CHARACTER COUNTS
24-7

WE BELIEVE IN THE SIX CORE VALUES OF CHARACTER:

TRUSTWORTHINESS
RESPECT
RESPONSIBILTY
FAIRNESS
CARING
CITIZENSHIP

STUDENT AND PARENT HANDBOOK
2016-2017

1306 Cedar Street
Fremont, OH 43420
(419) 332-2626
www.vsctc.org

Central Office- (419) 332-2626 Fax# (419) 334-4308

Greg Edinger	Superintendent	ext. 1001
Alan Binger	Treasurer	ext. 1002
Kevin Dwight	Technology Director	ext. 2110
Vickie Snyder	Secretary	ext. 1003
Bryan Zimmerman	Operations	

Sentinel CTC- (419) 448-1212 Fax# (419) 334-4308

Elissa Heal	Director	ext. 3001
Derek Lewis	Asst. Director	ext. 3002
Crista Stacklin	Guidance Counselor	ext. 3006
Allen Schultz	Career Pathways	ext. 3007
Jenny Reinhart	Secretary	ext. 3008
Michelle Seigley	Director's Secretary	ext. 3003
Pat Misner	Attendance Secretary	ext. 3005
Michelle Spencer	VOSE	ext. 3123

Vanguard Tech Center- (419) 332-2626 Fax# (419) 334-4308

Clay Frye	Director	ext. 2319
David Buening	Asst. Director	ext. 2320
Lyne Walby	Asst. Director	ext. 2224
Christine Jones	Guidance Counselor	ext. 2117
Angela Welly	Guidance Counselor	ext. 2116
Tina Hoelzle	Attendance Secretary	ext. 2321
Sherry Nicholas	Director's Secretary	ext. 2155
Marla Marsh	Guidance Secretary	ext. 2100
Jen Sharp	Secretary	ext. 2322
Robin Brady	VOSE	ext. 2118

Adult Education- (419) 332-2626 Fax# (419) 334-4308

Rosemary Krieger	Director	ext. 2710
Lauren Cummings	Asst. Director	ext. 2706

VSCTC……Your Path to Success!

Welcome to the Vanguard-Sentinel Career and Technology Centers. As an award-winning school district with a long tradition of excellence in CT education, the VSCTC value a system of continuous improvement that permeates every aspect of its work in order to become a center of educational excellence.

We are committed to providing a challenging curriculum, skilled instruction, and a learning environment that responds to individual student success. Our work is guided by the belief that every student is capable of attaining high levels of educational achievement in preparation for meeting the rigorous demands of the twenty-first century.

TABLE OF CONTENTS

Administration and Counselors……..……2
Welcome……...……3
Table of Contents……4
Calendar……7
Daily Bell Schedules……8
STUDENT INFORMATION
Expectations……..9
Mission Statement……..……..9
Vision Statement……..…9
Visitors to VSCTC……9
FERPA……9
Non-Discrimination Policy……..…...10
Home School Announcements……...10
Extra-Curricular Activities……..10
Distribution of Materials……..…...10
Student Handbook……..10
Use of School Phones……..11
Student Emergency Medical Authorization……...11
Student Medication……11
Injury/Illness……11
Change of Address/Phone Number/Custody……12
Payment of School Fees……...12
Textbooks/Workbooks……...…12
Field Trips……..…..12
Lockers……12
Cafeteria……...……...13
School Closings/Delays……13
Fire, Tornado, & Lockdown Drill……..13
School Safety Plan……14
Eighteen-Year Old Students……..…..14
Independent Student Status……14
Video Surveillance……14
Use of Buildings/Grounds……14
Student Valuables……14
Student Vehicle Policy……...…14
ACADEMIC PARTICIPATION
Credits Earned……...…16
Grading Policy……16
Figuring Semester and Final Grades……..17
Grade Reports……...17

Student Make-Up Work…….17
Career Passport Certificates……18
Career Passport Ceremony……18
Youth Organizations……19
Youth Organization Eligibility……19
National Technical Honor Society……20
Job Placement……20
ATTENDANCE
Attendance and Tardiness Policy……21
Attendance Reporting……22
Excused and Unexcused Absence Policy……22
Absences Planned in Advance……22
Tardiness……23
Driver's License Revocation……24
Student Request to Leave VSCTC during the Day……24
STUDENT CODE OF CONDUCT
Code of Conduct……24
Electronic Device Policy……28
Cell Phone and Electronic Device Content……29
School ID Cards ……29
Dress Code and Campus Shirt Policy……29
Employability, Safety, and Grooming Code……32
Tobacco Violations Procedure……32
Drug and Alcohol Policy……33
Dangerous Weapons……33
Search and Seizure……34
Computer Use Agreement……35
HARASSMENT, BULLYING, CYBERBULLYING, AND INTIMIDATION POLICY
Bullying/Cyberbullying……36
Sexual Harassment……37
Race, Color, National Origin and Disability Harassment……38
GUIDANCE
Schedule Change……39
Student Services……39
Early Release……39
Flexible Credit……40
Terra Community College……40
GENERAL POLICIES
Board Policy……40
Equal Opportunity……40

Grievance Procedure…….41
Positive Behavioral Intervention and Supports (PBIS)…….41
APPENDIX A
Bring Your Own Technology Policy (BYOT)……..42
APPENDIX B
College Credit Plus Policy…….49

School Calendar

2016-2017

August 19-23	In-Service/Teacher Work Days
August 24	Students First Day of School
September 5	Labor Day- No School
September 13	2-Hour Late Start (10:30am)
September 23	Staff In-Service- No School
October 20	Parent-Teacher Conferences 3:30-7:30pm
October 21	Parent-Teacher Conferences 8:30-12:00pm (no school for students)
Oct. 24-Oct. 28	OGT Testing
November 23-25	Thanksgiving Break- No School
December 22	Winter Break Begins- No School
January 3	Students Return from Winter Break
January 16	MLK Day- No School
January 31	2-Hour Early Release (1:00pm)
February 20	Presidents' Day- No School
March 3	Parent-Teacher Conferences 8:30-12:00pm (no school for students)
March 13-17	OGT Testing
April 14-18	Spring Break- No School
April 18	Staff In-Service- Waiver Day- No School
April 19	Students Return from Spring Break
May 25	Students Last Day of School
May 26	In-Service/Teacher Work Day

Daily Bell Schedule

Sentinel

8:10am - 8:25am	Morning Enrichment
8:25am - 11:10am	Morning Lab
11:40am - 2:35pm	Afternoon Lab
2:35pm - 2:50pm	Afternoon Enrichment

Vanguard Tech Center (VTC)

8:05am-8:20am	Morning Enrichment
8:20am-9:00am	1st Period
9:03am-9:43am	2nd Period
9:46am-10:26am	3rd Period
10:31am-10:56am Lunch	4th Period
11:01am-11:41am	5th Period
11:15am-11:40am Lunch	6th Period
11:45am-12:25pm	7th Period
12:28pm-1:08pm	8th Period
1:11pm-1:51pm	9th Period
1:54pm-2:30pm	10th Period
2:30pm-2:45pm	Afternoon Enrichment
8:20am-11:10am	Morning Lab
11:45am-2:30pm	Afternoon Lab

STUDENT INFORMATION

Expectations

We expect you to exhibit an eagerness to learn, a positive attitude, to be self-disciplined, to be respectful of others, and to be at school every day and on time. In return, you should expect a high quality education in a safe and secure educational environment, provided by dedicated, experienced, professional teachers who care about your success.

Mission Statement

Vanguard-Sentinel Career and Technology Centers are committed to providing the future workforce with essential skills to be successful.

Vision Statement

Vanguard-Sentinel Career and Technology Centers will be the essential resource of challenging, transformational career education and workforce development.

Visitors to VSCTC

In order to maintain a safe school environment, all visitors should make prior arrangement with the High School Office. Visitors will only be permitted after normal school hours at 2:50pm. **When arriving at VSCTC, all visitors must check-in at the High School Office and receive a visitor's pass.** Building passes will be issued at the discretion of the administration. *Please note: Students are not permitted to bring student visitors to school without the approval of the administration.*

FERPA Directory Information

VSCTC 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, birthdate, 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 he/she 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 VSCTC 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 contact the office.

Non-Discrimination Policy

The VSCTC 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.

Home School Announcements

To keep students informed of events at their partner schools, messages may be sent and read over the public address system, posted in designated areas of the building, or posted on the scrolling digital screen in the cafeteria. No student shall post articles or notices on the bulletin board without first obtaining permission from the office.

Associate school announcements will be posted in the showcases in the cafeteria as they are received.

Morning announcements from the VSCTC offices will include events from both VSCTC and the home schools. Students should make every effort to listen to all school announcements. Announcements will also be posted to the VSCTC website.

Extra-Curricular Activities

Students enrolled at the VSCTC are members of their respective classes at their partner school. They are eligible and encouraged to participate in athletics, music, theatre, dances, and other extra-curricular activities.

Athletic eligibility will be determined by the partner school. The VSCTC staff will cooperate in providing requested grades and other information.

Distribution of Materials

Posters, signs, etc. may be distributed in the school with permission from the Director. Students have the right to appeal the Director's decision to the Superintendent or his/her designee. Distribution of politically-oriented materials is prohibited.

Student Handbook

The Student Handbook will be available for students and parents to view on the Vanguard-Sentinel Career and Technology Center website: www.vsctc.org. Students will no longer be issued paper copies of the handbook. Students who do not have access to the internet may receive a hard copy of the handbook from the main office.

Use of School Phones/Telephone Messages

Students will not be called to the telephone except in an emergency. Important messages from parents or employers may be taken for later delivery to a student.

There is a designated phone in the main office for students. A student must receive permission from the office staff or administration to use the phone. **Telephones in classrooms and labs are not for student use.**

Student Emergency Medical Authorization

In accordance with Section 3313.712 of the Ohio Revised Code, an emergency medical form is provided to the parent or guardian of every pupil. *The form is to be completed by the parent or guardian and returned to the school within the second week of attendance.* Any student who does not return their Emergency Medical Form will not be permitted to participate in lab activities.

Students must maintain adequate medical insurance. VSCTC does not provide insurance; however, it offers a plan through an insurance company. It is the responsibility of the parent/guardian to notify the school of a student with a physical handicap, chronic illness, or disability.

In case of emergency injury, students will be transported to the nearest hospital.

Student Medication

Students should not be carrying prescribed or non-prescribed drugs or medication. A student who is under a doctor's care and taking prescription or non-prescription drugs must have their parent or guardian notify the office indicating the physician's name and type of drug prescribed. The student must not transmit or attempt to transmit prescription or non-prescription drugs. A student not following these rules may be considered in violation of the school district's drug and alcohol policy.

Injury/Illness

All injuries must be reported to a staff member. In an emergency, the school will contact a parent/guardian. If needed, the student will be transported for further medical treatment by the Emergency Medical Services to the nearest hospital.

A student who becomes ill at school should request permission from his/her teacher to go to the office. A parent, guardian, custodian, or designated contact from the student's Emergency Medical Authorization Form will be contacted if a student requires dismissal from school.

Change of Address/Phone Number/Custody

Should there be a change of address, phone number, or custody, it is the responsibility of the student or parent/guardian to notify the office to make the appropriate changes.

Payment of School Fees

All program fees will be due before a Career Passport will be issued to a student. To be eligible for field trips or to compete in local, district, regional, state, or national competition all Student Activity Fees must be paid in full.

A student who is experiencing financial hardship may pay school fees on a payment plan established by the school cashier.

Any textbook or other school property that is lost, damaged, or unaccounted for will be charged to the student at the replacement cost.

Textbooks and Workbooks

Textbooks are the property of the Vanguard-Sentinel Board of Education and are loaned to the student. The textbooks become the student's personal responsibility. Students will be charged the true value of the book for any book that is lost. Fines will be assessed for any misuse, marking in books, etc. Grade reports, credits, and certificates may be withheld if assessed fines are not paid.

Field Trips

Students will have the opportunity to participate in school-sponsored field trips. Emergency Medical Forms must also be taken on off-campus trips. Special dress requirements may be required to participate on a trip. Field trips are restricted during Ohio Graduation Testing. The Code of Conduct applies anytime under school supervision or direction, including overnight events. Students may be excluded from field trips based on their grades, disciplinary issues, or attendance issues as determined by the administration. Please note: Students are not permitted to drive to field trips.

Lockers

Students will be provided the use of a locker by VSCTC. VSCTC assumes no responsibility for lost items from any hall or lab locker.

Lockers are the property of the VSCTC Board of Education.

Lockers carry no expectation of privacy for the students who use them. School lockers, desks, cabinets, toolboxes, etc. and their contents are subject to search by

school authorities at any time and without warning using whatever methods are available to VSCTC (ORC 3313.20).

VSCTC participates with local authorities in random canine drug searches. Students are expected to use only the lockers assigned. Contents of the lockers are the responsibility of the student assigned to that locker.

Cafeteria

VSCTC has a closed lunch period and students must eat in the cafeteria, even if the student brings the lunch from home. No lunches will be brought into the building by any person after the beginning of the school day. Any exceptions must be cleared by the administration. Students shall not have lunch from outside vendors/restaurants delivered or brought to them at school.

Students are not permitted to leave the school grounds or go to the parking lot during lunch time without approval from the Administration. Students leaving school grounds will be considered Truant.

School Closing/Delay Information

VSCTC may be in session when associate schools are closed. Also, an associate school may be in session on days when VSCTC is closed. Students are expected to attend all scheduled days, and transportation will operate from the associate school even though the associate school may be closed- except weather related closings. If the home school is on a scheduled 2-hour delay but VSCTC is not, the affected students are required to report to VSCTC at normal start time.

If the VSCTC closes due to weather, it will be announced on the following radio and television stations:

Local News Stations
Honeywell Alert- *students must have an updated phone number in the office in order to receive School Closing Information*

Fire, Tornado, and Lockdown Drill

Fire, tornado, and lockdown drills are held at irregular intervals throughout the school year. The students shall follow the directions of their instructor or any employee during a drill or actual emergency. In addition, procedures are posted in each classroom and lab.

School Safety Plan

The VSCTC has provided a safety plan in accordance with ORC 3313.536 for the safety of all students and staff. A copy of the plan and procedures has been provided to all instructors and staff. Students shall follow the directions of their instructor or any employee during an actual emergency.

Eighteen-Year Old Students

Students eighteen years of age or older will be treated the same as all other students and will be expected to comply with all school rules, regulations, policies, and state laws.

Independent Student Status

If a student is no longer financially dependent upon his/her parents, no longer living at home, and eighteen (18) years of age or older, he/she must bring a copy of some documentation to the office with his/her parent/guardian signature.

Video Surveillance

The interior and exterior of VSCTC buildings are under surveillance by video equipment. A recording may be used as evidence by the Administration or by law enforcement in any situation involving violation of any rule, regulation, policy, or law. The information recorded is only available to VSCTC administrators and is not available to any outside sources, including parents and students.

Use of Buildings/Grounds

Any student or group meeting before or after school must secure permission for use from the building's Director.

Student Valuables

Students are encouraged **NOT** to bring items of value to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Student Vehicle Policy

Permission to drive a vehicle to and from school is under the jurisdiction of the VSCTC Administration. All students driving to and from VSCTC must register their vehicle with the office within the first full week of the school year and keep it current throughout the year. In the event a student drives to school only on special occasions, a temporary

parking permit must be obtained from the office. Any students not displaying an approved parking permit may be subject to towing at the owner's expense.

Students must have and maintain a valid driver's license in order to have driving privileges. Students must present their driver's license at the time they register for a parking permit. Parking permits must be displayed on your rear view mirror.

Search of a student and his/her possessions, including vehicles, may be conducted if there is a reasonable suspicion that the student is in violation of school rules. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

Student traffic is not permitted in areas reserved for school buses loading and unloading students. Parents may use this area for pick up and drop off, except from 2:30-3:00. Buses leaving the facility will have the right-of-way at all times.

- Student drivers must observe the posted speed limit of 10 miles per hour
- Students must not engage in reckless driving, including but not limited to: speeding, swerving, passing other vehicles, squealing tires, or anything else deemed wreckless/unsafe by VSCTC staff
- Students must go immediately into the building upon arrival at school
- All vehicles are to leave the campus promptly at the end of the school day
- All vehicles should be locked and not left overnight without prior approval. VSCTC is not responsible for theft or vandalism to vehicles or contents of vehicles
- No vehicle shall display any decals or symbols which could be considered offensive in nature
- Students who park in an unauthorized area may have their vehicles towed at the owner's expense
- Students are not permitted to ride in the back of pickup trucks

Any students who fail to comply with these rules and regulations or who abuse any policy may have their driving privileges to the VTC campus suspended or revoked.

ACADEMIC PARTICIPATION

Credits Earned

Students receive three (3) credits a year for successful completion of their Career/Tech lab experiences. Successful completion of academic classes results in one (1) credit for each. All academic classes must be completed for graduation. The awarding of credits is at the discretion of the student's home school.

It is the student's responsibility to be certain graduation requirements have been met at the partner school. Assistance may be obtained by request from the Guidance Department.

Grading Policy

Letter Grade	Percent
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and Below
I	Incomplete

Students may receive a daily grade each day based on factors such a punctuality, attitude, preparedness, and effort. A student placed in ISS, OSS, or the Alternative School will receive a zero or reduced grade for their daily points grade. Also, any student considered truant from class will receive a zero.

First-year students (juniors) who fail lab will be required to return to their associate school the following year.

Students in cosmetology not meeting the required hours for State Board may be returned to associate school.

Students failing an academic class in their junior year may move into the senior program only with the approval of the Director.

Second-year students (seniors) who *fail the first semester of lab* may be withdrawn and returned to their associate school at semester break.

Figuring Semester and Final Grades

Students will be given an Incomplete grade for a course requirement not completed. For students who have not made up the work by the established deadline or two weeks after the last day of the grading period, that grade will become an “F”.

Grades will be weighted accordingly:

- Each Quarter Grade = 45%
- Semester or Final Exam = 10%

After averaging the Quarter grades and the exam grade, a percentage will be calculated and using the above grading scale a final grade will be determined.

Grade Reports

Report cards will either be mailed to students or be made available on ProgressBook at the end of each nine weeks.

Mid-term reports will be distributed to students. It is the student’s responsibility to share this information with the parent/guardian.

Parents are provided access to ProgressBook to monitor their student’s grades and attendance. Parents are encouraged to call the school for a conference with the teacher issuing the grade to help determine a way to make their student successful in the classroom.

Student Make-Up Work

It is the student’s responsibility to find out what work has been missed during an excused absence and make arrangements with the instructor for completing the work. The number of days for an excused absence will equal the number of days the student has to complete their make-up work. (Teachers may choose to extend days for long-term assignments. This will be at the discretion of each individual teacher.)

A student assigned to In-School Suspension (ISS) is responsible for completing school work for their teachers while in ISS. A student will be counted present for the school day while in ISS, however, absent from class. The individual instructor will give credit

for work completed in ISS and students will be able to earn up to 78% of the value for the assignment; however, daily points/participation points are not received.
A student who has an unexcused or truant absence will not be able to make-up their work. The student may receive a zero for the day on any assigned work.

Out-of-School Suspension (OSS) is considered an unexcused absence and work cannot be made up.

Career Passport Certificates

VSCTC confers three different certificates for students who complete their graduation requirements: **Certificate of Completion with Honors** for a student who maintained a grade average of "A" and maintained a 97% or better attendance record, **Certificate of Completion with Achievement** for a student who maintained a grade average of "C" or better and maintained a 93% or better attendance record, and a **Certificate of Completion** for a student who received a passing grade and maintained a 90% attendance record.

For a Certificate of Honors and Certificate of Achievement competencies will be listed on the back; however, no competencies will be listed on a Certificate of Completion.

Students accepted to a program that complete one-year of a program as seniors may be eligible to receive a certificate and may be able to participate in the Career Passport Ceremony at the discretion of the Director.

Career Passport Ceremony

Students who have completed both their VSCTC program requirements and their high school graduation requirements will be permitted to participate in the Career Passport Ceremony. Requirements for both must be completed at the time of the Ceremony in order for the student to participate.

*Students who fail a career-tech program will not be allowed to participate in the Career Passport Ceremony and will not receive a Career Passport.

*Students who have not met academic requirements for their home school will not be allowed to participate in the Career Passport Ceremony.

*Students who fail an academic course during the second semester and are credit deficient after the second semester of the senior year will not be allowed to participate

in the Career Passport Ceremony. If approved by the home school, students may work in A+ at the VSCTC to recover their credit(s) prior to home school graduation. However, even if the A+ is completed prior to the VSCTC Passport Ceremony, the student will not be permitted to participate in the Career Passport Ceremony.

*If a student will not graduate from their home school, the contents of the Career Passport will be withheld until all requirements are met for graduation.

*Any extenuating circumstances concerning the Career Passport Ceremony will be left to the discretion of the Administration.

Youth Organizations

BPA, FCCLA, FFA, DECA, Educators Rising and SkillsUSA Ohio at VSCTC are associated directly with the student's career technical area. Their main purposes are to develop leadership skills, foster cooperation, develop an awareness and appreciation of good citizenship, and to upgrade students' skills in group social activity. These organizations are an integral part of the curriculum.

Should a student have the fortunate opportunity to participate at the State and/or National level, the Board of Education and/or the specific organization fund will cover the costs. Student Activity Fees must be paid in full prior to the student participating. Students must make a commitment to attend these events. Should a student not attend after his/her costs have been paid, that student will be charged for the costs. These costs will be added to the student's fees.

Youth Organization Eligibility

Participation in student organization competitions and/or student leadership positions is regarded as an important privilege for students. Students who desire to participate in extracurricular activities are expected to meet standards for academics, discipline, and attendance. Failing to meet the standards in any one, or more, of these areas will result in a student losing the privilege of fully participating in extracurricular activities.

A. Academic
   - Eligibility for participation is determined by a student's previous nine-week end of quarter grades. Students must have a "D" average in every class to participate in student organization competitions.
   - A student is ineligible if he or she earns a grade of "F" for the previous quarter in any course in which he or she is enrolled.

B. Discipline and Attendance

- Any student who is assigned ISS or OSS during the day of an extracurricular event will be ineligible to attend the event.
- Any student who has been assigned OSS during the school year will be reviewed and eligibility will be determined by the administration.
- Students who are over their attendance limit for the semester when the extracurricular event occurs will be reviewed by the administration to determine eligibility.

To be eligible to hold a student office for a VSCTC group or club, a student must maintain a “C” average and have fewer than five (5) in-school suspension days and zero (0) out-of-school suspensions. The average will be determined by each 9-weeks grades. If a student has a grade of “D” they will be placed on a 9-week probationary period. If the “D” is not brought up to a “C” or higher by the end of the next grading period, the student will lose their office. A grade of “F” will result in the immediate removal of office with no probationary period.

National Technical Honor Society

The following criteria must be met to be inducted into the NTHS:

1. Desire to pursue a career.
2. Recommendation of program and academic instructor(s), advisor or administrator.
3. Have a 97% combined attendance rate.
4. Have a minimum cumulative 3.25 GPA or higher (with no D or F grades for semester grades).
5. Graduating Senior.
6. Be in good academic standing at VSCTC and their partner school.
7. Have met or be on track to meet all state graduation requirements including must have passed all OGT’s and must be program completer.
8. Discipline free; no major disciplinary issues.
9. Program grades “A” average over 1-1/2 years.
10. Final approval by VSCTC Director and Assistant Directors.
11. All fees must be paid in full.

Job Placement

A student may earn the privilege to participate in various work release programs sponsored by VSCTC. The objectives of the work release programs are:

1. To provide experience on specialized equipment not available to students in their field of study.
2. To provide the student with on-the-job experience in related business and industry.

On early placement/pre-apprenticeship placement, students must maintain a "C" average or higher in all subjects and have a 93 percent or higher attendance average. Students requesting early placement/pre-apprenticeship placement must obtain the proper forms from the Job Placement Coordinator and gain approval prior to placement. All work release students must follow program guidelines and have school fees paid. Students must have completed and passed all skill attainment and industry certification testing to apply for work placement. It is the discretion of the VSCTC staff to permit the student to participate in these programs. Students may be removed from work sites at the discretion of administration and student services.

ATTENDANCE

Attendance and Tardiness Policy

Regular daily attendance is key to a good education and a requirement of Ohio Law for all students under the age of 18. For students 18 or older, attendance is not compulsory and the privilege of attending is granted until it is abused. Frequent absences and being late for class disrupt the continuity of classroom and lab experiences. Interaction with the teacher and other students provides invaluable insights into today's world. Students are expected to be in school every day and on time for class.

The law lists the following circumstances for which a pupil may be legally absent from school:

1. Personal or extended family illness verified by a doctor in writing, copy of medical bill, or hospital release.
2. Legal business may be verified by a note from the court or other court documentation.
3. Quarantine of the home verified in writing by a doctor or health official.
4. Observance of a bona fide religious holiday. Participation may be documented with a program from the service or a note from the religious leader.
5. Death of a relative can be documented with a copy of the obituary or a program from the funeral.

Attendance Reporting

Proper reporting of tardiness and absenteeism is very important to business, industry and VSCTC. In order to prepare students for the world of work, VSCTC requires that parents/guardians call VSCTC on the day of their child's absence. If parents/guardians cannot call, they must have their child bring a note from them on the day their child returns to school. Failure to do so will result in being marked as unexcused and receiving no credit for the day. After one week from return of absence, if the student still has no verification of absence from the parent/guardian, the student may be considered truant and may receive time in ISS and/or OSS and a referral to the appropriate county court may take place. The only way an unexcused absence can be changed to an excused absence within one week from return of absence is by a doctor's excuse or verification from the home school. Doctor's excuses will only be accepted for appointments during Vanguard-Sentinel time and appointments for the student and or IMMEDIATE family. Students have one week from return of an absence to present a doctor's excuse. When returning from an absence, students must go to the office before class begins to get an admit slip to present to their instructor.

Excused and Unexcused Absence Policy

The attendance policy at the VSCTC requires all students who are absent more than six (6) days in a given semester, or twelve (12) days in a school year to have a physician/medical excuse for any absences to be excused. Doctor's excuses will not count towards the twelve (12) days. Students have one week to get the doctor's excuse turned into the office. This policy applies to ½ year and18 year old students as well. **Any absence over six (6) per semester or twelve (12) per school year that are not verified by a Doctor's excuse will result in the student receiving a zero for the day in all classes.**

A student who misses 20 consecutive school days without medical documentation may be withdrawn and returned to their associate school.

Any student accumulating 20 or more unexcused absences during their junior year may be returned to his/her home school after reviewing attendance, discipline, and grades.

Absences Planned in Advance

A student or parent/guardian/custodian needs to notify the school in advance of any:

1. Doctor/Dentist appointments (encouraged to be made outside of school hours).

2. College Visits: Senior students are allowed two (2) visits during their senior year. Juniors are allowed one (1) visit during the second semester. Verified college visits not exceeding the maximum allotted and are during VSCTC time are not counted against the perfect attendance policy. A two-day advance notice is required. In order for the absence to be excused, the student must obtain the signature, on the form, of the college personnel that they met with along with time of arrival and departure. Students with twelve or more days of absence will not be eligible for college visits.
3. Military Testing: The student who is going to be absent must obtain a leave of absence form and follow administrative regulations. Military tests will be considered administrative absences.
4. Appointments with Public Agencies (encouraged to be made outside of school hours).
5. Family Vacations: A family vacation needs prior approval and should not exceed more than the number of days allowed per semester. Forms are available in the office.
6. Test for Driver's License (encouraged to be made outside of school hours). Requires prior administrative approval.
7. Job Orientation: Orientations need to have prior approval. Official letter from place of employment is required as a follow-up for absence approval.

Students are required to bring in documentation verifying their appointment, vacation or visit.

If because of some family responsibility it is necessary for a student to be absent from school for circumstances other than those allowed by the Ohio Revised Code, such request must be made by the parent or guardian prior to the absence.

Tardiness

When arriving late to school, students must stop in the office to receive an admit slip. A morning student will be considered tardy up to 9:20am. A student arriving after 9:20am will be considered absent in the AM and will need to verify the absence to avoid discipline for truancy. Sentinel CTC students have until 12:50pm to report before they are considered absent.

As part of VSCTC's attendance policy, tardiness and the refusal to verify absences will be reflected in a student's grade. All grades will include an attendance/timeline component.

Driver's License Revocation

The Vanguard-Sentinel School District may notify the Bureau of Motor Vehicles of any student violating the following:

1. Withdrawal from school prior to the age of eighteen years.
2. Having unexcused absences from school for ten (10) consecutive or fifteen (15) total days
3. Violating the district's drug and alcohol policy.

Upon notification, the Bureau of Motor Vehicles may revoke the student's driver's license or right to apply for a license until the age of eighteen years.

Student Request to Leave VSCTC During the Day

Permission to leave the building during the school day will be granted only by the Administration. This includes all 18-year olds. IN ALL CASES, verification from home is necessary and student must sign out at the office. Students failing to follow proper procedures will be considered truant. All notes requesting early dismissal must be turned into the Attendance Secretary in the main office.

STUDENT CODE OF CONDUCT

The Vanguard-Sentinel Career Centers Administration realizes that there are varying degrees of involvement in the violation of school-adopted rules and regulations. When these rules are violated by a student, there are many factors which must be considered as to the appropriate disciplinary action to be taken. Disciplinary action may include but not be limited to the following:

1. Verbal or written warning or reprimand
2. Removal of privileges (may include technology, field trips and/or youth club activities)
3. Detentions (student responsible for transportation – 24 hours' notice)
4. Lunch Detention (student will be assigned to In-school suspension during their lunch period, they will be provided an FDA approved lunch at their own expense or they can bring their own lunch)
5. Emergency removal
6. Conference with parents/guardians and student
7. In-school suspension
8. Saturday/extended school day/extended school year suspension

9. Out-of-school suspension (director, assistant director or any other licensed administrator within district may suspend up to 10 days)
10. Expulsion (up to 80 days, or in some cases the Superintendent may expel for one calendar year)
11. Court or law enforcement referral
12. Community Service/before or after school work assignment
13. Student success and behavior enhancement program (SSBE)
14. Lowering of grade
15. Restitution

Students enrolled in career centers within the VSCTC have the responsibility to act in such a way as not to interfere with the educational rights and safety of other students. By accepting the responsibility to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules and regulations governing the operations of these programs**.** All Vanguard-Sentinel Career Center rules and regulations are in effect during all school-sponsored activities.
All suspensions and/or expulsions will be in accordance with the procedures outlined in the Ohio Revised Codes 3313.66 and 3313.661. If a student is suspended or expelled by the home school or VSCTC, the student may not be present on school property of either school and will not be permitted to attend classes or activities of either school during the period of time in which such action is in effect. A student has the right to appeal the suspension and/or expulsion to the Board of Education or its designee. A student will have 3 school days after the date of the suspension in which to file an appeal.

Should a student who is 18 or older or a student's parent(s) or guardian(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such will be provided in regulations approved by the Board. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent or guardian. In the cases of expulsion, notice of appeal must be filed with the Treasurer within three days of the Superintendent's decision.

Should a student receive consequences; i.e., ISS/Alternative school, at his/her home school that prevents him/her to attend Vanguard-Sentinel for the day(s), the student will be marked unexcused for the day(s). In addition, any student emergency removed from his/her home school for the remainder of the school day will be marked unexcused.

Students who violate the following rules, regulations, and policies may receive disciplinary action ranging from verbal warning to expulsion. Specific disciplinary action and credit recovery shall depend upon the severity of the offense and/or the number of times the student has been involved in school problems.

A student shall not:

1. Assault or attack a Vanguard-Sentinel employee, visitor or other students at VSCTC or at school authorized functions, nor evoke or threat with intent to cause personal harm or damage to belongings against any of the above mentioned persons. Verbal or written expression of violence towards the above mentioned persons will not be tolerated. Students are to refrain from any act of bullying towards other students. Bullying is defined as any intentional gesture, or any intentional written, verbal or physical act or threat that a student has exhibited toward other students more than once. This includes dating violence which is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. Any student feeling they are a victim of bullying or any student or staff member that witnesses an act of bullying should report such an incident to school counselors and/or administrative personnel. Also, students shall not threaten to harm themselves, either written or verbally. Students who do so will be subject to disciplinary action.
2. Be in any fight and/or
    a. Attack a student
    b. Incite a school disturbance
    c. Threaten, coerce, intimidate, bully, cyberbully, haze or harass a student
    d. Incite a riot in school or at any school-sponsored activity
    e. Sexually harass or impose upon another student
3. Possess, handle, transmit or control any object which can be reasonably or legally considered a weapon.
    a. Weapons may include firearms, knives, fireworks, explosives or detonating devices, or counterfeits/look-a-likes.
    b. Weapons may include lab tools possessed out of the lab setting.
4. Violate Vanguard-Sentinel's established drug and alcohol policy.
5. Deliberately initiate a bomb threat, a false fire alarm or starting or attempting to start an unauthorized fire.
6. Violate any safety rules or create a situation whereby the safety or well-being of themselves, other students or school personnel is put in jeopardy
7. Steal, destroy or deface school, public or private property while on school property or under school jurisdiction. This would include:

    a. Any degree of involvement in such acts
    b. Possession of any stolen goods
    c. Selling and/or purchasing any stolen goods
8. Use profane, obscene or abusive language or gestures that are either physically or electronically generated.
9. Misuse electronic, information/communication systems – vandalism of computer equipment, unauthorized access to information or school records, invasion of computer privacy, copyright violations, plagiarism, hacking and/or other tampering with hardware or software is prohibited. The use of a computer which in any way violates the student code of conduct is prohibited. Use of devices that would disrupt computer or video equipment functions is prohibited.
10. Disrupt the educational process in the classroom or instructional areas. This could include but is not limited to:
    a. Throwing food or other items
    b. Showing insubordination or disrespect
    c. Abusing hall pass
    d. Any form of gambling or unauthorized card playing
    e. Use of radios, CD or MP3 players, IPODS, recorders, pagers, cell phones or any type of electronic devices. Violation of this rule will result in disciplinary action, parental contact and confiscation of the cell phone. The Vanguard-Sentinel administration has the right to confiscate cellular phones and electronic items indefinitely. Contents of cell phones and electronic devices may be searched if there is reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.
    f. Being in unauthorized areas
    g. Violating the Employability, Safety and Grooming Code
    h. Showing public display of affection or sexual acts. Students should not engage in kissing, embracing, or any sexual acts, physical contact, or displays not appropriate to the educational environment.
    i. Selling any product not authorized by Vanguard-Sentinel school officials
    j. Failing to have necessary lab or classroom supplies and/or equipment
    k. Possessing or consuming food or beverage in any area other than the cafeteria
    l. Showing disruptive or dangerous behavior (such as yelling, running, tripping or pushing) on school premises or any area under school jurisdiction

m. Giving false information. Falsification of information is any act of providing false information, lying or misrepresenting the truth including falsely reporting incidents, making false accusations or providing false statements which may adversely affect the welfare of others. This includes but is not limited to false absence excuses or forging parent notes or signatures.

11. Smoke, possess, use, convey or be involved in the use of any tobacco product or supplies (Senate Bill 218 and Ohio Revised Code 3313.715.)
12. Be truant or tardy.
13. Violate the Driving Rules and Regulations.
14. Cheat on tests, homework, quizzes, computer work, reports or any other school assignment.
15. Plagiarize another's ideas or words without their knowledge.
16. Use school duplication equipment without proper authorization.
17. Make or possess unauthorized projects at school.
18. Falsely report incidents, make accusations or give false testimony to school personnel.
19. Fail to fulfill all disciplinary requirements.
20. Repeatedly or habitually violate any or all of the rules in this Code of Conduct.
21. Fail to comply with applicable Ohio Revised Codes, especially ORC 3313.66 as amended, ORC 3313.661 and local ordinances.

Electronic Device Policy

In an attempt to foster 21st century skills and embrace new and emerging technologies, VSCTC campus only will allow student electronic device use in a limited capacity. Students may use electronic devices during appropriate times. For example, prior to school, in the cafeteria during lunch, and when permitted by the instructor. Electronic device use will be considered a privilege and may be revoked by the administration at any time if used inappropriately. Inappropriate use of electronic devices may include, but is not limited to:

- Cyberbullying, harassment, or intimidation through text messaging, email, or any other form of electronic communication
- Any use of social media during the school day for cyberbullying, harassment, or intimidation
- Use during instructional time when not permitted by the instructor
- Using an electronic device to cheat or plagiarize on quizzes, tests, or other academic work

- Taking video or pictures of staff or students during the school day without their permission or knowledge
- Displaying or accessing inappropriate material
- Electronic devices are not permitted and should not be visible during VSCTC exams or OGT Testing
- Cell phones are not permitted in In School Suspension. When students arrive in the ISS room, cell phones will be turned off and placed in a designated area.

The VSCTC administration reserves the right to determine the appropriate use of all electronic devices on school grounds.

Cell Phone and Electronic Device Content

All students are responsible for the content on all electronic devices brought on to school grounds, including cell phones. The administration has the right to confiscate and search any electronic device if there is reasonable evidence to suggest the school code of conduct has been violated.

School ID Cards (Sentinel CTC only)

ID cards are an essential component of school safety and security. Each student and staff member will be photographed for a SCTC photo ID card. Every student must have their student ID card in their possession at all times while on school grounds (exceptions include lab classes with machinery, special activities, etc.). All students must show their ID cards when asked by any staff member. ID cards must not be defaced, tagged, or altered. Lost, stolen, altered, damaged, or defaced ID cards must be replaced IMMEDIATELY through the main office. Cost for replacement is $5.00 for ID cards and $2.00 for breakaway lanyards. Failure to wear the ID, defacing the ID, or wearing another student's ID may result in disciplinary action.

The Vanguard Tech Center Dress Code and Campus Shirt Policy

The Vanguard Tech Center requires all students to wear Campus Shirts during the school day and follow the Vanguard Tech Center dress code. This policy is established to promote pride within the Vanguard Tech Center, improve the overall climate within the school, and promote discipline within the building. The dress code and Campus Shirt policy is also designed to promote a work-style environment and prepare students to

further their education or enter the workforce. Campus Shirts must conform to the following guidelines:

1. **Must** be of the following colors: White, Black, Gray, or Royal Blue.
2. Campus Shirts must be worn from the time you enter the building until the dismissal bell at 2:45 P.M.
3. **Must** have the VSCTC logo and "The Vanguard Tech Center" on the left front breast pocket area. Dimensions to be no larger than 4" wide by 2" high. Students have the option of having the name of their program on shirt within this 4" x 2" area. Student names, home school names, or any other additions will not be acceptable.
4. The shirt must be a solid color with no store/name brand logos, designs, price tags, or varying shades of the same color within the shirt.
5. Shirts may be a collared oxford or polo shirt, t-shirts, crewneck or hooded sweat shirts, long or short sleeve, sweaters, zip up hoodies, quarter zip sweat shirts, cardigan sweaters, or sweater vests. **All shirts must have the logo and name.**
6. All shirts worn under zip up hoodies, quarter zip sweatshirts, sweatshirts, sweaters, cardigans, or sweater vests must meet Vanguard Campus shirt requirements.
7. Campus Shirts may not have holes, cuts or rips, stains, frays, tears, writing, or other visible signs of degradation.
8. The Vanguard Tech Center will not be supplying "loner" shirts to students who fail to bring the appropriate Campus shirt. In the event of a special circumstance, the administration may determine it is necessary to provide a shirt for the day.
9. Students assigned to In-School Suspension or to an alternative school setting, will still be required to follow The VSCTC Campus Shirt policy.
10. Students may have specific dress code requirements for programs. If the program dress code requirements are in line with the Campus Shirt requirements, then program dress may be worn to academic classes. For example, medical aide students who have scrubs that are embroidered and meet the color requirements for Campus shirts may wear their scrubs throughout the day.
11. Campus Shirts may not be see through, mesh, mid-riff, sleeve-less, or tank tops. Administration reserves the right to determine the appropriateness of any clothing worn on campus.

Pants/Shorts/Dresses and Skirts

1. Students may wear jeans, denim, khakis, corduroys, or cotton/twill pants.
2. Students' pants should be plain and free from designs or logos.
3. Students should not wear jeans or slacks that are poorly fitted or drag on the floor. No sweatpants, pajama pants, spandex, leggings, yoga pants, jeggings, joggers, leotard pants, pajama pants, miniskirts, cut-offs or other excessively tight/short bottoms.
4. Pants must not have holes, tears, or rips. Pants must also be free of stains, burns, or other signs of severe degradation.
5. Shorts, Skirts and dresses should all be of the appropriate length. The length is deemed appropriate if the bottom of the finished hem of the garment reaches the knee.
6. Administration reserves the right to determine the appropriateness of any clothing worn on campus.

Other Dress Code Notes:

1. Students with identified medical and or special needs requiring accommodations to the Campus Shirt policy must be approved by the administration.
2. All clothing must be appropriate and not advertise drugs, alcohol, illegal substances, illegal activities, or be sexually explicit.
3. All clothing shall not be excessively tight or loose. **Pants must be able to remain about the hips unassisted**, or by use of a belt, or student will be in violation of the dress code.
4. No metal chains, spiked accessories, dog collars, or other hardware apparel. Students will not be allowed to wear gloves, or fingerless gloves, as an accessory.
5. Sunglasses, hats, or other headgear are not permitted within the building.
6. Jewelry may not be worn during lab time, unless approved by the instructor.
7. All students are required to meet the dress requirements in lab, as determined by the lab instructor.
8. Students are discouraged from wearing their Campus Shirts during lab time that may cause the shirts to be damaged or ruined. Students should wear the lab appropriate uniform during lab time or protective garments to keep shirts clean. Students are responsible for keeping their Campus Shirts clean and appropriate, and Vanguard will not supply loner shirts to students who fail to follow this policy.
9. Administration reserves the right to determine the appropriateness of any clothing worn on campus.

Employability, Safety, and Grooming Code

1. Shoes shall be worn at all times.
2. Hair must be clean and combed so as not to obstruct vision. It is recommended hair be designed in such a manner as to be acceptable in the occupational area in which the student is being trained. In areas of instruction where the length of the hair constitutes a safety factor, hairnets must be worn at all times. Exception would be in programs where special head wear would be needed for additional safety and the well-being of the students.
3. Jewelry may not be worn in laboratories unless approved by the instructor.
4. The administration reserves the right to decide on the suitability of any and all attire worn to school. Extreme wearing apparel, as determined by the administration, that causes distractions or interrupts the educational process, is not permitted. Examples include, but are not limited to: studded jewelry, chains other than those worn about the neck, sunglasses (unless authorized by a doctor), any garment which fails to cover the mid-section of the body, clothing or patches that contain symbols, words or pictures that are sexually suggestive (Big Johnson, Hooters, etc. t-shirts), drug or alcohol related, gang related, obscene or profane and clothing with holes or tears.
5. Students must wear clean uniforms and/or other safety apparel that complies with O.S.H.A., State Industrial and Commissary Code, or specific program or school guidelines. Students who fail to have proper attire or proper safety apparel as required, will not be permitted to participate in laboratory activities.
6. Students failing to participate in lab activities as assigned by the lab instructor in an appropriate manner may be removed from lab.
7. Headwear of any type is not to be worn in the building.
8. Outer coats or jackets are not to be worn in the building during the school day.
9. Mesh, sleeveless or shirts with revealing necklines are not to be worn.
10. Shorts are permitted at VCTC only if they conform to the standards of good taste and appropriate length- knee length.
11. All pants or shorts worn by students must be of a size and style that they will remain about the hips unassisted and not expose undergarments. The administration reserves the right to determine the appropriateness of attire and use appropriate means to ensure that garments meet the above guidelines.

Procedure for Tobacco Violations

Senate Bill 218 and Ohio Revised Code 3313.751: It is unlawful for any student in public schools to smoke, chew tobacco, or to possess any substance containing tobacco or papers used to roll cigarettes in any area under the control of a public school or at any

school-supervised activity. Also, a student shall not use, possess, or distribute an "alternative nicotine product" as referenced in House Bill 144 and Ohio Revised Code 2927.02. "Alternative nicotine product means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including, but not limited to, chewing, smoking, absorbing, dissolving, or inhaling.

The first tobacco-related or alternative nicotine product related violation on VSCTC property or at a school activity will result in an automatic three (3) day out of school suspension. A second tobacco-related violation will result in a five (5) day out of school suspension, parent conference, and unruly child charges filed into court (if under 18 years of age or placed on a behavior contract if 18 years of age or older). A third tobacco-related violation will result in a ten (10) day out of school suspension with recommendation for expulsion and filed into court as an unruly child (if under 18 years of age).

Drug and Alcohol Policy

No student shall possess, distribute, convey, use, or abuse any alcohol, drugs, drug paraphernalia, drug related devices and/or any substance that alters the mind or behavior. Drug paraphernalia includes but is not limited to rolling papers, blunts, pipes, etc. No student shall appear at school or at any school related function under the influence of alcohol, drugs, or any controlled substance. No person shall possess, deliver, attempt to deliver or cause to be delivered any counterfeit (look-alike drug) and/or non-controlled substance that resemble a controlled substance. Any violation of these rules will result in suspension, recommendation of expulsion, and notification of the appropriate law enforcement agencies. Evidence of use of alcohol or drugs at school or a school related event is a violation of the VSCTC Drug and Alcohol Policy. Odor of a drug on student's person will constitute possession for school disciplinary action.

Dangerous Weapons

Students are prohibited from bringing, possessing or using a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings, possesses or uses a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel this student from the school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred.

Students are also prohibited from bringing, possessing or using knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings, possesses or uses a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The board may extend the right to expel a student for reasons beyond the possession or use of a firearm or knife. Students who bring, possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Search and Seizure

Any VSCTC administrator has the right and duty to conduct a reasonable search of a student anytime the student is under the jurisdiction of the Board of Education and/or of the student's personal property (may include bags, purses, coats, cell phones, etc.), lockers and vehicle when the administrator has received information or evidence that the student may have on his/her person, in his/her lockers or vehicle any of the following (ORC 3313.20):

1. A substance dangerous to persons or property
2. An object considered to be a weapon
3. An explosive and/or detonation device
4. Possession of items believed to be stolen
5. Drugs, drug paraphernalia or drug-related devices
6. Other reasonable and justifiable causes

In all cases, the administrator must have the search witnessed by another staff member and conduct such search in accordance with the Ohio Revised Code and court rulings. Searches may include the assistance of dogs trained to detect the presence of drugs. VSCTC may be filming student and staff activity for the safety and security of all students and staff. The administration has the right to confiscate any and all of the above. Failure to comply with a reasonable search will be considered insubordination.

Computer Use Agreement

Use of the computer and Internet has been provided to students, for educational purposes, by the Vanguard-Sentinel Career and Technology Centers Board of Education. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians to read and abide by the rules for acceptable use of the computer, Internet, network, and servers of VSCTC. By signing the student code of conduct, students and parent/guardians accept the following:

1. Students are responsible for good behavior when using the computer, server, network and the Internet just as they are in a school building. General school rules for behavior and communications apply to computer usage.
2. Computer or district network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. VSCTC reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. Users should not expect that files will always be private; they can be deleted by the network administrators. All such information files shall be and remain the property of VSCTC and no user shall have any expectation of privacy regarding such materials.
3. When students leave their computer workstation, they should log off or lock their computer so no other student can access their files or computer.
4. If students lose computer privileges of any sort, they are still responsible to complete all projects that require computer access outside of school.
5. The following list includes, but is not limited to, violations deemed inappropriate by VSCTC administration on the use of the computer, network, and servers:

    - Harassing, insulting, or attacking others through the school network or from home to school computers
    - Damaging computers, computer systems, or computer networks or servers
    - Attempting to vandalize the computer, network, or servers by creating computer viruses and/or maliciously attempting to harm or destroy materials or data
    - Violating copyright laws by copying commercial software or files to your computer
    - Using another's password or sharing your password with others
    - Viewing or trespassing in another person’s folders, work, or files on VSCTC computers or network

- Deleting, copying, or modifying another student's work or sharing your work with another
- Visiting chat rooms or remote logins to your home computer or retrieving your home email or bypassing the proxy server's filtering system
- Downloading any software or material without your instructor's permission
- Using unauthorized disks, devices, thumbdrives, or CDs without the instructor's permission
- Using the computer/network/servers for financial gain, for commercial activity, or for any illegal activity
- Revealing the personal address or phone number of yourself or any other person without permission from your instructor
- Using e-mail not following guidelines established by the instructor or without permission
- Creating, modifying or destroying directories, files, etc. on a computer, the network, or the school servers without permission
- Creating or orchestrating an attack on school systems network.
- Sending or displaying any message on school computers to other computers
- Sending, displaying or using obscene language or pictures on the school network
- Downloading and saving games or unnecessary or inappropriate pictures or information on the network
- Using the instructor's computer without their permission
- Hacking: using/attempting to use VSCTC's network to gain unauthorized access to other computer systems
- Use of VPN or other means to circumvent the Internet Filtering Policy

Failure to follow the rules concerning computer and network usage will revoke a student's use of any computers and network access at VSCTC, will jeopardize grades, and will result in other disciplinary and/or legal actions.

Harassment, Bullying, Cyberbullying, and Intimidation Policy

Bullying/Cyberbullying

Bullying in Ohio schools is defined in Ohio law (Ohio Revised Code 3313.666(B)(E) as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both: causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Cyberbullying is the above prohibited

behavior perpetuated with computers, cell phones, internet websites, and/or any other electronic device.

While the majority of these issues may occur “on school property”, or “at school events”, it should be noted that discipline involving bullying may also include where the bullying originates as well as where it is communicated. If the act of bullying occurs off school property/during non-school hours, it may still result in school discipline if there is a disruption in the learning environment in the school setting.

Any acts of bullying, as defined above, should be reported immediately to school administration. Penalties for such behavior are covered in the student handbook, and may include a range of disciplinary action including suspension from school.

Sexual, racial or any other forms of harassment by school employees, other students, or third parties (regardless of race, color, national origin, sex, age or disability) is prohibited.

Sexual Harassment

B. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the district, or by third parties.

C. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the district, or by third parties. This includes the use of electronic media that disrupts the educational process.

D. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the district, or by third parties.

The purpose of this provision is to:

1. Protect the confidentially of the student who files a complaint;
2. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
3. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents), and any names of apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against school employees, other students, or third parties.

Race, Color, National Origin and Disability Harassment

A. Verbal: written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the district, or by third parties.

B. Non-Verbal: placing object, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties. This includes the use of electronic media that disrupts the educational process.

C. Physical: any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff members, or other persons associated with the district, or by third parties.

Any student who believes that he/she is the victim of any of the above actions, or has observed such actions taken by another student, staff member, or other persons associated with the district, or by third parties should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or third party, or other persons associated with the particular school in the district other than the Assistant Director of Operations, the affected students or their parents/guardians should, as soon as possible after the incident, contact the Assistant Director of Operations

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the

name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the Assistant Director of Operations as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

- Protection Orders: A student who is the petitioner of any protection order must provide a copy of the legal order to the Assistant Director of Operations.

GUIDANCE

Schedule Changes

Students having a schedule conflict must contact a guidance counselor in the office immediately. All schedule changes will be handled by the Guidance Department with the final approval from the building Director.

Student Services

Guidance services are available for all students. Your counselor may help you develop a better understanding of your abilities, attitudes, interests, and accomplishments. You may visit with your guidance counselor before or after school, during lunch, or during class with permission from your instructor.

Early Release

Students who qualify to have Early Release at The Vanguard Tech Center are required to meet the following criteria and have the permission of their parent/guardian.

1. The student must maintain a grade of “C” or better in all classes.
2. The student maintains a 93% attendance rate.
3. The student has no discipline issues.
4. The student must provide his/her own transportation and must leave school when released.

If the student fails to meet these conditions at any time he/she may have their ability to leave early revoked.

Flexible Credit

VSCTC offers students the option of credit flexibility. Credit flexibility is any alternative course work, assessment, or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective.

Terra Community College

Students enrolled in a Vanguard Tech Center program with a Terra Community College component are expected to maintain regular attendance at their Terra classes. The Vanguard Tech Center will help provide transportation to and from Terra when possible. However, the final responsibility for transportation to and from Terra lies on each student and/or their parent/guardian. Courses at Terra are taught by and graded by Terra faculty and are not factored into The Vanguard Tech Center lab grades. A student who fails his/her course at Terra Community College may be billed for the course.

GENERAL POLICIES

Board Policy

Students are responsible to all VSCTC Board policies as listed in the Vanguard-Sentinel Career and Technology Center Policy Manual.

The VSCTC admits students without regard to sex, race, creed, national origin, or handicap, but may limit admission to the space and facilities available.

Home school calendars may differ from the VSCTC calendar (i.e., Winter Break, Spring Break, parent conference, etc.). However, students are required to follow the calendar of VSCTC.

Equal Opportunity

If any student or staff believes that VSCTC or any of the district's staff has inadequately applied the principles and/or regulations of (1) Title VI (race, color, national origin) of the

Civil Rights Act of 1964, (2) Title IX (sexual discrimination) of the Educational Amendment Act of 1972, (3) Section 504 (disability) of the Rehabilitation Act of 1973, and/or (4) the Age Discrimination Act of 1975, as amended, 20 U.S.C. etc. Seq., he/she may bring forward a complaint, which shall be referred to as a grievance to the District's Compliance Officer, who may be reached at (419) 332-2626.

Grievance Procedure

If a grievance is not satisfactorily settled by the building administrator and/or the Title VI, Title IX, Section 504 coordinator, the grievance will be presented to the Superintendent for a decision. If the grievance is not satisfactorily settled by the Superintendent, the complaint is to be forwarded to the: U.S. Department of Education, Team Leader, Office of Civil Rights, 600 Superior Avenue East, Suite 750- Bank One Centre, Cleveland, Ohio 44104-2611.

Positive Behavioral Interventions and Supports (Restraint and Seclusion)

The VSCTC implements PBIS on a system-wide basis. Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others, and shall occur only in a manner that protects the safety of all children and adults at the school. Every use of restraint or seclusion shall be documented and reported in accordance with OAC 3301-35-15.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the PBIS policy.

Parents wishing to initiate a complaint investigation by VSCTC regarding incidents of restraint or seclusion may do so by calling (419) 332-2626 x2319.

APPENDIX A

Bring Your Own Technology (BYOT)

A guide for Students, Staff, and Parents

Purpose

Vanguard-Sentinel Career & Technology Centers are committed to moving towards a 21st century learning environment. As part of this commitment, Vanguard-Sentinel Career & Technology Centers allows students, staff and community members access to a new "Public" wireless network, using their own technology. With teacher / staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally-owned technology to school. Additionally, there is absolutely no expectation that parents should provide a device to their child for this program.

Plan

Students, staff, community members and guests may begin bringing their devices to School. Users will be prompted to accept the Vanguard-Sentinel Career & Technology Centers Public User Agreement every 4 hours. Students, staff and other district employees will be responsible for adhering to all other district/building acceptable use policies, codes of conduct, or administrative guidelines while using the district's public network.

Students, staff, community members and guests who do not accept the VSCTC Public User Agreement form will not be permitted network access. Once a user has accepted the VSCTC Public User Agreement form, they will have access to a filtered Internet connection where users are not permitted to bypass this filter for any reason.

Policy

Definition of "Technology"

For the purpose of this B.Y.O.D/B.Y.O.T. program, "Technology" means any privately owned or assigned from another school district wireless communication device or portable electronic equipment. This includes, but is not limited to: smartphones, tablets, netbooks, iOS devices, and laptops. Cell phones have their own independent policy.

Areas / Times of Use:

Area / Time of Use	Use Permitted?
Classrooms	Staff Discretion
Hallways / Class Change	Yes
Restrooms / Locker Rooms	No
Cafeteria / Lunch	Yes
District Sponsored Extra-Curricular	Staff Discretion

Internet Access

When using personal devices at school, students will only be permitted to access the Internet through the Vanguard-Sentinel Career & Technology Centers "VSCTC-Public" wireless network. This is the same "Filtered" Internet connection that all school computers use. VPN's or other means of circumventing the web filter are a violation as outlined in Computer Use Agreement.

Security and Damages

The responsibility to keep any personally owned device secure and safe rests entirely with the individual owner. Vanguard-Sentinel Career & Technology Centers is not responsible for any device damaged or stolen while on district property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

Privileges and rights

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into the Vanguard-Sentinel Career & Technology Centers. If staff members suspect improper use and/or abuse of this or related policies, they have the right to examine related BYOT student technology at any time.

Guidelines

In addition to the Vanguard-Sentinel Career & Technology Centers Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines / policies users should be aware of:

1. All devices should -- by default -- be set to mute/silent.
2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures / video), of any student, staff member, or other person on school property or while attending a school-related activity

without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.

3. Student use of any electronic device while in class, while participating in school activities *(e.g. extra-curricular activities)* and while participating in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g., no games).
4. Vanguard-Sentinel Career & Technology Centers will not provide access to our internal resources or servers to any personally-owned devices.
5. Vanguard-Sentinel Career & Technology Centers will not provide access to our copiers or printers to any personally-owned devices.
6. Vanguard-Sentinel Career & Technology Centers or its staff will not provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
7. Vanguard-Sentinel Career & Technology Centers will not provide the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before school.

Frequently Asked Questions

STUDENTS:

When I have my device at school, how do I access the "Public" wireless network?

Answer: Most devices will detect the "VSCTC-Public" wireless network automatically and prompt you for a username/password. You should use the username/password that is assigned to you for workstations. Do not share this username/password with any student or staff member.

My device is not prompting me to join the "Public" wireless network. Is there another way to connect?

Answer: Usually your device will have an area for network settings that will allow you to enter the posted network information manually. You will need to consult your user manual.

I brought my device to school to use in the classroom, but my teacher said I could not use it in his / her classroom. Can I still use my device?

Answer: No. The classroom teacher has the final say in his / her classroom.

I am having difficulty connecting my device to the "Public" wireless network. Can I get a Vanguard-Sentinel Career & Technology Centers Staff member to help?

Answer: Your device is your responsibility. VSCTC staff members are not responsible for troubleshooting personal devices.

Can I access my building's server account from my personal device?

Answer: No. Students will be able to access the internet which includes ITSLearning, A+, and district web page. Personal e-mail and inappropriate sites will continue to be filtered.

Can I print to the school district's printers and copiers from my personal device?

Answer: No. You will need to open the file on a district owned device and get permission from a staff member to print.

My device was stolen / damaged at school, what should I do?

Answer: While Vanguard-Sentinel Career & Technology Centers are not responsible for damage or theft of personal technology devices, you should report the theft or damage to the building administration like you would any "normal" theft or damage to personal property.

Why am I filtered on my own device? Shouldn't I be able to see what I want to on my own device?

Answer: Internet filtering is a requirement of all public schools, per The Children's Internet Protection Act (CIPA). This requires all Internet access to be filtered regardless of the tool used while in a public school. Your device may be yours, but you are using the District's network to connect to the Internet and we are required to filter that connection. All internet access will be logged.

Will I still be held accountable for violating the Vanguard-Sentinel Career & Technology Centers Student Acceptable Use Policy (AUP) on my own device?

Answer: Yes. The AUP applies to your actions while on district property and is independent of the device used.

STAFF:

My classroom is not conductive to student owned technology, am I required allowing my students to access their devices in my classroom?

Answer: We encourage all teachers and staff to consider ways to incorporate and leverage student-owned devices in support of increased productivity and enhanced teaching & learning. However, there is no requirement that you allow students access to their personal devices.

Some students may have difficulty accessing the "public" wireless network with their devices. I don't have time in class to help them with this. Should I fill out a technology help desk ticket request or contact the Tech Department?

Answer: No. Students are responsible for working through their own technical difficulties on their own devices, not Vanguard-Sentinel Career & Technology Centers staff. These are not our devices, and we can't allocate resources to support them. You are welcome to help if you choose.

I have students accessing the Internet using their or another student's data plan (AT&T, Sprint, Verizon) on their device or through a Wi-Fi hot spot created by another student's device, hence bypassing our web filter. Is this a violation of the Vanguard-Sentinel Career & Technology Centers Acceptable Use Policy?

Answer: Yes. This is a violation of our current policy and the BYOD/BYOT policy. Students are not permitted to access the Internet via an unfiltered connection while on District property. If you find students accessing the Internet this way, please confiscate the device and inform the administration for possible disciplinary consequences.

I would like to bring my device to use in my classroom. Will the district load our anti-virus or other software title(s) to my device?

Answer: No. You will not have access to district-owned resources on your personal device. These resources may include software, printers, servers, etc.

What are my responsibilities concerning enforcement of these new policies?

Answer: Because the main goal of our BYOD/BYOT policy is to support teaching and learning at Vanguard-Sentinel Career & Technology Centers, teachers can be expected to manage this policy as they would most student policies. That is, if students choose to abuse this privilege or make choices that impede their own or others' learning, teachers have the right and responsibility to provide effective classroom management. This means that teachers may monitor students on-task, redirect inappropriate choices, and even make office referrals. Ultimately, students are expected to be responsible for understanding the expectations of the BYOD/BYOT policy and abiding by its rules and guidelines -- in the school and in your classroom. If there is any confusion around this

policy, it is the student's responsibility to ask you questions and obtain the necessary clarifications and guidance.

What should I do if a student reports a lost, missing, or stolen item?

Answer: Students' technology is their responsibility and we will encourage them to keep it with themselves or store it in a locked locker. While we will support the BYOD/BYOT policy through assemblies and/or common-sense coaching, the unfortunate reality is that a device may go missing occasionally. If the loss occurs in your classroom (i.e, during class), manage the situation as you might for any lost, missing, or potentially stolen item. Often times, the classroom community will support the rightful return of the missing item. If it appears a theft has occurred, a teacher should direct the student to the administration to report their loss, leave a statement, and/or file a police report.

PARENTS:

I will be permitting my student to bring a device to school. Will s/he be accessing the same resources as a school device?

Answer: No. Students will only access the Internet -- and any web based resources like ITSLearning, A+, ProgressBook, etc. -- through a filtered connection. *NOTE:* Some devices (like the iPad) don't support all technologies, such as Flash, which may be required to access some district-provided web resources.

Am I required to load any additional software before my student brings his / her device to school?

Answer: Not currently. Anti-virus software, however, is always advised as other students / staff may have devices without anti-virus software and/or with infections. The Vanguard-Sentinel Career & Technology Centers is not responsible for damage or data loss on your personal device.

I would like to allow my student to bring a device to school, but not have access to the Internet. Is this possible?

Answer: You are responsible for conveying your expectations to your student and you may manage their device as you see fit. There are many software programs you can use to "lock down" your student's device. It is, however, not the Vanguard-Sentinel Career & Technology Centers responsibility to ensure your student follows your rules. It is also not a requirement that student devices be connected to our wireless network; they may use devices <u>without</u> an Internet connection. Our policy does state that students may not use any other network or service to connect to the Internet while on district property; they must use our filtered wireless network for Internet connectivity.

My organization is using a Vanguard-Sentinel Career & Technology Centers building for a meeting, activity or event. May we use the "Public" wireless network?

Answer: Yes, you will need to sign a Vanguard-Sentinel Career & Technology Centers District Public User Agreement Form. You will be assigned a temporary guest account. Your web browser will be automatically redirected to this web form upon launch and be prompted for username/password.

My student's device was stolen or damaged, what recourse can I take?

Answer: The Vanguard-Sentinel Career & Technology Centers is not responsible for any theft or damage to personally-owned devices. Theft or vandalism should be reported to building administration so they can take appropriate actions in these cases.

What are the rules my student will need to follow while using their device?

Answer: Your student will be responsible for following all district rules, regulations, and policies as well as following the Student Handbook Staff members may also choose to limit, restrict, or prevent student device use in his / her individual classroom as he / she determines.

My student neither owns a device nor would I be willing to allow my student to bring a device to school. Will my student be penalized or miss out on instruction?

Answer: Absolutely not! Vanguard-Sentinel Career & Technology Centers Staff members will not require the use of personally-owned device for instruction.

APPENDIX B

College Credit Plus (CCP) Policy

The Vanguard-Sentinel Career and Technology Centers participate in College Credit Plus. The VSCTC College Credit Plus (CCP) Policy is available by accessing the district website and viewing the policy: www.vsctc.org