When students arrive in the mornings, they should go to the cafetorium until the 7:55 a.m. bell. At this time students are to go to their classrooms or lab areas. The halls and the cafetorium are to be cleared by 8:00 a.m. when all students are to be in their assigned area ready to work. In the event of a 2 hour delay, the bell schedule will adjust according to the shortened school day.

### Bell Schedule

| PERIOD     | TIME  |       |
|------------|-------|-------|
| 1st period | 8:00  | 8:46  |
| 2nd period | 8:48  | 9:29  |
| 3rd period | 9:31  | 10:12 |
| 4th period | 10:14 | 10:55 |
| 5th period | 10:57 | 11:38 |
| 6th period | 11:40 | 12:21 |
| 7th period | 12:23 | 1:04  |
| 8th period | 1:06  | 1:47  |
| 9th period | 1:49  | 2:30  |

### 2 Hour Delay Bell Schedule

| PERIOD     | TIME  |       |
|------------|-------|-------|
| 1st period | 10:00 | 10:25 |
| 2nd period | 10:27 | 10:52 |
| 3rd period | 10:54 | 11:19 |
| 4th period | 11:21 | 11:54 |
| 5th period | 11:56 | 12:34 |
| 6th period | 12:36 | 1:09  |
| 7th period | 1:11  | 1:36  |
| 8th period | 1:38  | 2:03  |
| 9th period | 2:05  | 2:30  |

### Attendance Policy - 2016-2017 School Year

The Knox County Career Center Board of Education and staff believe that regular attendance is one of the essential requirements for success in career-technical education. A student's attendance record reflects on his/her dependability as an employee. Students at KCCC should strive to establish an attendance record that will enhance their opportunity for employment.

**KCCC may designate certain days to be in session through online learning. In those cases students must do the online assignments to be considered present. If there is an issue with student inability to access the internet the student will have 10 school days to make up their work online. KCCC will provide internet access during regular school hours in our two independent computer labs.**

To receive a Certificate of Completion and Career Passport, the Ohio Department of Education requires that a student be in attendance in accordance with the attendance policy. Students in Cosmetology must earn required credits in lab, theory, and academic instruction to meet Ohio Department of Education and Ohio State Board of Cosmetology standards. Students enrolled in co-op programs must work at least 15 hours per week in order to receive a Certificate of Completion and Career Passport. The Knox County Career Center Board of Education has adopted a policy requiring students to be present a minimum number of days to receive credit for courses.

### Absence From School

If a student is going to be absent, a parent/guardian shall notify the office at 740-397-5820, by 8:25 a.m. on the day of the absence. Otherwise, a phone call will be made by the automated school messaging system to the home or cell phone provided to inform you of the absence. If no phone call can be made, a card will be sent to the parent/guardian.

**A maximum of two (2)** absences per quarter with a parent/guardian note will be allowed as an excused absence. Any additional parent/guardian notes within the quarter will be considered unexcused.

**Two (2) unexcused absences** in any quarter will result in assignment of a **Saturday School**. Failure to serve Saturday School will result in further disciplinary action.

Students absent more than **eight (8) total days per semester (*half a year*)** in any course or **sixteen (16) total days during the school year** in any course may face the loss of lab certification/competencies and/or withdrawal from Knox County Career Center.

### **Procedures To Follow Upon Returning To School**

In addition to the parent/guardian calling the office, a written note from the parent or a doctor's excuse must be presented to the Attendance Clerk upon returning to school within three (3) days of the absence. The student will then be issued an admission slip, which is to be presented to each instructor. The student has one day for each excused day absent to make up work. A student who is absent and fails to provide a valid written excuse within the three (3) days of his/her return will be considered unexcused. An unexcused absence means the student receives no credit for assigned work for the day and may not make up the work for credit.

### **Tardy To School**

Any student arriving between 8:00 a.m. and 8:23 a.m. must report to the Attendance Office to sign-in and secure an admission slip to enter class. The Knox County Career Center makes no distinction between an "excused" or "unexcused" tardy. Continual tardiness to school will result in the following disciplinary action (*per quarter*):

- 3<sup>rd</sup> Tardy** - Assigned a 30 minute detention during the students lunch period
- 4<sup>th</sup> Tardy** - May result in further disciplinary action, such as a Saturday School.

Excessive tardies may result in further discipline including referral to the juvenile court truancy officer.

### **Tardy To Class**

Any student arriving after the bell signaling the start of class will be considered tardy to class. Students must obtain a written pass from the office, attendance office, counselor, administrator or teacher from the prior class to be admitted. Three (3) or more tardies in any quarter may result in disciplinary action assigned by the classroom teacher and/or administration.

### **Early Dismissals/Release**

Students needing an early dismissal/release must have a written request signed by a parent/guardian. Early dismissals/release must be approved by the Attendance Office between 7:45 a.m. and 8:00 a.m. Students need to sign out and back in at the attendance office. Early dismissals/releases with parent notes will count towards your maximum allowed notes each quarter, if other excuses are not provided.

All early dismissals/release (*except home school activities*) before 2:10 p.m. will count as a half day absence from school. (***Please see Attendance/Tardy Procedures***)

## Attendance/Tardy Procedure

Student absences/tardies will be determined by the following guidelines:

### Full-Time Students

- Tardy - Arriving at school between 8:00 a.m. and 8:23 a.m.
- ½ Day Absence - Arriving at school between 8:24 a.m. and 11:15 a.m. OR Leaves school after 11:15 a.m.
- 1 Day Absence - Arrives at school after 11:15 a.m. OR Leaves school before 11:15 a.m.
- Early Release - Leaves school at 2:10 p.m. or after

### On A 2 Hour Delay

- Tardy - Arriving at school between 10:00 a.m. and 10:20 a.m.
- ½ Day Absence - Arriving at school between 10:20 a.m. and 12:15 p.m. OR Leaves school after 12:15 p.m.
- 1 Day Absence - Arrives at school after 12:15 p.m. OR Leaves school Before 12:15 p.m.
- Early Release - Leaves school at 2:10 p.m. or after

### Dual School Students

- Tardy - AM Students Only: Arrives between 8:00 a.m. and 8:23 a.m.  
PM Students Only: Arrives between 11:40 p.m. and 12:20 p.m.
- 1 Day Absence - AM Students Only: Arrives after 8:23 a.m.  
PM Students Only: Arrives after 12:00 p.m.
- Early Release - AM Students Only: Leaves school at 11:00 a.m. or after  
PM Students Only: Leaves school at 2:10 p.m. or after

### Home School Consideration

**In all circumstances, students are to follow the Career Center school calendar and not the calendar of their home school.**

A student is not considered absent if his/her home school is not in session due to inclement weather. If KCCC designates certain days to be in session through online learning, students must do the online assignments to be considered present. **In all other circumstances, students are to follow the Career Center school calendar and not the calendar of their home school.**



## **Excused Absence Policy**

A **maximum of two (2)** absences per quarter with a parent/guardian notes will be allowed as an excused absence. Any additional parent/guardian notes within the quarter will be considered unexcused. Absences will be excused for the following reasons only:

- A) Personal illness or injury (may require a note from physician)
- B) Family illness necessitating the presence of the child (approved by the Director and/or Superintendent)
- C) Quarantine of the home
- D) Death in the family
- E) Necessary work at home due to absence or incapacity of parent(s)/guardian(s) (approved by the Director and/or Superintendent)
- F) Observation or celebration of a bona fide religious holiday
- G) Required court attendance (court documentation is required)
- H) Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity or
- I) As determined by the Superintendent

All documentation must be submitted within three (3) days of the student's return to school in order to be excused. Any documentation presented after three (3) days will be considered invalid.

\*\*Extended absences (vacation, illness, etc.) must be approved by the Director and/or Superintendent in advance.

## **Unexcused Absence Policy**

Any unexcused absence will result in a loss of all academic credit for that day. Two (2) unexcused absences in any quarter will result in assignment of Saturday School. Failure to serve Saturday School will result in further disciplinary action.

Absences will be considered unexcused for the following:

- A) Truancy – No Note within 3 days of the absence
- B) Two (2) parent note limit has been exceeded
- C) Needed at home – Non emergency
- D) Oversleeping and/or missing the bus
- E) Car trouble/transportation issues
- F) Childcare issues
- G) Other circumstances, which constitute an unexcused absence, will be at the discretion of the attendance office.

## **Truancy**

Truancy is defined as absence from school or class without the knowledge of the parent/guardian or school official. Truancy will be handled through disciplinary channels. If truancy continues, charges may be filed with the juvenile court.

**Habitually Truant:** A student may be considered habitually truant if the student is absent without a legitimate reason for: five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

**Chronically Truant:** A student may be considered chronically truant if the student is absent without a legitimate reason for: seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) school year.

## **College/Military Visitations**

College/military visitations (limit 2 per year), **if approved 3 school days in advance**, will not be counted as an absence. Under special circumstances, additional visits may be granted. Students with 3 days or more of unexcused absences in a quarter will have to wait until the next quarter to apply. College visits shall not be scheduled after May 1.

## **Letters Of Notification**

Excessive absences will result in a letter of notification sent to the parents/guardians.

## **Non-Absences**

Absences due to approved school trips, home school activities, counselor appointments, disciplinary consultations and the like, shall not be considered as absences within the limits of attendance counts, provided the student submits the proper paperwork 3 school days in advance.

## **Cosmetology Attendance**

Cosmetology students are subject to the attendance requirements of both the Knox County Career Center and the Ohio State Board of Cosmetology. Absences in violation of either of these policies may result in loss of certification, loss of the ability to take the State Board of Cosmetology Licensing Exam, and/or loss of enrollment at the Knox County Career Center.

## **Eighteen Year Old Students**

Students eighteen years of age or older who are still living at home will **NOT** be permitted to sign themselves in or out of school. All notes, early dismissals, and required forms are to be completed by parents/guardians. In order to be exempt from these requirements, students eighteen years and older who live independently, must provide proof of independence and complete a Knox County Career Center Parent Permission Form.

### **Out-Of-School Suspension**

A student receiving Out-of-School Suspension will not receive credit for missed assignments or tests. Students suspended out of school may not be on school grounds or attend school related activities while suspended. Suspensions will result in loss of credit but will not count towards the Knox County Career Center Unexcused Absence Policy.

### **Perfect Attendance**

The Knox County Career Center defines “Perfect Attendance” as having zero (0) absences and no more than two (2) tardies for the school year.

### **Exemplary Attendance**

The Knox County Career Center defines “Exemplary Attendance” as having no more than one (1) day absent and no more than two (2) tardies for the school year.

## *Section III*

### **Dress Policy For Students**

Employment is the goal of every career-technical student. Appearance and grooming are strong expressions of inner attitudes and will strongly influence employers' decisions to hire. The following clothing **will not** be considered proper school attire and therefore **cannot be worn**:

- Yoga pants, sweat pants, leggings, jeggings, etc. are prohibited.
- Shorts, short skirts, pajamas, bike pants, tank shirts, halters and bare midriffs, dresses with halter top or tank-type top, tops with thin straps, brief, low cut or revealing clothing.
- Dress and skirt lengths should fall to or below the knees.
- Clothing advertising alcoholic beverages tobacco products or weapons.
- Tattered clothing, clothing displaying any sayings and/or designs that are regarded as inappropriate by the school administration.
- Pants must be jeans, khakis, or dress pants.
- Lab uniforms must have shirts tucked in and pants must fit appropriately. Only students enrolled in a particular lab may wear that lab's uniform.
- Shoes are to be worn in the building.
- Rubber, plastic or cloth flip-flops and house slippers are not permitted. Dress sandals may be worn if they have some type of heel or wedge and look professional.
- Shoes must be tied for safety purposes.
- Hats cannot be worn in the building except in the lab where they are a part of the approved program attire.
- Sunglasses are prohibited.
- Clothing with hate language, and/or negative or offensive messages will not be permitted.
- Pants/jeans must be worn with the waistband around the waist and may not drag on the floor. Capris and cropped pants are permissible if the outfit projects a professional appearance. Pants with holes are not permitted.
- Any heavy chain on a student's person used to secure a wallet or worn as a belt, or worn as a necklace or decoration is prohibited.
- Student appearance and/or apparel which is disruptive to the educational process, indecent, sexually suggestive, profane, or which advocates the use of illegal substances or violence, will not be permitted.

**Required attire and appearance (hair color, piercings, etc.) may vary according to career-technical program; however, the school administration will determine the appropriateness of student dress and appearance.** The general dress code will protect the rights of all students, regardless of age, gender, race, color, national origin, creed, religious belief, or disability. Dress code violations will result in immediate assignment to the Classroom Adjustment Program (CAP) until such time that appropriate attire is obtained. Repeated dress code violations may result in further disciplinary action.

## **GRADING PRACTICES**

### **Grading Scale**

| Letter Grade | Percentage | Numerical Weight |
|--------------|------------|------------------|
| A            | 93 - 100   | 4                |
| B            | 85 - 92    | 3                |
| C            | 77 - 84    | 2                |
| D            | 70 - 76    | 1                |
| F            | 0 - 69     | 0                |

### **Grading Guidelines**

- 1) Participation will be a portion of the grading criteria for each course and points will be earned for each day the student is in attendance. Participation points cannot be made up if a student is absent.
- 2) Semester grades will be determined by averaging the two nine-week grading period grades. The semester grade may also reflect an examination grade.
- 3) Yearly grades will be determined by averaging the two semester grades.
- 4) A junior student must pass lab and prescribed courses to advance to the senior level program. A senior student must pass lab and prescribed courses in order to qualify for a career-technical certificate.
- 5) Credit in academic and elective courses may be awarded on a semester basis. Credit for lab is awarded on a semester or yearly basis.
- 6) Students will be considered present in class when involved in home school activities, alternate educational and/or co-curricular activities such as youth group participation, club activities, college visits, enlistment in the military, etc. Students participating in such activities will be considered exempt from this policy; however, may be required to complete alternative assignments for credit. Please note that this list is offered as an example and is not meant to be all-inclusive.

### **Honor Roll**

Students receiving all A's in a grading term qualify.

### **Merit Roll**

Student receiving no grades lower than a B in a grading term qualify.

### **Report Cards**

Report cards can be viewed on-line through the Power School Parent portal on the Friday following the end of each grading period. Each student is graded in each subject as follows: A-Excellent, B-Above Average, C-Average, D-Below Average, and F-Failing. Grades and credits will be withheld if the student has any financial obligations.

### **Teacher Comments**

Teacher comments will be recorded on each nine-week grade card relative to the effort put forth by the student.

## **GRADUATION REQUIREMENTS**

Each student shall meet the necessary graduation requirements of his/her home school. It is the responsibility of the student to make certain the necessary credits have been secured to graduate from his/her home school. Any student coming to the Knox County Career Center having an academic deficiency(ies) from the home school must accept the responsibility of overcoming the deficiency(ies) and should consult with the Principal or Guidance Department of the home school.

### **Certificate Of Completion**

A Certificate of Completion will be awarded to those students who qualify. In order to qualify for a Career-Technical Certificate of Completion, the student must successfully complete the career-technical program requirements and receive passing grades for that program in lab and prescribed courses.

### **Knox County Career Center Awards Ceremony**

The annual Knox County Career Center Awards Ceremony is a privilege and participation may be denied pending attendance and/or disciplinary infractions.

# *Section IV*

## CONDUCT AND DISCIPLINE

### **Student Rights And Responsibilities**

In our society students have the right to educational opportunities regardless of gender, race, creed, pregnancy, marriage or parenthood; individual conscience in religious or patriotic observance; privacy for and accessibility (at age 18) to their records; due process. Any school, if it is to operate efficiently and in the best interest of the students, must have reasonable rules and regulations to guide the conduct of the students. In particular, the Knox County Career Center provides both traditional high school curriculum, as well as career-technical labs for various professions and trades. As such, there is present on the premises chemicals, flammable materials, electric and electronic equipment, power tools, power machinery and equipment, and other potentially dangerous materials and equipment. Therefore, the career center must be completely free of anything that might cause impairment of any kind, or act as a distraction of any kind, to any student, such that it could pose a danger to that student, any other student, or any member of the staff. At the Knox County Career Center a student may be placed in detention, assigned to the Learning Center, suspended or expelled for violation of the behavior code listed below; however, this is not intended to be an all-inclusive list. **During a suspension or expulsion, students are not allowed on school property or at school-sponsored events. Discipline issued at the student's home school will be recognized at KCCC.** Further information is available through Board of Education Policy 5610, Removal, Suspension, Expulsion, and Permanent Exclusion of Students and on our website at [www.knoxcc.org](http://www.knoxcc.org).

### **Behavior Codes - Knox County Career Center**

The Knox County Career Center Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at competitions, extracurricular events, field trips, or other school activities or programs. In addition, and in compliance with the Ohio

Revised Code, this Code of Conduct is in effect when:

1. Misconduct by a student occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee.
3. The Knox County Career Center is an extension of school programming; therefore, students who elect to attend the Career Center are subject to disciplinary action based upon the Student Code of Conduct of either the home high school (district of residence) and/or the Knox County Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

In any of the aforementioned locations or situations, a student shall not:

- a. Cause or attempt to cause damage to school property or steal or attempt to steal school property or be in unauthorized possession of school property.
- b. Cause or attempt to cause damage to private property or steal or attempt to steal private property or be in unauthorized possession of private property.
- c. Cause or attempt to cause physical injury to another person, hit or touch another person without authorization, or harass, haze, or threaten another person or encourage others to participate in such misconduct.
- d. Possess, handle, conceal or transmit, or store any weapon or instrument capable of harming another person including but not limited to any firearm, knife, explosive, or other dangerous object, or be involved in any manner with the foregoing items, or assist anyone who has any involvement. This also includes any object that is presented as a real weapon or reacted to as a real weapon.
- e. Possess, handle, transmit or conceal any fireworks, explosive, smoke bomb, stink bomb, matches, lighters, or devices that can be detonated, improperly use fire or be involved in any manner with the foregoing items, or assist anyone who has any involvement.
- f. Possess, use, transmit, conceal, have an odor of, or show symptoms of using any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or harmful substance, alcoholic beverage, alcohol related products, inhalant, or intoxicant of any kind, prescription medication, generic or synthetic drugs or products which simulate any drug or drug reaction, or be involved in any manner with any of the foregoing items, or assist anyone who has any involvement. Counterfeit or look-alike versions of the aforementioned are also prohibited. This also applies to any substances or liquids represented to be one of the aforementioned items. Students who need to take medications during the school day or at school-related activities must register the medication (prescription or non-prescription) with a staff member appointed by the Board who has completed a drug administration training program meeting State law requirements. Students may **NOT** have these medications in their possession at school or school functions. Only a board approved staff member who has completed a drug administration training program meeting State law requirements may administer medications.
- g. Own, attempt to own, possess, attempt to possess, control, attempt to control, maintain, attempt to maintain, sell, attempt to sell, buy, attempt to buy, traffic or conceal, directly or indirectly, through any other person any of the following: narcotic, hallucinogenic or illegal drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or harmful substance, alcoholic beverage, alcohol related products, inhalant, or intoxicant of any kind, prescription medication, generic or synthetic drugs or products which simulate any drug or drug reaction, or be involved in any manner with any of the foregoing items, or assist anyone who has any involvement. Counterfeit or look-alike versions of the aforementioned are also prohibited. This also applies to any substances or liquids represented to be one of the aforementioned items. An exception may be made if a student has been prescribed medication by a duly licensed physician and registers that medication with staff member appointed by the Board who has completed a drug administration training program meeting State law requirements for appropriate administration in that person's presence.



- h. Use or copy the work of another person or source and present it as his/her own without proper attribution, cheat in any way or falsify any document.
- i. Defy the valid authority of teachers, administrators, or other school personnel, or be disrespectful of teachers, administrators, other school personnel, visitors, guests, customers, or fail to comply with the directions of teachers, administrators, or other school personnel.
- j. Possess or use tobacco, or tobacco-related products, including, but not limited to, tobacco in any form, cigarettes, cigars, smokeless tobacco, e-cigarettes, vaporizers, rolling paper, matches, lighters, or any other such item.
- k. Be truant or absent from school or any class without good cause.
- l. Engage in any activity or manner of conduct, either passive or active that would be unsafe, disrupt or interfere with the operation of the school or any part of the school process, including curricular, extracurricular, or co-curricular activities.
- m. Use profanity, abusive or vulgar language, or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material.
- n. Cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school, or providing false statements or false information to school officials.
- o. Promote, participate in, identify with, or be involved in any manner with gang and/or hate group related activities.
- p. Violate the student dress code.
- q. Violate the student computer usage agreement.
- r. Violate driving or parking rules.
- s. Violate electronic equipment rule.
- t. Repeatedly violate school rules.
- u. Public displays of affection (PDA)

### **Detention**

Detention assigned one day is to be served the next or as directed by the person assigning it. If a student is asked to remain after school for detention, meeting that obligation is the student's first responsibility and the student is responsible for his/her transportation.

### **Class Adjustment Program**

The Class Adjustment Program (CAP) is an attempt to correct student behavior without formal suspension. A student assigned to the Class Adjustment Program will be considered present in school and will be responsible for all class assignments while attending the Class Adjustment Program. He/she shall receive credit for all work completed.

## **Saturday School**

Saturday School may be assigned for disciplinary infractions. Hours will be from 8:00 a.m. until noon. Students assigned are responsible for their own transportation and bringing schoolwork. Failure to attend Saturday School will result in further disciplinary action.

## **Student Contracts**

Students may be placed on contracts due to attendance or disciplinary reasons. Students who violate a Knox County Career Center Behavior Contract or Knox County Career Center Attendance Contract may result in disciplinary action, including and up to loss of lab certification/competencies and/or loss of enrollment at the Knox County Career Center.

## **Learning Center**

The Knox Learning Center is located at 900 West Vine Street, Mt. Vernon. Hours of operation are 8:00 am – 2:10 pm. Transportation is provided by the student's home school.

The Learning Center has two components -- short-term and long-term assignments. Short-term students are in attendance from five to ten days. These students continue to receive work from the Career Center. Long-term students are assigned for more than ten days and participate in a blended learning environment.

A student assigned to the Learning Center will be considered present in school and will be responsible for all class assignments while attending. He/she shall receive credit for all work completed. Lab credit may not be available at the Learning Center.

Students who fail to comply with an assignment to the Knox Learning Center may face further disciplinary action, up to, but not limited to out-of-school suspension.

## **School Resource Officer**

The Knox County Career Center has entered into an agreement with the Mount Vernon Police Department to share a full-time police officer as a School Resource Officer (SRO) with the Mount Vernon City Schools. This fully uniformed officer will have an office located inside the school and will be under the direct supervision of both the school administration and the chief of the Mount Vernon Policy Department. This officer works with the administrative staff, faculty, and students to promote a safe, effective, and crime-free learning environment. The SRO has authority to investigate criminal offenses, traffic offenses, and other complaints brought to his/her attention or to the attention of school administrators. The SRO is also available to provide appropriate advice or instruction on a variety of law enforcement and safety topics. This officer may, from time to time, assist school administrators in the investigation and resolution of disciplinary issues. Students and staff that wish or need to meet with the SRO will have access during regular school hours when available.

# *Section V*

## GENERAL SCHOOL INFORMATION

### **Early Placement**

Early Placement is a program in which a student is placed on a job in his/her technical area in industry. This work experience replaces the lab. In addition to the grade requirements listed on the early placement application, other prerequisites for early placement are: recommendation of teachers and administration, employment availability, good attendance during the senior year, and no outstanding fees or other obligations. Each early placement student must maintain an earnings record to be turned in at the end of the school year. Students who do not maintain their grades and who are tardy or absent from classes may be recalled from the early placement program and returned to their lab at the discretion of the area supervisor. Any student who is terminated from employment at his/her early placement training station for just cause may receive a failing grade for that grading period and **will not** be eligible for any subsequent early placement.

### **Announcements**

So that students may be kept informed of the happenings of their home school, upcoming activities will be announced and may be posted on a school bulletin board. Items may be posted on these bulletin boards only after they have been cleared by the Director's Office. Announcements should be given to the Director's Office by 7:50 a.m. of the day the announcement is to be made.

### **Board of Education Policies**

(Prohibiting Bullying, Intimidation, and Harassment)

The Knox County Career Center Board of Education has adopted policies that prohibit bullying, intimidation and all types of harassment (including sexual harassment) on the part of staff and students at the Knox County Career Center. Concerns in this area should be reported to the Director who has been designated as the Title IX, Title VI, and Section 504 Compliance Coordinator. For a complete list of board policies, please contact the Director's office or visit our website: [www.knoxcc.org](http://www.knoxcc.org).

### **Cafetorium**

All food must be consumed in the Cafetorium. Food and beverages are not allowed outside on school grounds, in halls, labs, or classrooms. This applies to food purchased there or brought from home. Please put paper in the container provided and return the trays and silverware to the proper place. Students are not permitted to leave the school grounds during their lunch period. **The delivery of outside food orders is prohibited.**

Any student who does not have adequate funds for lunch should discuss this matter confidentially with the school counselor. The cafetorium is closed to visitors. (Exceptions may be requested with 24-hour advanced notice.)

## **Cell Phones and Personal Electronic Equipment**

Cell phones and personal electronic devices are allowed before school, after school and during lunch periods only in the Cafetorium. All other times cell phones and personal electronic equipment must be turned off during school hours. If these devices are seen or heard during the school day, they will be confiscated and returned to the parent. Repeat offenses will be dealt with using disciplinary procedures.

## **Closing School**

**In case of adverse weather or other conditions:** When the home school closes due to inclement weather, the students in that district are not required to be in attendance at the Knox County Career Center. When it is necessary to close the Knox County Career Center, this will be announced over Mount Vernon Station WMVO, WNZR and WMAN in Mansfield. We will also contact the local television channels 4, 6, and 10. Should a home school close during the day due to inclement weather, announcements will be made. Students will be called when their buses arrive. Students will stay in their assigned areas of instruction until called. **The “School Messenger” communication system may also be available to students, parents and staff.**

## **Counseling Service**

The Student Services office will provide counseling and related services focusing on vocational guidance, personal and social counseling and academic support. Students who desire such service should make an appointment with Student Services and secure permission from the teacher prior to missing class. If a student has a belief that a person intends to harm him or herself, or others, it is the responsibility of that student to report this to your school counselor.

## **Drug Free Zone**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, including buying and/or selling, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia. This includes non-alcoholic beers and wines, steroids and the like. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies. Students may be required to submit to a drug test if there is suspicion of use.

## **Fees**

Workbooks, lab supplies, safety glasses and other costs vary according to the program in which a student is enrolled and are the responsibility of students.

## **FERPA Directory Information**

KCCC follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Under Ohio law, directory information includes information such as student name, address, telephone listing, birth date, etc. This information can be released to various colleges, recruiters, agencies, and employers, unless the parent or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the directory information. If you would like to “opt out” of releasing your child’s directory information, your request will be honored. Please keep in mind that KCCC will not be able to release information to any third party, including colleges and employers, once you opt out. If you wish to opt out, please give written notice to the director of the Knox County Career Center.

## **Hall Passes**

If a student must leave the lab or classroom for any reason, or is sent by the teacher on an errand, he/she will need a hall pass. No student may leave class or lab without having the permission of his/her teacher. Individual passes must be issued by the instructor. Students must receive administrative permission to go to a vehicle during the school day.

## **Illness During The School Day**

If a student becomes ill during the school day, the parent/guardian will be notified by an administrator, and the student will be sent home. The student will be given an early dismissal slip that should be signed and returned as an excuse to receive an admittance slip to class. Knox County Career Center does not have a school nurse on staff.

## **Library**

The Knox County Career Center Library is located in Room 308 and is open from 7:30 a.m. to 3:00 p.m. A wide variety of print and non-print material is available as well as audio-visual previewing equipment. Computers are also available for student use.

## **Lockers and Valuables**

All money and valuables should be secured in lockers or on a student’s person **at all times**. The school maintains the legal custody and control of the assigned lockers. Lockers are to be kept locked at all times. **Students are responsible for the contents of their lockers and for keeping personal items secured at all times. The lockers and their contents may be inspected or searched, and prohibited materials may be confiscated by the school administration and disciplinary action taken.**

No opened beverages may be placed in or maintained in students' lockers. It is the student’s obligation to furnish a lock for his/her laboratory locker. A copy of the combination (or key) **must** be furnished to the **lab** instructor. The Knox County Career Center Board and administration **will not** assume responsibility for damage to or any loss of items from lockers or any items left unsecured.

### **Lost And Found Items**

The Lost and Found Department will be maintained at the Front Desk. Unclaimed articles will be removed from the Lost and Found Department and disposed of at the end of each semester.

### **Medications**

Students who need to take medications during the school day or at school-related activities must register the medication (prescription or non-prescription) with a staff member appointed by the Board who has completed a drug administration training program meeting State law requirements. Students may **NOT** have these medications in their possession at school or school functions. Only a board approved staff member who has completed a drug administration training program meeting State law requirements may administer medications.

### **Refunds**

Lab fees are 50% refundable only during the first nine-week period. Subsequently, no refunds will be made. No refunds are available for workbooks or safety glasses.

### **School Activities – Career Center**

Students are encouraged to participate in student organizations that will that will help to develop leadership, scholarship, and pride in craftsmanship, social skills, and citizenship. KCCC has various clubs for student participation including Student Council, Ambassadors and S.A.D.D. Student clubs associated with career/technical labs are Business Professionals of America (BPA), Family, Career & Community Leaders of America (FCCLA), Skills USA, Future Educators of America (FEA), and the National Future Farmers of America Organization (FFA).

### **School Activities – Home School**

Students attending the Career Center are encouraged to participate in the athletic and other extra-curricular programs at their home school. The record relative to standards established by the home school concerning athletic eligibility will be forwarded by the Career Center to the home school upon their request. If an early dismissal is needed, the home high school principal should request it with appropriate advanced notice.

### **Social Media**

Any threats, inappropriate comments, pictures or other materials sent by text, Facebook or other social media may be subject to disciplinary action.

### **Student Change Of Address Or Telephone Number**

Any change in address or telephone number should be reported to Student Services as soon as possible.

## **Student Insurance**

Insurance must be obtained by all students unless a waiver is signed by the parents. Student Insurance/Waiver Forms must be turned in to the teacher on or before the first day of school. Students **will not** be permitted to participate in their technical laboratory until the insurance form or waiver has been submitted. Additionally, no grades or grade cards will be issued until this requirement is met.

## **Student Parking Lot**

Student parking spaces are designated by white parking lines. Students found parking outside the designated areas may face a loss of driving privileges. The school maintains the legal control of the student parking lot and grounds. Therefore, the administration shall reserve the right to, upon reasonable cause, inspect and search any motor vehicle. Prohibited materials may be confiscated and disciplinary action taken. The student parking lot **is not** monitored during the school day, and the Knox County Career Center Board and administration **will not** assume responsibility for damage to, or loss related to, a privately owned vehicle.

## **Student Use Of Automobiles**

Students driving to school must purchase a parking permit and provide proof of insurance. No permit will be issued without the written consent of the parents. Students must park their cars in the assigned area. The speed limit on the school grounds is 10 miles per hour. Do not loiter in the parking lot; when you arrive, come directly into the building.

**Driving to school will be regarded as a privilege.** Any misconduct associated with or relative to the student's use of a motor vehicle may result in his/her permit being revoked and/or other appropriate disciplinary action taken. When a student's driving privileges are revoked, he/she will be prohibited from driving the vehicle to school and further prohibited from having the motor vehicle on school grounds or parked in the immediate vicinity of the school.

## **Student Withdrawal**

A student withdrawing shall report to the Student Services Office for a withdrawal form which is to be signed by appropriate personnel. All students withdrawing from the KCCC will be required to hold an exit interview with the director. All books and supplies must be turned in and all fees must be paid before leaving school. The last day any student may return to his/her home school for instruction is Monday of the 3rd week of school.

## **Textbooks And Workbooks**

Textbooks are the property of the Knox County Career Center Board of Education. They are loaned to students and become their personal responsibility. The textbooks should be carefully handled since they must be used by others. Students will be assessed for misuse, or marking in the books, etc., which occur while in their possession. Workbooks will be purchased by students but may not be required in all courses.

### **Tobacco Products**

**The possession or use of tobacco products in any form is prohibited.** Since the school shall enforce and maintain a tobacco policy, the administration shall reserve the right, upon reasonable cause, to inspect a student's person or property. Prohibited materials, including tobacco, lighters and/or matches will be confiscated and disciplinary action taken. For the purpose of this policy, electronic cigarettes and vaporizers are considered tobacco.

### **Tool Boxes**

Tool boxes must be kept secure and locked when not in use. Students are to provide locks as stated under the section for lockers. **The Knox County Career Center does not assume responsibility for loss of tools.** The administration shall reserve the right to, upon reasonable cause, inspect and search any tool box. Prohibited material may be confiscated and disciplinary action taken. Required and approved tools – including knives – for a career-technical program must conform to the instructor's specifications and must be kept in the toolbox in lab or at the job site for use at those locations. They may not be carried on a student's person on school premises without permission.

### **Training Sessions**

Co-op students and students on advanced placement who are required by their employers to attend safety meetings and/or training sessions will not be counted absent if prior approval is granted by an administrator.

### **Work Permits**

All minors between the ages of 14 and 18 must have a work permit before they go to work. Application forms for a work permit may be obtained through the home school. A copy of the applicant's birth certificate must be submitted as proof of age.

### **Educational Rights and Responsibilities - Eighteen-Year-Olds**

Eighteen-year-olds and married students are to abide by this student handbook.



The Knox County Career Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

**Section 504**

Elaine Robinson, Principal  
306 Martinsburg Road  
Mt. Vernon, OH 43050  
740-397-5820 ext. 3232

**Title IX**

Jeff Lavin, Director  
306 Martinsburg Road  
Mt. Vernon, OH 43050  
740-397-5820 ext. 3232

**Publication of the Prohibition Against Harassment, Intimidation and Bullying**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Knox County Career Center JVSD is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, 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/school personnel 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: Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear or 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 student/school personnel.

**COMPLIANCE OFFICER**

The Board of Education of the Knox County Career Center District hereby designates and makes it known to all parties that the Director of the Career Center will be its Compliance Officer to coordinate its efforts to comply with and carry out its responsibilities under Civil Rights. The Career Center Director, Jeff Lavin, and his office are located at:

Knox County Career Center  
306 Martinsburg Road  
Mount Vernon, Ohio 43050

Phone (740) 397-5820