



STUDENT HANDBOOK

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Associate High Schools

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Edgewood High School
Geneva High School
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Jefferson High School
Lakeside High School
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St. John High School

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A-Tech 2016 - 2017 SCHOOL CALENDAR

Monday, August 23	- School Begins
Monday, September 5	- Labor Day: No School
Thursday, September 29	- Parent/Teacher Conferences 3:30 p.m.-8:30 p.m.
Friday, September 30	- No School
Friday, October 14	- NEOEA Day: No School for Students
Friday, October 28	- 1 st Nine Weeks Ends
Thursday, November 24	- Thanksgiving Vacation
Friday, November 25	- Thanksgiving Vacation
Monday, November 28	- No School
Thursday, December 22	- Winter Break Begins – No School
Tuesday, January 3	- Classes Resume
Thursday, January 12	- 2 nd Nine Weeks Ends 1 st Semester Ends
Friday, January 13	- No School
Monday, January 16	- Martin Luther King Day No School
Monday, February 20	- No School
Thursday, February 23	- Parent/Teacher Conferences 3:30 p.m.-8:30 p.m.
Friday, February 24	- No School
Friday, March 24	- 3 rd Nine Weeks Ends
Monday, April 10	- Spring Break Begins
Tuesday, April 18	- Classes Resume
Friday, April 28	- Post-Secondary Options Application Deadline
Friday, May 26	- Last Day for Seniors
Friday, May 26	- Senior Awards
Monday, May 29	- Memorial Day: No School
Thursday, June 1	- Last Day of School

NOTE: Students will follow the A-Tech school calendar, not the associate school calendar.

HISTORY OF DISTRICT

The necessity for expanded programs of vocational education for high school students in Ashtabula County was long recognized. Progress in meeting area needs was slow until the Congress of the United States passed the Vocational Education Act of 1963, authorizing funds in support of such programs.

In 1965, Dr. Woodrow Gephart wrote the plan for a joint vocational school district consisting of the nine secondary schools in the county that was submitted to the Ohio Department of Education. The plan provided for construction of vocational areas of Agriculture, Business Education, Distributive Education, Home Economics, and Trade and Industrial Education. Students in all participating schools would have access to vocational training of the highest quality that no single school could provide. The plan and application to form a district was approved by the Ohio State Board of Education May 10, 1965.

All schools in Ashtabula County submitted resolutions to join the JVS district in June 1965 and the Ashtabula County Joint Vocational School Board's organizational meeting was held July 6, 1965. Bill Springer was elected President and Charles Meister, Vice President. Additional members were Franklin Clark, Ray Marvin, Lyle Clark, Butler Wright, and David Lusk.

Dr. Woodrow Gephart was hired as the vocational school's first superintendent and Mrs. Ruby Blanche was named the school's first treasurer in 1965.

The voters of Ashtabula County passed a building and operating levy in May 1966, thus qualifying the JVS district to receive matching federal funds through the State. Construction of the physical facilities began in the spring of 1968. Ashtabula County Joint Vocational School opened for operation in September 1969.

In June of 2011, the Board of Education formally changed the name of the district to Ashtabula County Technical & Career Center and the school's name was changed to Ashtabula County Technical & Career Campus (A-Tech).

ASSOCIATE SCHOOL INFORMATION - All students attending the Ashtabula County Technical & Career Campus are required to be enrolled in an associate school district. A-Tech serves as an extension of the associate high schools. Students will graduate and receive their diplomas from their associate high schools.

Career-Technical students are encouraged to participate in associate school activities. The notices announcing these activities will be displayed on the bulletin boards and in the daily announcements.

Each month an associate school representative will be at A-Tech to hold informational meetings. A 10 minute period will be provided for this activity.

BUS TRANSPORTATION - **Transportation to A-Tech will be provided by the associate high schools. Students will be notified as to the time buses depart from the associate schools through the associate high schools. The buses do not belong to A-Tech. They belong to the associate schools.** Therefore, should a student wish to ride home with a friend from another school, authorization is to come from the associate school principal. All students (bus riders and drivers) arriving before 8:10 a.m. are to report to the cafeteria.

CLOSING IN BAD WEATHER - If your associate school is open and the Ashtabula County Technical & Career Campus is closed, you should remain at home. If A-Tech is operating and your associate school is closed, and you feel you can travel safely, you should attend classes by providing your own transportation. School closing announcements are normally made on local radio and TV stations. A-Tech may employ the use of automated phone/SMS text messaging for such notifications as well. Only school closings will be announced, not re-openings.

CAREER-TECHNICAL CERTIFICATION - The Ashtabula County Technical & Career Center Board of Education issues a Certificate to each student who qualifies according to the following criteria:

Certificate of Completion: Passing the Career-Technical program and maintaining an attendance rate of 85% or better.

Certificate of Achievement: Achieving at least a “C” year-end average in the Career-Technical program and maintaining an attendance rate of 90% or better.

Certificate of Distinction: Achieving at least a “B” average in the Career-Technical program and maintaining an attendance rate of 95% or better.

Each year of all two-year programs will be evaluated separately according to the above criteria. All financial obligations must be met prior to receiving a Career-Technical Certificate. Any day a student is not in attendance will be counted as a day absent with the following exceptions only:

- *College visitation (**pre-approved - three school days notice required**).
- *Approved field trips.
- *Associate school functions/activities.
- *Days for which home school is not running shuttle buses to the A-Tech.

ATTENDANCE POLICY

Philosophy - The philosophy of A-Tech's attendance policy is to instill in the student that attendance at school, and eventually at work, is a critical aspect in education and employment. A poor attendance record affects a student's ability to succeed in school or employment. Because one of the goals of the school is to make a student employable, attendance standards are an important aspect of our mission.

A-Tech is committed to a policy of intervention when attendance problems arise. The policy will be one designed to change the behavior of students with attendance problems so that they can become completers of their programs. The program is designed with steps that provide intervention at various points of student absence.

- A. When a student is absent the parent/guardian or adult student should call the school.
- B. Students who exhibit problem attendance may be placed on attendance probation with the school. Once a student is placed on “attendance” probation, **formal documentation** (doctor's excuses, court documentation, etc.) will be required for all subsequent absences.

ATTENDANCE CREDIT POLICY

Any student enrolled in a year-long course and whose absences exceed 18 times in a class for that year may also be denied credit, regardless of the grades received. Students may be kept in the course and recognized as having audited the course. The following absences are not counted in the total allowed for each class.

Out of School Suspension

- Any documented absence which requires a physician's care, confinement to the home or placement in a hospital

- Any absence due to an approved school activity such as a field trip, home school activities, counselor appointments, disciplinary consultation
- Any pre-approved documented absence as a result of appearing in court
- Any documented absence for time spent in Juvenile Detention

Any student who exceeds the number of absences and is denied credit for year-long course has the right to appeal to the Attendance Review Committee. This committee is comprised of the Principal, the student's Guidance Counselor, and one other staff member. In the event of unusual or extenuating circumstances, such as but not limited to personal illness, which does not require an attending physician, or family vacation, the Attendance Review Committee will review and render their decision based upon a majority vote of the committee for each appeal.

Upon the rendering of the decision by the Attendance Review Committee, the student has the right to appeal that decision to the Superintendent of the district or his/her designee. Parents/Guardians shall be notified of student's attendance in the following manner: Notice sent to parent via US Mail:

- 5 days
- 10 days
- 15 days

The following are conditions under which an absence may be considered as excused:

- Personal illness (*a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Observance or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

Vacation Guidelines

Excused vacations require:

- Being taken with parents, and
- Pre-arranged with a note from parents signed by the student's instructors, and
- Student agrees to make-up work as directed by instructor before, during or after vacation, and
- Approved note turned in to the Attendance Office prior to vacation.
- Notes
 - If a student has not passed all portions of the OGT, vacations will not be excused during the weeks of OGT testing.
 - If a student has been classified as habitually absent (15 or more absences), vacations will not be excused.

ATTENDANCE PROBLEMS - All students will be referred to the Attendance Review Committee when attendance problems are noted.

Frequently Absent – Students who are excusably absent for a significant number of days in a grading period, regardless of the reason, will be considered "frequently absent." If there is a pattern of frequent absence for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the

treatment that is being provided to rectify the condition. Frequently absent students may be placed on “attendance probation” and, without improvement, could be cited to juvenile court or recommended for expulsion.

Habitually Absent Students – The A-Tech Board of Education authorizes permission to the Superintendent to recommend to the Registrar of Motor Vehicles the suspension of driving privileges for students who are “habitually absent.” “Habitually absent” is defined as being absent without legitimate excuse for more than 10 consecutive school days or for at least fifteen total school days.

Parents may appear before the Superintendent to challenge the information upon which the Superintendent is proposing to act.

Truancy – Unexcused absence from school (truancy) is not acceptable. Unexcused absence may result in disciplinary action, citation to court and/or recommendation to the Superintendent for expulsion.

Adult students – with 17 consecutive days absent will be withdrawn from A-Tech.

Habitually truant – Students will be considered **habitually truant** if they are absent without a legitimate excuse for five (5) or more consecutive days, for seven (7) or more school days in one month (four weeks), or twelve (12) or more school days in one school year.

Chronically truant – Students will be considered **chronically truant** if they are absent without a legitimate excuse for seven (7) or more consecutive days, for ten (10) or more school days in one month (four weeks), or fifteen (15) or more school days in one school year.

If students are **habitually** or **chronically** truant a complaint will be filed with juvenile court. **Habitual** or **chronic** truancy may also result in other intervention strategies such as counseling and/or attendance at education programs designed to assist parents in improving school attendance. Additionally, students under 18 who have ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, could be cited to court and to the Bureau of Motor Vehicles for suspension of their driver’s licenses, if appropriate, as a result of this excessive absence. Students who are 18 years old who missed 15 or more unexcused absences may be recommended for expulsion.

PROCEDURES FOR SCHOOL ABSENCE - Students who have been absent are to report to the attendance window before attending any class on the day of their return to obtain an admit slip. Students must have a written excuse. Students may be excused from school for one or more of the following reasons as stated in the Ohio Administrative Code and/or A-Tech policies:

1. Personal illness (a written physician’s statement verifying the illness, may be required)
 2. Illness in family
 3. Quarantine of home
 4. Death of a relative
 5. Work at home due to absence of parents or guardian
 6. A celebration or observance of a bona fide religious holiday
 7. Emergency or set of circumstances that the Superintendent approves.
- Notes from home should be complete with the date, student’s full name, dates of absence, exact reason for absence and a full signature of the parents or guardians.

Students who do not bring a note on the day of return following an absence will be automatically scheduled for a lunch detention. Students will also receive an absence verification form to take home to their parents/guardians to be completed and returned. If neither the form nor a note is returned the next day, students will be considered truant.

Long-term absences – Long-term medical leaves must be verified by a report from a physician that explains the reason for the absence. Students should contact the Guidance Office to arrange assignments. Any students who are absent for five days in a row for any reason without appropriate verification and contact with the school citing a legitimate excuse, may be considered truant and, if so, will cause loss of credit for assignments missed.

Students who miss five days of school in a row must call the Attendance Office by the fifth day (440-576-6015 ext. 1148) or have their parent/guardian call, between 7:30 – 3:30 p.m. to say why they have been absent and state when they expect to return to school. If the student misses a fifth day without contacting the school, that student may forfeit the right to make up work and/or could be considered truant. Exceptions may be made due to extenuating circumstances.

FIELD TRIPS – School rules and policies apply to all approved field trips. Parental permission must be obtained before students can leave school property for any reason. No unauthorized persons will be taken on a school field trip activity. Field trips are considered a privilege. Administration may take away either individual or group field trip privileges. If a student will miss an academic class during the field trip, that student must be earning a passing grade in that missed academic class in order to attend the field trip.

COLLEGE VISITATION PROCEDURES - Junior students will be permitted two (2) excused days and senior students permitted three (3) excused days for visitation to colleges, and/or job interviews related to their training, state boards and the military. Students must have a "C" average in all courses and 90% attendance at the time of the visitation. Visitation forms must be obtained from the guidance counselor at least three school days prior to the visitation date and approved by the guidance counselor and attendance officer. These will not count as days absent if the procedure is followed. Not following this procedure will result in the day(s) counting as absent.

The Attendance Office will keep an accurate record of the time a student is absent from school for Career-Technical Certificate purposes. If a student is absent from school for any portion of a class period, he/she will be considered absent for that entire period. Partial days will appear on grade cards as half days, although the actual absence (number of periods) may be more or less than one-half day.

MAKE-UP WORK - There is no adequate way to make-up a class that is missed. When a student has been absent, it is the student's responsibility to contact his/her teachers on the day he/she returns to school and make arrangements to make-up his/her assignments and tests. **Homework assigned prior to an absence is due the first day of return from absence.** Students cannot earn a **daily lab grade** if they are not present in lab. However, if the absence is excused, lab tests, projects and assignments may be made up when the student returns to school. An alternative assignment shall be given when lab assignments/activities are missed because of an excused absence, ALC, and/or suspension unless the original assignment/activity can be replicated. **Any other make-up work is to be completed in as many days as the length of the absence.** In cases where the absence overlaps a grading period, a grade of incomplete **may** be given.

STUDENTS WITH MISSING WORK – Students that have missing assignments or assignments not acceptable by their instructor may be required to complete the assignment during their lunch period in a designated location. Students that do not attend these required lunch pullout sessions will be subject to the following disciplinary consequences:

- First Offence – Verbal Warning
- Second Offence – Lunch Detention
- Third Offense – 1 Day in the Alternative Learning Center

Students that have more than three offenses will receive discipline according to the school-wide disciplinary system.

OHIO GRADUATION TEST - All seniors must pass the Ohio Graduation Test to receive a high school diploma. Seniors with Individual Education Plans may have provisions that exempt them from this requirement. Career-Technical Certificates can be earned without passage of the Ohio Graduation Test. Students with sections of the test remaining to be passed will be scheduled for remediation and are required to attend these classes. Any student failing to attend scheduled remediation will be considered truant from class.

OHIO END OF COURSE EXAMS – Students in the graduating class of 2018 and beyond are required to achieve a composite point total of 18 points on academic End of Course Exams. Those students who have taken, but earned less than 3 points on one or more Ohio End of Course Exam will be scheduled for remediation in the appropriate course(s) and will be required to attend these sessions. Any student failing to attend scheduled remediation will be considered truant from class.

GRADES AND CREDITS - Students with perfect attendance in a class for a full nine weeks grading period will be awarded a three (3)-percentage point increase in their grade for that class. For example, a student with perfect attendance and a 90% average would receive a 93% or an A. Exceptions to this attendance provision are those listed previously under the Career-Technical Certificate Requirements.

Students with absences due to a prolonged illness or serious accident shall be given an “Incomplete” in classes until all work/assignments have been completed. **It is the individual student's responsibility to make arrangements with the instructor for obtaining and completing the assignments.**

The final grade for any class will be determined by averaging the percentages of all four of the grading periods. A student must 1) receive a passing grade for at least one grading period in each semester; or 2) pass both grading periods in the second semester to receive credit.

GRADE CALCULATION

<u>Grading Scale:</u>		<u>End of Year</u>
<u>Letter Grade</u>	<u>Percentage</u>	<u>Cumulative Percentages</u>
A	92 - 100	366 - Above
B	83 - 91	330 - 365
C	74 - 82	294 - 329
D	65 - 73	258 - 293
F	64 - Below	257 - Below
I	Incomplete	Incomplete

GRADUATION REQUIREMENTS - Students enrolled in A-Tech retain membership in their respective associate schools. They will consequently be required to fulfill the graduation

requirements of their associate schools. In addition, they will receive a Career-Technical Certificate (if requirements are met) issued by the Ashtabula County Technical & Career Center. **Since the associate school maintains all records, all transcript requests must be forwarded to the associate high school.**

SCHEDULE CHANGES - scheduling is completed prior to the start of each school year. A student-initiated request for a schedule change needs to be submitted in writing (including parent signature) to the student's guidance counselor and needs to meet at least one of the following criteria to be accepted and considered:

- to provide IEP accommodations;
- to accommodate a change of career-technical program during the first two weeks of the school year; or
- to accommodate dropping/adding a course during the first grading period.

Once the request is submitted, it must be reviewed and approved by the student's guidance counselor and/or supervisor, before the change may be implemented.

BELL SCHEDULE - All students (bus riders and drivers) arriving before 8:10 a.m. are to report to the cafeteria.

X Period	7:30 – 8:10	5 th Period	11:05 – 11:35
1 st Period	8:14 – 8:56	6 th Period	11:38 – 12:08
2 nd Period	9:00 – 9:42	7 th Period	12:12 – 12:54
3 rd Period	9:46 – 10:28	8 th Period	12:58 – 1:40
4 th Period	10:32 – 11:02	9 th Period	1:44 – 2:26

TARDY TO SCHOOL - Students arriving **between 8:14 a.m. - 9:30 a.m., must report to the attendance window in "B" building.** Their names will be recorded, and they will be issued a tardy slip to class. All late bus students must report directly to the attendance window for a late bus pass. The instructor will report to the Principal's Office any student who does not arrive to class and is not on the daily absence report.

TARDY TO CLASS - When a student is late to any scheduled class without an authorized pass, the student will be considered tardy and will receive a tardy slip. When a student receives four (4) tardies (tardy to school or to class), Alternative Learning Center time will be assigned.

EARLY DISMISSALS - When a student enters the school grounds, that student is under the jurisdiction of A-Tech. Under no circumstances shall any student leave the campus without obtaining permission from the Principal's Office. Students must follow these guidelines for an early dismissal:

- (a) provide prior notification, in written form, to the Attendance Window **before school** the morning of the needed early dismissal.
- (b) sign-out in the Principal's Office at the time the student leaves school.

An early dismissal shall be granted for one (1) of the six (6) reasons listed below:

1. Personal illness/medical appointment (a signed slip from doctor/dentist and/or school nurse)
2. Illness in family
3. Emergency or circumstances approved in the office
4. Death in the family
5. Required attendance in court
6. Verified associate school activities

EIGHTEEN-YEAR-OLD POLICY - All students regardless of age will be required to follow and abide by all school rules, procedures and policies. Students who turn 18 years old are considered adult students. Adult students may request to be considered as educationally independent (responsible for all of their actions). Forms are available in the Principal's Office.

ALC/SUSPENSION PROCEDURES - Suspensions/Alternative Learning Center will be a full day for ALL students. Early Placement students are responsible for making arrangements with their employers. Students who are assigned to ALC or an out of school suspension must collect assignments in advance of the first assigned day in order to receive credit for class work missed. When assignments cannot be collected before a suspension due to an emergency removal, arrangements may be made by the Principal's Office that would allow a student to complete work missed when the student returns to class. Any lab tests, quizzes, projects, and assignments that could not be obtained in advance shall be made up upon the students return. However, an alternative assignment shall be given for lab assignments/activities that are missed due to ALC and/or out of school suspensions unless the original assignment/activities can be replicated. The ALC monitor may assign additional class work, as well as assign additional days of ALC to students who refuse to comply with the ALC guidelines. In some cases, poor behavior in the ALC may result in immediate removal from school premises. In such cases, the ALC day will be rescheduled and additional disciplinary action may be taken.

STUDENTS UNDER SUSPENSION/EXPULSION - Students who have been either out-of-school suspended or expelled from school may not attend or participate in A-Tech or associate school functions during the time of suspension or expulsion.

COUNSELING SERVICE - Guidance and counseling services are available to all students. The purpose of the Counseling Service is to help students in any way possible to profit from instruction, achieve personal and educational goals, make decisions about goals, and to make decisions about plans for now and in the future. The Counseling Service is open before and after school, and during lab periods. Students may also schedule appointments with the counselors through their instructors. The Counseling Department is located in the Student Services Office in "B" Building.

LINKs! - The A-Tech *LINKs!* Program is a student advisement program designed to link students with an adult advisor who provides a forum for discussion, information, and life lessons. The regularly scheduled meetings afford the student the opportunity to develop a connection with a group of students outside the career technical class and with an adult, not their instructor. By providing this safe and relaxed environment, students will be assured a pathway to information regarding social services, credits, counseling, academic assistance, as well as carefully constructed living skills activities. Listed below is the *LINKs!* bell schedule:

Attendance	8:14 – 8:18
LINKs	8:22 – 8:56
Associate School Meetings	9:00 – 9:10
1 st Period	9:14 -- 9:46
2 nd Period	9:50 – 10:22
3 rd Period	10:26 – 10:58
4 th Period	11:02 – 11:32
5 th Period	11:35 – 12:05
6 th Period	12:08 – 12:38

7 th Period	12:42 – 1:14
8 th Period	1:18 – 1:50
9 th Period	1:54 – 2:26

EARLY PLACEMENT - The Early Placement Program is intended for senior students enrolled in the second year of a program. Participation in Early Placement is contingent upon the availability of appropriate training stations and must be approved by the Career-Technical instructor and the early placement administrator.

The following will be considered:

- *Meet identified academic, Career-Technical, and attendance standards.
- *Have passed all parts of the Ohio Graduation Tests required for graduation.
- *Have the approval of the Dean of Students with regard to discipline.
- *Be free of deficiencies or be in the process of making them up.
- *Have tool and fee charges fully paid or they must be current on a payment plan with the school.
- *Have no outstanding debts from class fundraisers.
- *Have a job that is directly related to their training program.
- *Have the recommendation of their Career-Technical instructor.
- *Have their own transportation.
- *Have a fully approved "Early Placement" packet.

CAFETERIA - The cafeteria is a multi-purpose area, used not only at lunchtime, but also for group meetings during regular school hours and after school. Since it is used for a variety of purposes, it is important that we all make every effort to keep it clean. Students are required to remain in school during their lunch periods. Lunch may be purchased in the cafeteria or may be brought from home and eaten in the cafeteria. Students will be expected to:

1. Pay for their lunch.
2. Stand in line and wait their turn.
3. Eat in cafeteria.
4. Keep the table areas clean.
5. Return trays and dispose of refuse in the proper containers.
6. Use good table and eating manners.
7. Put chairs back in place.

Students and parents that have prepaid their lunch account will have their account balance reimbursed at the end of the school year. Accounts that have less than \$10.00 will not be reimbursed.

FOOD AND BEVERAGES - FOOD AND BEVERAGES CANNOT BE CONSUMED AND MUST BE SEALED IN ANY CLASSROOM, HALLWAY OR LAB AREA.

Since some Career-Technical classes are in session during lunch periods, **students are not permitted in any hallways, buildings or areas of "B" building other than the cafeteria.** An area directly outside the front doors of the cafeteria bordered by the sidewalks leading to "A" and "C" is an authorized area during lunch. Students are **not** permitted to sit in automobiles during the lunch periods or any other time while school is in session. Since

we have closed lunch periods, students **are not permitted to leave campus for lunch** except early placement students who are leaving for the day.

HEALTH CLINIC - The clinic is provided for emergency treatment of illness or injury, which may occur during the school day. Should you need such services, report to the clinic with permission from your instructor. The nurse will give emergency treatment and, if necessary, inform parents and enlist a doctor's aid or call an emergency ambulance.

ALL PRESCRIPTION MEDICATION MUST BE STORED WITH THE NURSE. ANY STUDENT WHO IS ILL MUST BE CHECKED OUT THROUGH THE SCHOOL NURSE TO BE DISMISSED. Every student **MUST** have a health and emergency form on file with the school nurse. Students are not permitted to bring or consume over-the-counter medication while at school without a signed **non-prescription medication form** signed by the student's parent/guardian on file in the clinic. Students **must** leave medication with school nurse, who will dispense the medication as required.

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The School has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

RESOURCE CENTER - Students are welcome to read current magazines and check out books during free time or class time with their instructor's permission. The Resource Center (Library) has the same access to materials as the other high school libraries in Ashtabula County. You have the capability to borrow books from other libraries in the county and in the state and have them delivered to A-Tech. Computers are available for students' use. Our online catalog can be accessed at www.atech.edu – high school – teacher pages – resource center.

INTERNET USE - Students shall not make any unauthorized connection to the school equipment or server. This prohibition would include, but not limited to, any device – installed, used as a plug-in, or any wireless connection. Students must have a completed "Network Usage Agreement" form on file in order to access the Internet using computers on the A-Tech campus. Use of school technology will be monitored.

EMERGENCY LOCKDOWN, FIRE, and TORNADO DRILLS – Emergency lockdown, fire, and tornado drills will be held periodically throughout the school year. Procedures for evacuating the building will be posted in each room, and students will be given verbal instructions. Please walk to the designated areas in an orderly manner. Instructions will also be given to students to follow in the event of other emergencies.

STUDENT TELEPHONE CALLS - Instructor phones in labs, classrooms and teacher offices are **not to be used by students.**

LOST ARTICLES - A student lost and found service is maintained in the Principal's Office in "B" Building. We hope that everyone will do his/her part to see that all items are returned to their rightful owners. You have a better chance of getting something back if you put your name on your possessions. All tools are to be engraved.

CAREER-TECHNICAL STUDENT ORGANIZATIONS - Youth clubs are an integral part of every program. All students are automatically members of their respective youth clubs.

The following is a list of those clubs:

1. Business Professionals of America (BPA)
2. FFA
3. Family, Career & Community Leaders of America (FCCLA)
4. SkillsUSA

NATIONAL HONOR SOCIETY - Membership in the National Honor Society at A-Tech is based upon scholarship, leadership, character, and service. Members of the A-Tech staff elect students to the honor society. (1) To qualify for consideration a student must have a 3.35 cumulative GPA for high school. (2) Once a student meets this qualification, the student will be asked to complete an information packet. (3) A committee consisting of members of the school staff will make final selections from the information packets received, based upon the qualities of leadership, service, and character.

SURVEILLANCE CAMERAS – Surveillance cameras are in use throughout the A-Tech campus including parking lots, common areas (cafeteria, labs and classrooms). Information and activities recorded are used to maintain a safe and secure environment, and may be shared with law enforcement agencies.

LOCKERS - Students will be assigned lockers. Lockers should always be locked when not in use. Students are not to share locker combinations with others. Students are not to leave money or valuables in lockers. Individual lockers **may** be searched by school officials, without warning, when there is reasonable suspicion to believe that potentially dangerous objects, stolen tools or contraband are present. All combination locks will have the combination number on file with the career-technical instructor.

SEARCHES - School authorities are charged with the responsibilities of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including, but not limited to, vehicles, purses, book bags, gym bags, toolboxes, electronic devices) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are property of the district, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken and held or turned over to police. The school reserves the right not to return items that have been confiscated.

STUDENT VEHICLES - It is the policy of the school to provide limited parking areas for motor vehicles. However, any student who chooses to utilize the parking areas will be required to permit the interior of the vehicle he/she owns, operates, or has control over to be inspected upon request of the Principal or Dean of Students.

Students who fail to comply with the Principal's or Dean's request will be subject to discipline in accordance with this handbook. **NOTE: Students drive and park vehicles at**

the school at their own risk. The school does not assume responsibility for damage incurred while on school grounds.

Students, registering in a timely manner, are permitted to provide their own transportation to and from school. Only early placement or early dismissal students will be permitted to remove their cars from the parking lot before 2:26 p.m.

Standard safe driving will be expected and enforced. Revocation of driving privileges will be exercised whenever necessary. **Drivers are fully responsible for passengers and their actions or any use of the vehicles that violates the Student Conduct Code. Students are to exit vehicles immediately upon arrival to school. If arrival is prior to 8:10 a.m. students are to report to the cafeteria.** Students are not permitted to return to their cars until dismissal from school.

All students who drive **MUST** display a student parking tag from the rear view mirror. These parking tags are issued by the Principal's Office at a cost of **\$ 20.00**.

To obtain a permanent parking tag, students must complete the Application for Driving Permit and show proof of (1) a valid driver's license, (2) authorization of the parent or guardian, (3) proof of automobile insurance, and (4) proof of ownership (registration).

Parking spaces are limited. Therefore, they will be issued on a first come-first serve basis. If a student drives a car that is not registered, he/she must obtain a temporary parking permit and park in the one-day parking area. This permit is good only for one day and must be displayed in the car. Temporary tags are to be obtained and placed in the car **before** school. A \$2.00 cost per temporary tag will be assessed.

No student will be permitted to park his/her vehicle in the visitor parking areas or school staff parking areas. Visitor parking areas are painted with **BLUE** parking lines. School staff's parking areas are painted with **RED** parking lines. Student parking areas are painted with **YELLOW** parking lines. Handicapped parking is marked with **WHITE** lines. **Students violating these rules are subject to disciplinary action and/or having their cars towed at owner's expense.**

Students counted unexcused/tardy four or more times in a nine-week period may have their driving privileges revoked for that nine weeks.

Please note, any unregistered vehicles parked on A-Tech property, vehicles parked in a restricted area or improperly parked, or vehicles that have been involved in violations of the above rules may be towed at the owner's expense or wheel-locked.

At 7:30 a.m. all driveway gates will be lowered and all traffic will enter and exit through the main entrance.

STUDENT FEES - Student fees are amounts that cover the costs of supplemental materials within each of the Career-Technical/academic programs.

PAYMENT OF FEES - Student fees must be paid in full or a payment plan arranged no later than September 11, 2015. Failure to pay or to have made arrangements to pay fees may result in the withholding of grades and credits. Some students may be eligible for assistance through the Youth Opportunities Program located at the Ashtabula County Department of Job and Family Services, Office of Workforce Development. All students received a pre-registration form in their August letter. **No student will be denied the opportunity to attend the Ashtabula County Technical & Career Campus due to inability to pay fees.**

STUDENT PHOTO ID - All students will be issued photo ID's. Students must possess and display upon request their photo ID's at all times during the school day. Students will be required to replace lost or stolen photo ID's at their own expense (**\$3.00**).

DRESS CODE - Since we are a Career-Technical school concerned with public image, employability, and safety, the Ashtabula County Technical & Career Campus has adopted the following student dress code. **Individual programs dictate the appropriate dress and appearance and expect attire appropriate for program occupations.** Individual Career Technical programs have more structured dress requirements as set by the instructor (i.e. uniforms).

The Ashtabula County Technical & Career Campus believes that a well-groomed student body creates an atmosphere conducive to achievement and good order. It is requested that parents/students be discreet in selecting school attire. Attire or appearance which attracts undue attention to the individual is not acceptable. Above all else, common sense must be interwoven with decency, neatness and cleanliness. Your school appearance reflects an attitude of pride in yourself, your family, your program, your school and your community. To assist in meeting these standards, the following guidelines are being listed.

All students will wear their career-technical program uniform during the entire school day. Long sleeved clothing may be worn underneath the career-technical uniform shirt, with instructor approval. It may not be worn over the top of the career-technical uniform shirt.

All A-Tech students for the 2016-17 school year will be dressed in a style of clothing we are referring to as "Trade Wear." "Trade Wear" will be required by all students beginning on October 3rd. This will allow individual programs time to order trade wear uniforms.

1. Hairstyles must be neat and clean and meet safety standards.
2. Any display of clothing, jewelry or patches that diminish the dignity of others, such as, but not limited to, traditionally known hate symbols (i.e. Confederate flags and swastikas), derogatory racial, ethnic or gender references are prohibited. Additionally, any of the above that are in suggestive places or that advertise in writing, with pictures, or that otherwise depict, suggest or promote violence, weapons, death, obscenities, alcoholic beverages, illegal drugs, satanic cults, or gang activities are prohibited.
3. Bare midriff tops are prohibited. The bottom of the shirt must meet or overlap the top of the skirt or slacks at all times during the course of normal daily activity. Tops must have sleeves that extend over the shoulder.
4. Underwear or underwear style garments are inappropriate when worn as outerwear.
5. Students must wear footwear designed to be worn on the street. Also, health and safety standards must be met.
6. Shorts, short dresses/skirts, cut-off T-shirts, mesh shirts, athletic style pants, pajama style clothing are not permitted. Yoga pants, and/or spandex style, tight form fitting pants are not permitted. Pants are to be worn at the waistline and are to be full length. Capri pants are permitted.
7. Hats or caps, hoods and jackets must be removed during assemblies or other organized indoor activities. Hats may be worn in classrooms and labs unless otherwise directed by the individual classroom teacher.
8. Sunglasses must be removed upon entering the buildings. Chains, such as wallet chains, are not permitted to be worn.
9. All types of slacks, shirts and blue jeans should be clean.
10. Short dresses/skirts must be no shorter than 2" above the top of the knee cap.
11. Any clothing that excessively exposes the body or is in poor taste in a school environment is inappropriate.

This student dress code represents what is believed to be reasonable rules and regulations and applies to all students any time they represent the school in academic,

Career-Technical, youth organization or field trip activities. Authority for enforcement rests with the faculty and administration.

GANGS - It is the purpose of the Ashtabula County Technical & Career Campus to maintain an environment that is safe for students and staff and conducive to learning. Any presence of gangs on campus disrupts that environment by threatening the safety of individuals, and causing a disruption of the academic process. In accordance with this, gangs and gang related activities are prohibited at A-Tech.

Gang related activities - such as initiations, hazing, intimidation, recruitment, fighting, establishing "turf" or placing graffiti on school property - at school functions or school related activities will not be tolerated.

Students at A-Tech shall not:

1. participate in gang related activities.
2. wear or display recognized gang attire, colors, or tattoos.
3. designate boundaries or "turf" (including defacing property with graffiti).
4. imply gang membership or affiliation by written communications, marks, drawings, designs, gestures, etc.

If a student is found to be in violation of any of these provisions, disciplinary action will be taken. Possible consequences include suspension, expulsion, and legal prosecution. All students involved in such activities will be counseled and encouraged to cease gang affiliations. A-Tech will maintain a record of known gangs and gang members, and share this information, when appropriate, with associate schools, local law enforcement agencies and court personnel.

ANTI-HARASSMENT- A summary of this policy follows. The full policy (5517) is posted in the Principal's Office, in the Workforce Development Office and at www.atech.edu.

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. Civil liabilities and damages may be pursued if appropriate.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District Community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District Community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons, subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic

teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District Community at school-related events/activities (whether on or off School District property).

If you believe you have been or are the victim of harassment you should report the situation to the Principal, Dean of Students, or Superintendent, a teacher or counselor. Teachers and counselors are responsible for notifying the appropriate administrator. Complaints against the Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Contact information can be found on the district web site, www.atech.edu.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Sexual Harassment - Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.

- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Race/Color Harassment - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national

origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct - Members of the School District Community and third parties are obligated to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District Community or third parties who believe they have been unlawfully harassed by another member of the School District Community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Safer Schools Ohio is a multi-agency effort created to assist schools in continuously improving the safety of our students. By calling or texting the statewide hotline – 844-SAFEROH (844-723-3764) – you can report anything that is suspicious or endangering you, your friends or your school.

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
(Summary of Board of Education Policy 5517.01)**

See a posting of the complete policy in the Cafeteria or by visiting www.atech.edu.

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, including, but not limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. All complaints about behavior that violates this policy will be promptly investigated.

If you believe you have been or are the victim of aggressive behavior you should report the situation to the Principal, Dean of Students, or Superintendent, a teacher or counselor. Teachers and counselors are responsible for notifying the appropriate administrator. Complaints against the Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Contact information can be found on the district web site, www.atech.edu.

Those found in violation of this policy will receive appropriate remedial and/or disciplinary action. The complaining party shall be notified of the results of the investigation, and as appropriate, that action has been taken.

This policy is not meant to infringe upon First Amendment rights of students.

Retaliation against anyone who reports aggressive behavior or who participates in an investigation will not be tolerated. Any such behavior should be reported in the same way as aggressive behavior. False statements given during an investigation may also result in disciplinary action.

The **definitions** are guidelines only. Behavior that a complaining party considers aggressive, but that does not fit one of the definitions should be reported.

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral and written), electronically transmitted, and psychological, through attacks on the property of another or a combination of any of these. Examples of bullying are:

- A. Physical: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal: taunting, malicious teasing, insulting, name calling, making threats
- C. Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. “Cyber bullying”: the use of information and communication technologies such as e-mail, cell phone, social media and pager text messages, instant messaging, defamatory online person polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others and the effect of which occurs on school grounds. **(See posted Board Policy for examples)**

Harassment includes, but is not limited to; any act which subjects an individual or group to unwanted, abusive behavior or a non verbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status, socioeconomic status, geographic location.

Intimidation includes, but is not limited to, any threat or act intended to substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

Harassment, intimidation, or bullying means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or

immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or;
- C. Creating a hostile educational environment

Staff includes all school employees and Board members.

Third parties include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

STUDENT CONDUCT CODE

Part I: Rights and Responsibilities - Effective discipline is an important and necessary prerequisite for effective learning. Students attend the Ashtabula County Technical & Career Campus under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has the right to make rules and regulations. The intent of these rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to live with the consequences of their decisions. Freedom carries with it responsibilities for all concerned. This Code of Conduct is the established rules and regulations of the Ashtabula County Technical & Career Campus. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion. Students are also required to be in full compliance of associate school rules when at the associate school, at an associate school function, or on the associate school bus.

The absence of a behavior or any specific action from the following conduct code does not mean that such conduct does not violate the discipline code or cannot be punished.

Part II: Dean of Students - The Dean of Students is charged with the proper enforcement of discipline in the total school setting. The Dean has the discretionary authority to use or authorize other certificated personnel to use the following disciplinary measures to correct student behavior:

1. Assess disciplinary points for conduct code violation.
2. Arrange for Alternative Learning Center time (ALC).
3. Recommend to the Principal for out of school suspension.
4. Recommend to the Principal for expulsion.
5. Cite into juvenile court.
6. Call juvenile authorities and/or notify police.
7. Suspend driving privileges.
8. Ask parents to remove their son/daughter from school for the protection of students involved, pending investigation of a situation which may be disruptive to the school program.
9. Prescribe other disciplinary measures.
10. Recommend IEP meetings.

Part III: Conduct Code - School Rules - Conduct Code violations will result in any or all of the following: 1-12 points in disciplinary record, lunch detainment, ALC time, out of school

suspension, citations to court, expulsion and/or notification of police. Disciplinary points will accumulate per school year.

The first accumulation of 12 points will usually result in a minimum of one (1) to three (3) days(s) Alternative Learning Center time. A second accumulation of 12 points will usually result in a minimum of three (3) to five (5) days Alternative Learning Center time. Further accumulation of points may result in out-of-school suspension or expulsion. If a student's presence poses a continuing danger to persons or property or a threat of disrupting the academic process in the classroom or elsewhere on school premises, the student may be removed by emergency action. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. **The Administration reserves the right to deviate from the disciplinary actions listed.**

Rule 1: Narcotics, Drugs, and Alcoholic Beverages - 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 - sale, being under the influence of, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

Use of Breath-Test Instruments - The Principal or Dean of Students may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

A student also shall not possess, use, transmit, sell, or conceal paraphernalia used to administer narcotics or drugs while under the jurisdiction of the school.

Possible disciplinary action: Minimum of 12 points; parents called; police notified; assessment/referral to agency; random drug screening; loss of driving privileges; expulsion.

When a student is suspended or expelled from school for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Rule 2: Fighting, Hitting, Touching, Threats - A student shall not use or threaten to use any form of violence directed toward any other person and/or building or premises while under the jurisdiction of the school. Injury or threat of harm to a staff member may result in charges being filed, and subject the student to expulsion. Students shall not engage in physical or verbal activity which is likely to provoke a violent response in another individual. Throwing snowballs would be included as an offense.

No person shall initiate any threatening circumstance or circulate any threatening communication which "induces panic," such as but not limited to, bomb threats, impending fire, explosion, crime or other catastrophe, whether the circumstance or communication is true or knowingly false.

Possible disciplinary action: Minimum of 12 points; parents called, conflict resolution, police notified, expulsion.

Rule 3: Theft - A student shall not cause or attempt to take into possession, the public property or equipment of the school district or the personal property of another student, teacher, employee of the district or any other person while under the jurisdiction of the school. Locker and/or vehicle searches may be required, and students may be subject to scan by a metal detector. The district is not responsible for any loss or destruction of personal property.

Possible disciplinary action: Minimum of 12 points; restitution.

Rule 4: Extortion - While under the jurisdiction of the school, no student shall borrow or attempt to borrow any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

Possible disciplinary action: Minimum of 12 points; restitution.

Rule 5: Weapons - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any look-alike weapon that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, fireworks, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Under Federal law, 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, 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.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless she/he modifies the expulsion based on consideration of one or more of the following specific circumstances:

1. The student is enrolled under an IEP or 504 plan and the IEP or 504 Team recommends removal in accordance with the law.
2. The student was unaware that she/he possessed a firearm.
3. The student did not understand that the item she/he possessed was considered a firearm.
4. The student brought item to school as part of an educational activity and did not realize it would be considered a firearm.

If a student is found possessing a knife, which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student for up to one (1) year.

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion. Students shall not possess, handle or conceal potentially dangerous items including but not limited to mace, explosive devices, some hunting, fishing and sport equipment, and cigarette lighters.

Items or instruments that are required for a career-technical program will be used only when under the supervision of the career-technical instructor and must remain in the career-technical (trade) area. Lockers and/or vehicles may be subject to searches, and students may be subject to scan with a metal detector.

Possible disciplinary action: Minimum of 12 points; suspension; expulsion.

Rule 6: Damage to School Property - A student shall not cause or attempt to cause damage to property including buildings, grounds, buses, equipment, tools, or materials. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Possible disciplinary action: Minimum of 12 points; restitution.

Rule 7: Damage to Private Property - A student shall not cause or attempt to cause damage to private property while under the jurisdiction of the school.

Possible disciplinary action: Minimum of 12 points; restitution.

Rule 8: Harassment/Bullying – A student shall not use or threaten to use any form of harassment or bullying directed toward any other person while under the jurisdiction of the school. Any physical, spoken or written act of abuse, violence, harassment, sexual harassment, intimidation, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person; and/or any restriction or prevention of free movement of an individual is prohibited. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, gender, physical or mental disability, political or religious ideology.

Possible disciplinary action: 8 – 12 points; parents called, suspension, expulsion, police notified.

Rule 9: Safety Equipment/Personal Safety - Students shall not make unauthorized use of any school safety equipment, including but not limited to, fire extinguishers, eye rinses, fire and burglar alarms, etc. Students must wear safety glasses and safety shoes when in areas that require them, when performing tasks that require them, or any such times an instructor or staff member asks a student or group of students to comply with safety regulations. Students are not to engage in conduct that violates established safety practices.

Possible disciplinary action: 8 - 12 points.

Rule 10: Driving/Passenger - A student shall not operate his/her vehicle in a reckless manner, speed, or make excessive noise with his/her vehicle while under the jurisdiction of the school. A few examples are speeding, tailgating, peeling tires, driving with other students on fenders, etc. Students are not to ride in the back of pick-up trucks while on school property. The passengers riding in school buses, cars, and other vehicles have the responsibility of conducting themselves in a safe and appropriate manner.

Once on school property, students are under the jurisdiction of the school. Student drivers are expected to park their vehicle in their assigned parking lot immediately upon arrival. Students shall not sit in nor drive cars anytime during the day.

Students are not to enter parking areas during the school day without permission from the Principal's Office.

Possible disciplinary action: 8 - 12 points; suspend driving privileges.

Rule 11: Parking Registration and Tags - All students that drive a vehicle to school must purchase a parking tag. One tag will be issued per student. ALL vehicles must be registered.

Any student vehicle parked on school property without a legitimate parking tag will be in violation of this rule. A student allowing his/her tag to be used in any vehicle besides his/her own is in violation.

Possible disciplinary action: 4 - 12 points; suspend driving privileges; vehicle towed at owner's expense.

Rule 12: Falsification/Cheating – A student shall not, verbally or in writing, use the name of another person or falsify times, dates, grades, addresses, signatures, or other data of school forms, computers, or correspondences directed to the school. A student shall not mislead any school personnel as to his/her identity nor misrepresent facts when questioned. A student shall not cheat or plagiarize. Each instructor is responsible for determining the consequences with regards to the student's grade. Student also may be subject to disciplinary action.

Possible disciplinary action: 6 - 12 points.

Rule 13: Unauthorized Use of School Equipment - Students shall not make unauthorized use of school telephones, equipment, copy machines, computers, materials or supplies. Any software brought to the school must be cleared through the IT Department before being used on school equipment.

Possible disciplinary action: 6 - 12 points.

Rule 14: Truancy - Truancy is declared when a student is absent from school or class or any portion thereof without school authorization or lawful parental consent. This includes absences for which notes from parents are not received within 24 hours of the student's return to school. **No make up work will be given.**

Possible disciplinary action: 6 - 12 points.

Rule 15: Being in an Unauthorized Area - Students shall not be in any area that they are not assigned or authorized or have permission to be in such area. This includes, but is not limited to, buildings, classrooms, shops, vehicles (upon arriving on school property). Vending machines are available before school, during lunch, and after school. Students moving outside of their assigned classroom/lab area must have a hall pass. Students arriving early must remain in the cafeteria/flag pole area until it is time to report to their first period class. During lunch periods students must remain in cafeteria/flag pole areas only.

Likewise, students must vacate the premises after the last period class, unless authorized to remain on school property.

Possible disciplinary action: 4 - 12 points.

Rule 16: Tardies - All students have the responsibility of being in their scheduled class on time daily during the school year. This also includes students who are in an approved school-work program. They must be at their place of work on time. Four tardies shall be considered a violation of this rule. Tardies will be accumulated by **each** instructor.

Possible disciplinary action: Four tardies = one (1) day ALC.

After eight (8) tardies (or second accumulation of four), a two day Alternative Learning Center assignment will be imposed.

Rule 17: Gambling - Students shall not gamble or wager for money or other stakes while under the jurisdiction of the school. A few examples are flipping coins, pitching coins, wagering on football pools, etc.

Possible disciplinary action: 4 - 12 points.

Rule 18: Tobacco - The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, at any interscholastic competition, extra-curricular event, or other school-sponsored event.

Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited. Vapor and electronic cigarettes or any look alike are prohibited.

Possible disciplinary action: 6 – 12 points; juveniles cited to court, tobacco prevention counseling.

Rule 19: Insubordinate/Disruptive Behavior - Insubordination - Students shall not fail to comply with directions from instructors or any authorized school personnel during any period of time students are under the jurisdiction of the school. Examples are refusal to leave class, report to the office when directed or assisting other students in violating school rules. **Repeated violations of any infraction may be treated as insubordination.**

Disruption - Students shall not cause any type of school or class disruption. This may include fighting, intimidation, or any disruption not listed elsewhere in the Student Conduct Code.

Offensive Language - Students shall not use any offensive coarse utterance, display or writing in communicating with any student or instructor while under the jurisdiction of the school. This could include statements, gestures, tattoos, signs, pictures, or publications involving insults, sexual harassment, intimidation, threats, taunts, racial or ethnic slurs, insults regarding sexual orientation, religious or political ideology, physical or mental disability, or challenging others with conduct which is likely to provoke a violent response.

Inappropriate Dress and Appearance - Students are to comply with the Board of Education adopted dress code on pages 16-17. Students dressed inappropriately may be sent to the ALC or otherwise removed from classes until the situation is remedied.

Public Display of Affection - Students shall refrain from any form of unseemly, inappropriate or otherwise excessive public display of affection while under the jurisdiction of the school.

Rule 20: Personal Electronic Devices – What is a Personally Owned Device? A personally owned device shall include, but not be limited to the following: iPad, Nook, Kindle, or other type of tablet PC, laptop, netbook, or Smart phone. If a student is unsure if the device is acceptable, they should ask their teacher or administrator before using the device.

Expectations: A-Tech has expectations of students using their personally owned devices. Each of these expectations shall apply to students when they are on district-owned property or at any A-Tech sponsored event.

1. Students will only use appropriate technology at the administration and/or teachers' permission.
2. Students will only use their device for educational purposes only.
3. Students will only use appropriate educational applications and/or programs on their device.
4. Students may not call, text, message, email, or electronically communicate with others from their device, including other students, parents, guardians, friends, and family during the school day. Exceptions for this are while students are in the cafeteria prior to 8:06 am, during scheduled class changes in the hallways, and in the cafeteria during the students assigned lunch period.

5. Similar to other personally owned items, the district is not liable for loss, damage, misuse, or theft of personally owned devices brought to school.
6. Students will observe all district internet filters.
7. Students will not bring desktops or towers to school.
8. Students will not connect their mobile device to the local area network via an Ethernet cable. Students can only access the network using the provided wireless network.
9. Students will not use any device as a cyber-bullying tool.
10. Students must use headphones when listening to audio files such as music on their device. The volume must be kept at a level that doesn't disrupt others. Students must obtain permission from the classroom instructor prior to listening to audio files.
11. Students must follow copyright laws concerning illegal copying of music, games, movies and other protected works.
12. Students are not allowed to use gaming consoles or gaming devices to connect to the network.
13. Students are prohibited from using their personally owned devices in locker rooms, changing rooms, restrooms, and office areas.
14. Students are prohibited from taking pictures or any type of digital recording without obtaining prior written permission from the classroom instructor. The distribution of such media may result in suspension, criminal charges and expulsion.
15. Students should never share username and passwords with other students or staff.
16. Students must have the device volume level silenced during the school day.

Educational Purposes: Students will use their electronic device for educational purposes only. This may be in a classroom activity, such as researching a topic, using a calculator for math problems, creating maps, note taking, planner/calendar, document creation or connecting to electronic resources provided by the school district. Students are responsible for their personal device and bear the burden to check with administration or staff before engaging in particular uses of technology.

Inappropriate Communications: Students shall refrain from using their device for inappropriate communications. These include but are not limited to the following: bullying, threatening, obscene, profane, vulgar language and/or images that may cause damage or disruption to an individual or school. Students can't use their devices for personal attacks. Students are not allowed to harass or stalk others. If a student is instructed to turn off or turn in their device, they must do so immediately.

Security: The district provides content filtering for student's access to the internet. However, at times inappropriate material may get past the filters and be viewed by the students. Students are to report the occurrence to their teacher or administration. Students will be held accountable for any deliberate attempt to bypass the district filters and security.

Network Connections: Students who cannot access the wireless network or may have technical issues with their technology device need to resolve the issue by working with the user's manual that came with the device outside of the school day. These are not district owned devices and the district is not allocating resources to troubleshoot personally owned devices.

Charging: It is the student's responsibility to bring their device to school charged.

Printing: Currently there is no printing option from a personally owned device. Students have the option of accessing their documents from a school owned computer to print.

Consequences for Violations: Students not following the expectations for use of personal devices will face school disciplinary action and lose the privilege to use personal devices in the school.

Possible disciplinary action: Warning - 12 points.

VISITORS TO A-Tech - Our students are not to have visitors on campus. Any items to be delivered to students are to be delivered through the Welcome Center, located off State Route 167 at the Visitors Entrance.

SECTION 504 – NOTICE OF PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute prohibiting discrimination against persons solely on the basis of handicap, including students, staff members, or other participants in the educational programs, employment, or other activities of school districts receiving Federal financial assistance. Individual or parent (guardian) rights under Section 504 include the following:

- Right to have your child participate in public education programs without discrimination because of his/her disability;
- Right to be informed of your rights under federal law;
- Right to receive notice with respect to identification and evaluation to determine the eligibility of the individual (student) for necessary to provide access to educational programs;
- Right to have your child educated in facilities and to receive services comparable to those provided to non-disabled students;
- Right to be informed of any proposed action related to determination of eligibility, development of a plan for services, and educational placement of your child;
- Right to examine all relevant educational records;
- Right to receive all information in the parent's or guardian's native language and primary mode of communication;
- Right to periodic reevaluations and an evaluation before any significant change in program or service modification; and
- Right to request a hearing before an impartial hearing officer if there is disagreement with the decisions reached by school personnel regarding your child's identification, evaluation, educational program (i.e., accommodations necessary for access to educational programming and/or facilities), or placement.

You may contact the District's Section 504 Coordinator with additional questions: Principal, 1565 State Route 167, Jefferson, OH 44047 – telephone (440) 576-6015.

STATEMENT OF NON-DISCRIMINATION POLICY - The Ashtabula County Technical & 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 regulations of Title IX, Title VI, Equal Pay Act of 1963, Title II, Section 504, and Titles I & II of the Americans with Disabilities Act are followed. Any complaint regarding this non-discrimination policy should be referred to the Principal, 1565 State Route 167, Jefferson, OH 44047 - Telephone (440) 576-6015.

***CERTIFICATION FOR HAVING READ THE
ASHTABULA COUNTY TECHNICAL & CAREER CAMPUS
STUDENT/PARENT HANDBOOK
2016-2017***

I do hereby certify that I have read, understand, and agree to abide by the Ashtabula County Technical & Career Campus Student/Parent Handbook and the Student Conduct Code in its entirety.

Career-Technical Program _____

Student Name (Please print) _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please sign, tear out and return to the Principal's Office