



# Student Handbook 2021-2022

## **VANTAGE CAREER CENTER**

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## **VANTAGE CAREER CENTER**

### **MISSION STATEMENT**

*Vantage provides authentic, student-focused, career-technical training that prepares high school students and adults for employment and further education.*

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All Vantage program offerings and student activities are offered without regard to race, color, national origin, sex, disability, or age.

Vantage Career Center  
Board of Education

## WELCOME

Welcome to Vantage Career Center. The staff is pleased to have you here as a student and will do its best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and expected behavior. The staff of Vantage Career Center is committed to helping you meet the challenges of today to better prepare you for the working world of tomorrow and/or postsecondary education. Vantage will provide you with the opportunity to acquire many of the required skills to be successful in the adult world, but you will need to be committed to this process as well striving for excellence in your chosen career, you can be successful. Over the years, thousands of Vantage graduates have taken advantage of the technical and academic opportunities made available to them and have gone on to find personal and professional success. We trust you will do the same as we welcome you to Vantage Career Center.

This handbook is a helpful guide for each of you as you begin the school year. All students should become knowledgeable of the contents of this handbook to assure yourself success. Whether this is your first year at Vantage or your last, we want it to be your best! Have a great year and welcome to your Vantage Career Center.

Vantage Career Center  
Administration Team

## EQUAL EDUCATION OPPORTUNITY

This District provides an equal education opportunity for all students. Any person who believes that she/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Director, Mike Knott, at 419-238-5411.

Any student making a complaint or party to a complaint leading to a school investigation will be protected from any threat or retaliation. The Director can provide additional information concerning equal access to educational opportunity.

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**VANTAGE CAREER CENTER  
2021-2022 CALENDAR**

Monday, August 16	Student Orientation - Evening [1/2 day staff] Ag/T&I programs
Tuesday, August 17	Student Orientation - Evening [1/2 day staff] Business / Service Programs
Monday, August 23	Staff Work Day
Tuesday, August 24	Staff PD Day
Wed., August 25	First Day for Juniors & Seniors in Jr. Program
Thurs., August 26	First Day for Returning Seniors
Monday, Sept 4	Labor Day - No School
Wed, Nov 3	Parent-Teacher Conferences - Evening
Thurs, Nov 4	Parent-Teacher Conferences - Day and Evening No School
Wed, Nov 24	Thanksgiving Break Begins - No School
Tuesday, Nov 30	Classes resume
Thurs, Dec 23	Winter Break Begins - No School
Mon, January 3	Classes Resume
Mon, January 17	Martin Luther King Day - No School
Monday, Feb 21	Presidents' Day - No School
Monday, Feb 28	Vantage Open House –Evening [1/2 day staff]
Thurs, April 14	Spring Break Begins - No School
Tuesday, April 19	Classes Resume
Friday, May 20	Last Day for Seniors (Awards Practice)
Wed , May 25	Last Day for Juniors
Thursday May 26	Teacher ½ Workday
Monday, May 31	Memorial Day

<p><b>MAKE-UP DAYS</b></p> <p>February 21 May 26,27,31 June 1-3</p>	<p><b>Grading Periods</b></p> <p>1st QTR = 42 Days 2nd QTR = 44 Days 3rd QTR = 48 days 4th QTR = 45 Days</p> <p style="text-align: right;">180 days</p>
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**Bell Schedules**  
REGULAR BELL SCHEDULE

**Academic Schedule**

8:23-9:08	Period 1
9:11-9:56	Period 2
9:59-10:44	Period 3
10:47-11:30	Period 4
11:10-11:53	Period 4b/5a
11:33-12:16	Period 5
12:19-1:02	Period 6
1:05-1:48	Period 7
1:51-2:34	Period 8

**Lab Schedules**

8:23-9:08	Period 1
9:11-9:56	Period 2
9:59-10:44	Period 3

10:47-11:30 11:30-11:53	Period 4 <b>LUNCH 5A</b>	<b>OR</b>	10:44-11:07 11:10-11:53	<b>LUNCH 4A</b> Period 4b/5a
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THEN  
11:56-2:40      **PM Lab**

**8:23-11:07**      **AM Lab**  
THEN

11:07-11:30 11:33-12:16	<b>LUNCH 4B</b> Period 5	<b>OR</b>	11:10-11:53 11:53-12:16	Period 4b/5a <b>LUNCH 5B</b>
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THEN  
12:19-1:02      Period 6  
1:05-1:48      Period 7  
1:51-2:34      Period 8

\* ONLY Bus students dismissed at 2:34.

**TWO HOUR DELAY SCHEDULE (in person learning)**

**AM Lab 10:23-12:06**

**LUNCH 4A**      11:43-12:06  
or  
**LUNCH 5A**      12:29-12:52

**LUNCH 4B**      12:06-12:29  
or  
**LUNCH 5B**      12:52-1:15

**PM Lab 12:55-2:40**

**Academic Schedule**

10:23-10:48	Period 1		
10:51-11:16	Period 2		
11:19-11:43	Period 3	11:43-12:06	Lunch 4a
11:46-12:29	Period 4	12:06-12:29	Lunch 4b
12:09-12:52	Period 4b/5a	12:29-12:52	Lunch 5a
12:32-1:15	Period 5	12:52-1:15	Lunch 5b
1:18-1:42	Period 6		
1:45-2:08	Period 7		
2:11-2:34	Period 8		

\* ONLY Bus students dismissed at 2:34.

### E-Learning Schedules

<b>FULL DAY OF E-LEARNING</b>	<b>2 HOUR DELAY E-LEARNING SCHEDULE</b>
<p style="text-align: center;">8:23 - 8:39 AM - 1st Period            8:42 - 8:57 AM - 2nd Period            9:00 - 9:15 AM - 3rd Period            9:18 - 9:33 AM - 4th Period            9:54 - 10:45 - PM Lab</p> <p style="text-align: center;">8:23 - 9:15 - AM Lab            9:36 - 9:51 AM - 5th Period            9:54 - 10:09 AM - 6th Period            10:12 - 10:27 AM - 7th Period            10:30 - 10:45 AM - 8th Period            10:45 - 11:15 PM - Lunch/Break</p> <p style="text-align: center;">11:15 - 2:34 PM - Assessments, Office Hours (1 on 1) with            Teachers, Homework Time, Individual Work</p>	<p style="text-align: center;">10:23 - 10:39 AM - 1st Period            10:42 - 10:57 AM - 2nd Period            11:00 - 11:15 AM - 3rd Period            11:18 - 11:33 AM - 4th Period            11:54 - 12:45 - PM Lab</p> <p style="text-align: center;">10:23 - 11:15 - AM Lab            11:36 - 11:51 AM - 5th Period            11:54 - 12:09 AM - 6th Period            12:12 - 12:27 AM - 7th Period            12:30 - 12:45 AM - 8th Period            12:45 - 1:15 PM - Lunch/Break</p> <p style="text-align: center;">1:15 - 2:34 PM - Assessments, Office Hours (1 on 1) with            Teachers, Homework Time, Individual Work</p>

### ATTENDANCE INFORMATION

In the State of Ohio, every child of compulsory school age is required to attend school, unless excused in accordance of law. See Ohio Compulsory School Attendance Laws Sections 3321.01-3321.04. Student attendance is the responsibility of the student and parent/guardian. The school’s responsibility is to provide classroom and laboratory instruction for each student. Excessive absences disrupt the continuity of the learning process. In a career-technical school, hands-on lab experiences missed due to absence cannot be made up. Students who have good attendance generally achieve better grades and are more employable upon graduation. For these reasons, a student must meet two basic requirements in order to earn credits: (1) satisfy the academic requirements for each class and (2) satisfy the attendance requirements of the school.

#### STUDENT ATTENDANCE POLICY

The Attendance Office provides the student with attendance information. A student must establish a pattern of good attendance in school and in the workplace. Attendance is important for graduation and the development of a high quality work ethic, which will be a significant factor in a student’s success with future employers.

The parent or guardian must report each absence unless it is determined by the school that the student is a legally independent student. Students may not write an excuse note, or early dismissal request for themselves. Each Vantage Student is required to maintain a rate of attendance of 95% or higher, for the entire school year. Failure to meet these qualifications may result in penalties listed later.

## **ABSENCE CALL IN PROCEDURE**

Parent/Guardians are required to call the Attendance Office at 419-238-5411 or 1-800-686-3944 to report a student absence or tardy, before 8:20 A.M. Parents can leave a message twenty-four (24) hours a day, seven (7) days a week following the voice prompts. Parents may also report through e-mail at [attendance@vantagecareercenter.com](mailto:attendance@vantagecareercenter.com) or use the absence-reporting link on the school website. If a parent does not report a student absence during the school day, the Attendance Office will attempt to contact you. Students must submit a written note to the Attendance Office upon return to school.

Students should plan to provide formal documentation for excused absences (doctor's note, court documentation, etc.) whenever it is available. Beyond formally documented absences, a written note or call-in from a parent or guardian may be accepted as documentation for an excused absence up twelve (12) times in a calendar school year. If a student reaches the maximum of 12 parent or guardian documented excused absences in a semester, he or she must provide formal documentation or the absence may be considered unexcused. Students with excused absences will have the same number of school days in which to make up the work missed, as the number of days of excused absences.

## **EXCUSED ABSENCES**

**Students with excused absences are solely responsible for obtaining and making up any schoolwork missed.** Students will receive credit for make-up work submitted within the allotted time (typically 1 day for each day absent). Students suspended out of school must contact their teachers. Students must complete homework during the suspension unless other arrangements are made by the teacher. Assignments need to be turned in promptly upon return to school.

Excused absences should meet one (1) or more of the following conditions:

1. Personal Illness
2. Illness in Family
3. Quarantine of the Home
4. Death of a significant person
5. Observance of a Religious Holiday
6. Medical Appointments
7. \*\*\*Superintendent's Discretion such as Military Preparation, College Visits, Career Planning, Legal Issues, Leadership/Extra-curricular Activities and the like.

\*\*\*Additional paperwork, limited visits, and verification procedures may apply for discretionary absence requests. Students must be in good standing in terms of grades, attendance, and discipline in order for these absences to be excused. Please see attendance office for further information.

\*\*\***Students and parents/guardians must provide reasonable advance notice** (generally two days) to the attendance office to allow teachers time for planning, or absences may be considered unexcused.

Students who were absent from school must submit the required written note or other documentation to the attendance office within a reasonable amount of time upon return from any absence or the absence may not be considered excused.



## **UNEXCUSED ABSENCES**

Unexcused absences usually consist of, but are not limited to, one (1) or more of the following conditions:

1. Truancy – No Note
2. Needed at home
3. Oversleeping and/or missing the bus.
4. Car trouble of any kind or delay caused by a train
5. Running non-emergency errands of any kind
6. Babysitting
7. Not following proper procedures outlined in handbook
8. Other circumstances, which constitute an Unexcused Absence, will be at the discretion of the Attendance Office.

## **UNEXCUSED ABSENCES AND CONSEQUENCES**

**Employers tell us poor attendance and poor attitude are the top reasons why employees are terminated from work or are not employed to begin with.**

There are consequences for not following the Vantage attendance policy. In addition to the impact on grades, some other consequences may include:

1. School conferences with student and/or parent/guardian
2. No credit for schoolwork missed on day of unexcused absence. Students may be allowed to take, and receive credit for, exams and tests covering multiple previous days.
3. In School Discipline Assignments
4. Notification to Juvenile Court of a student's truancy
5. Notification to BMV by our Superintendent asking to revoke a student's driving privileges.
6. The Administration immediately revoking a student's driving privileges only to Vantage for the remainder of the semester or the remainder of the school year.
7. Intervention Team Meeting to plan and /or discuss placement options

## **KEEPING PARENTS INFORMED ABOUT STUDENT ATTENDANCE**

1. Parents can track student attendance using Progress Book or by calling the Attendance Office. Our goal to notify parents of any student who is absent without prior notification from a parent or guardian. Again, please call and report your child's absence from school as soon as possible.
2. After a student misses 38 hours in one school month and/or 65 hours in one school year

**OR**

After a student misses 30 consecutive unexcused hours, 42 unexcused hours in one school month and/or 72 unexcused hours in one school year, the Attendance Office will notify parents via letter. In addition, an invention strategy or attendance intervention plan may be developed.

Intervention strategies may include all of the following actions:

1. Providing a truancy intervention plan for any student who is absent from school in an amount that surpasses the threshold for habitual truant;
2. Providing counseling for an habitual truant (current law);
3. Requesting or requiring a parent, guardian or custodian to attend a parental involvement meeting (current law);
4. Requesting or requiring a parent guardian or custodian to attend a truancy prevention medication program (current law);
5. Notification of the Registrar of Motor Vehicles (current law); and
6. Taking legal action (current law).

The district is not required to include in the policy as an intervention strategy the assignment of a habitual truant student to an alternative school.

## **VACATION POLICY**

Although it is preferable that families take vacations during the summer or non-school days, students who go on vacation with their parent/guardian during the school year are required to fill out a vacation form located in the Attendance Office. Families must give reasonable advance notice (generally 5 days) to allow time for teacher planning, or the absences may not be excused. Students must be in good standing in terms of grades, attendance, and discipline. Students are responsible for obtaining and completing missed work and that work is expected to be completed when the student **RETURNS** to school from their vacation absence. Vacations planned during the last week of each semester or during State-mandated Testing weeks may not be excused. Please contact the attendance office if you have questions. Example vacation reasons include, but are not limited to going out of town for the holidays, deer hunting trips, and other family vacations.

## **COLLEGE AND MILITARY VISITATIONS**

When students cannot schedule visits to campuses and/or military locations during the summer, weekends, or non-school days, students must arrange in advance with the Attendance Office for release from school activities and must be in good standing in terms of grades, attendance, and discipline to be eligible. Students must pick up forms located in the Attendance Office in advance of the scheduled visits to allow staff a reasonable amount of time to verify the student is in good standing and to assure parental consent. Once verified, Vantage will approve students to attend. In order for the absence to be excused, the students must obtain the signature of the college or military personnel that they met with, along with time of arrival and departure Completed forms are to be returned to the Attendance Office after the visit. Students will be responsible for contacting teachers for make-up work and completing assignments missed during the absence. Students may not be permitted to make college and military visits during the last week of each semester and State-mandated testing week(s).

## **PROLONGED ABSENCES**

If a student is unable to attend class or school for an extended period of time (usually considered more than five consecutive days) but is able to study at home, direct contact should be made to the Student

Services office. If possible, Vantage will arrange for the parent/guardian to pick up missed assignments and develop a plan for the student to make up work missed.

### **MEDICAL APPOINTMENTS/OTHER EARLY DISMISSALS**

When students enter Vantage property (building, parking lot, etc.) they are under the jurisdiction of Vantage until the end of the school day. When a student must leave school to secure a medical service or other approved reasons, the parent/guardian must call or send a note to school with the student before 8:20 A.M. the day the student will be leaving school. When the student returns to school later that day or the next day, he or she is required to bring a note from the medical office as a verified formal excuse. The student with an early dismissal slip must sign-out on the register in the main office when leaving the building and must sign-in upon return. If possible, the student is to return to school after an appointment.

During the day, students who receive career training through a co-op learning experience or early placement will leave the building to go to their jobs. These students are **required to sign in and/or out of the building in the main office.**

### **FORGED NOTES OR PHONE CALLS**

Forged/false absence notes are a violation of the Code of Conduct and may result in discipline to the student.

### **TARDY TO SCHOOL**

Students arriving to school must be present in the Vantage building no later than 8:20 each school day (10:20 2 hour delay). Students, who arrive after the 8:20 bell or are late to 1<sup>st</sup> period, must report to the main office to sign in and receive a pass to class. If a student arrives to the office after 8:38 A.M., he or she accumulates a one-half (1/2) day absence. Teachers take attendance every period. If a student misses a class period but not the entire day, the student's ability to receive credit for missed work is determined by whether the absence is considered excused or unexcused. Each instructor determines the consequences for a **tardy between classes** and it will be your responsibility to follow the policy including the instructor's consequences. If the student is tardy to school, disciplinary action may result if deemed necessary by the Dean of Students.

### **PERFECT ATTENDANCE**

Students with perfect attendance (no more than 2 tardy entries, in school or out of school discipline assignments, or full or partial absences) during the school year may receive incentives for the quarter, semester, and school year, as determined by the Attendance Office.

### **CERTIFICATES RELATED TO ATTENDANCE**

Vantage Career Center students will be eligible to receive their Two Year Certificate of Participation if they have completed two school years in a single career program.

Vantage students who change programs within the two-year span, will be eligible to receive a One Year Certificate of Participation.

## **SCHOOL CALENDARS, CLOSINGS AND DELAYS**

### **WEATHER RELATED DELAYS**

Students are required to attend classes following the Vantage Career Center calendar. If your associate school district has a weather related delay and/or weather related cancellation, Vantage students from that district may delay the same amount of time as their associate school district. Each parent and/or student will have the opportunity to register their cell phone number with Vantage in order to receive updated information on school closings and/or delays. Vantage also uses our school website, social media (Facebook and Twitter), local radio stations, and television stations to post weather related cancellation and delay information. If Vantage Career Center is delayed or cancelled but your associate school district is not, students should follow the Vantage Career Center schedule. It is recommended that students take associate school provided transportation when available especially if schools are open but roads may not be totally clear.

### **OTHER ASSOCIATE SCHOOL DELAYS**

Please remember, if your associate school district is delayed and/or closed for any reason other than weather related issues, **such as teacher in-service**, you are **required** to be at Vantage Career Center at the normal starting time when Vantage is in session. Associate school districts should provide bus service to Vantage Career Center from the associate school district. However, students may have to provide their own transportation if their home school district does not provide bus transportation on teacher in-service days. Absences would be considered unexcused on these days should a student fail to attend Vantage.

## **STUDENT CODE OF CONDUCT**

Students are expected to observe and comply with the policies, rules, and regulations of the Board of Education and its employees, to maintain an appropriate educational atmosphere. Being responsible, courteous, honest, and cooperative are expected behaviors. Vantage Career Center is concerned with developing values and attitudes important in the world of work. Vantage places emphasis on the need for students to take responsibility and develop self-control for one's actions.

Students are subject to the rules and behavior code of their associate high school whenever students are under the jurisdiction of that associate school district. This includes high school property, school buses, and other activities sponsored by the associate school in which the student may be participating. When requested, Vantage Career Center may enforce consequences in cooperation with the associate school district.

Vantage may consider consequences for acts that occur off school premises, if such acts affect the appropriate educational atmosphere of Vantage Career Center.

Actions that are unlawful may be reported to local law enforcement immediately. Both legal and school discipline and/or consequences are possible.

### **SCHOOL CONSEQUENCES**

Failure to comply with adopted school board policies, rules, and directions, including this code of conduct, may be considered by school authorities as just cause for disciplinary or other action(s) to include any of the following options:

1. Parent/Guardian conference
2. Verbal and/or written warning
3. Written essays
4. Loss of privilege to participate in certain school activities such as field trips, leadership opportunities, evening events and the like.
5. Full-Noon detention
6. In-School Discipline Assignment
7. Removal from class or hold from class
8. Suspension; 0-10 days per incident
9. Expulsion; 0-80 days or up to 1 year for incidents involving firearms, knives, violent acts, bomb threats
10. Referral to Law Enforcement
11. Or any other disciplinary action deemed appropriate by school authorities to include emergency removal from school or school related activities.

\*\* Students may not be suspended out of school or expelled due strictly to truancy issues

In determining appropriate disciplinary action, the Dean of Students, Career Tech Supervisor, or other school representative shall reserve the right in determining the degree of consequence for a violated policy. The following considerations may be applied:

1. Gravity of the offense, as it potentially affects the educational community, and the degree to which such conduct tends to interfere with achieving the objectives of the education process.
2. Whether the offense is a first or infrequent infraction, or one in a continuous series of offenses.
3. Whether alternate action, other than that which is otherwise considered usual and customary, would be in the best interest of the offending student and/or the school community in general.
4. Consistency in the administration of penalties and punishment for similar acts of misconduct.

### **Full-Noon Detentions**

School personnel can issue Full-Noon Detentions to students for tardiness and inappropriate school behavior. Classroom instructors or other school personnel can issue a detention for student violations of the Student Code of Conduct or classroom rules. The student is responsible to serve the Full-Noon

detention the day it is issued or the following day. If the student does not serve the Full-Noon detention, he/she is being insubordinate, and school personnel will take more severe disciplinary. Students may receive a maximum of Three (3) Full-Noon Detentions before more severe disciplinary action is taken.

Students served Full-Noon Detentions for the student's entire lunch period. School personnel will give the Full-Noon Detention notification slip directly to the student who must hold onto this slip. When their lunch period begins, the student will report directly to the ISD room E-07. The In-School Discipline Coordinator will be escort students to the cafeteria to obtain their lunch, if eating. Students choosing not to eat will remain in ISD for the entirety of the assigned lunch period. Five (5) minutes after the start of the lunch period, the In-School Discipline Coordinator will close ISD Room door, and not permit late students to enter the room. As a result, the student will eat their lunch in the cafeteria and be assigned an additional Full-Noon Detention. Students will turn in Full-Noon Detention slips to the Detention/In-School Monitor; if students lose or throw away the slips, they can expect more severe disciplinary action.

### **In-School Discipline Assignments**

Students who fail to use appropriate behavior during school hours and/or off school property may be assigned to In-School Discipline Assignments. The Dean of Students or other supervisor will assign discipline as necessary to maintain a positive learning environment. The student must attend the day of In-School Discipline Assignments assigned to them. An unexcused absence from school will double the In-School Discipline Assignments time or possible suspension from school.

Students assigned an In-School Discipline Assignments (ISDA) must comply with the following rules:

1. Students must report at the scheduled time. If a student is late, he or she may be assigned an additional day of In-School Discipline Assignment. Students must be in a seat, bring any known homework, work on the assigned work throughout the day, and remain quiet during the entire duration of the ISDA.
2. A student assigned ISDA should work to complete any work assigned by the In-School Discipline Coordinator as well as any assignments from classes missed. Students will have a reasonable amount of time to make up work for classes missed due to ISDA and will receive credit for work properly completed.
3. Students in ISDA will have a twenty-five minute lunch period outside the time of the regular periods when serving a daylong ISDA. Students may purchase the lunch provided by the cafeteria with their own lunch account or pack a lunch. Students in ISDA will eat lunch in the ISDA room. If the student does not wish to eat the lunch provided, it is their choice. If the cafeteria is closed, students will need to pack a lunch.
4. Students who receive In-School Discipline Assignments must be in their proper uniform and follow the uniform guidelines during their entire ISDA duration. If Vantage is having a special day, such as a jean day activity, the student is still required to wear their uniform and he or she cannot partake in the activities of that day.
5. Students must follow all instructions and rule adjustments as directed by the In-School Discipline Coordinator or other staff.

If a student fails to follow any of above rules or policies of Vantage Career Center, he or she may be given additional In-School Discipline Assignments, or other disciplinary action may be taken.

### **Suspension Policy**

The Superintendent, the Director, or the Superintendent's designee may suspend a student from school for not more than ten (10) days (O.R.C. 3316.66) for violation of the student behavior code, after notice and hearing, as herein provided. Prior to the suspension of a student, the administrator will make recommendation for suspension and will conduct a hearing at that time. The recommendation shall specifically state the reasons and the exact number of days for the proposed suspension. The student shall be given the opportunity to challenge the reasons for the recommended suspension and/or explain his/her actions.

Within one (1) school day of the suspension, the administrator shall give written notice of the suspension to the parent, guardian, or custodian of the student, the Treasurer, and other appropriate authorities. The notice shall include the reason(s) for such suspension, the duration of the suspension, and the right of the student, parent, guardian, custodian, or representative to appeal such action to the Superintendent. The notice shall further inform the student of the right to be represented by an attorney at such appeal proceeding and the right to hear facts upon which the suspension was given.

Students, who are suspended Out of School from either Vantage or their associate school, are not permitted to attend either school or be on school grounds during the time of their suspension or expulsion. If a student is suspended Out of School and Vantage classes are cancelled during the suspension period, the student shall add to the suspension the number of day(s) that school was closed.

Absence from school due to suspension shall be considered an authorized absence. See work make-up rules for out of school suspensions listed under excused absences.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disability Education Improvement Act (I.D.E.I.A., '04), and where applicable, the Americans with Disability Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Expulsion Policy**

Only the Superintendent may expel students from school for a period no longer than eighty (80) school days, except when the violation is of Rule 5 – Dangerous Weapons or Instruments. In accordance with the Ohio Revised Code (O.R.C.), the expulsion shall be for one (1) calendar year when the violation involves a firearm or explosive device and the expulsion may be for one (1) calendar year if the violation involves a knife or bomb threat. Should the O.R.C. be revised, the O.R.C. shall take precedence concerning this section.

In order to ensure fundamental fairness, the procedures outlined below will be used in all cases where expulsion is contemplated. Since fairness is the primary concern in the entire expulsion procedure, the Superintendent shall feel free to add to these procedures whenever necessary to achieve maximum fairness under the circumstances.

The Superintendent may expel a student from school for a period not to exceed eighty (80) school days. An expulsion may extend beyond the school year and carry over into the succeeding semester in which the incident, which gave rise to the expulsion, took place for a violation of the Student Code of Conduct after notice and hearing as provided herein.

Prior to the expulsion, the Superintendent shall give written notice to the student and his/her parents, guardian, custodian, or representative of the intention to expel. Such notice shall specifically state the reasons for the contemplated expulsion. The notice will further inform the student and his/her parent, guardian, custodian, or representative of the opportunity to appear before the Superintendent or appointed designee at a designated time and place for a hearing to challenge the reason(s) for the intended expulsion or otherwise explain the student's action. The time to appear shall not be earlier than three (3) days nor later than five (5) days after the notice is given unless the Superintendent or appointed designee and the student's parent, guardian, custodian, or representative agrees upon another reasonable time.

After the expulsion hearing, if the hearing officer (i.e., Superintendent or the Superintendent's designee) determines that the student should be expelled, the expulsion shall begin within twenty-four (24) hours after the time of the student's hearing. The Superintendent shall give written notice of the expulsion to the parent, guardian, custodian, or representative of the student, the Treasurer, and other appropriate authorities. The notice shall include the reasons for such expulsion, the duration of the expulsion, and the right of such student, parent, guardian, custodian, or representative to appeal the expulsion to the Board of Education or its designee. The notice will further inform the student and his/her parent, guardian, custodian, or representative of the right to be represented by an attorney at such appeal proceedings and the right to hear facts upon which the expulsion was given and to request that such hearing be held in executive session.

A student who is expelled from either Vantage or his/her associate school will not be permitted to attend either school during the time of the expulsion.

### **Appeal Policy**

A student or his/her parent, guardian, custodian, or representative may appeal his/her out of school suspension or expulsion by a Superintendent, Superintendent's Designee, or Director to the Board of Education or its Designee using the following guidelines.

A student or his/her parent, guardian, custodian, or representative may appeal his/her out of school suspension or expulsion. The appeal shall be commenced within five (5) days of the notice of the postmarked date of the written notice of out of school suspension or expulsion by giving written notice of the intent to appeal to the Superintendent. The office is located at 818 North Franklin Street, Van Wert, Ohio 45891. Such student or his/her parent, guardian, custodian, or representative may be represented in all appeal proceedings and shall be granted a hearing to appeal out of school suspension or expulsion only in public meeting. The Board of Education may, by a majority vote of its full membership or by the action of its designee, affirm the order of the out of school suspension or expulsion or may reinstate such student or otherwise reverse, vacate, or modify the order of the out of school suspension or expulsion. No student shall be expelled more than eighty (80) school days.

The Board of Education or its designee shall make a verbatim record of the appeal under the above paragraph. The decision of the Board of Education or its Designee may be appealed under Chapter 2506 of the revised Code of the State of Ohio.



### **Removal Policy**

If a student's presence poses a continuing danger to persons or property, or the student's actions continue to disrupt the educational atmosphere of the school, within either the classroom or elsewhere on school premises, the Superintendent, Director, Supervisor, or Designee may remove a student from curricular or extra-curricular activities or from the school premises. This section includes repeated failure to adhere to reasonable directions or commands from staff.

Any student who is removed from a curricular or extra-curricular activity for a period of time greater than twenty-four (24) hours or on two (2) successive days for the same or similar conduct, or who is removed from the school premises, shall be entitled to a removal hearing which shall be held within three (3) days of the initial removal. Written notice of the removal hearing and of the reasons for the removal shall be given to the student as soon as is practical prior to the hearing. The hearing shall be held in accordance with the out of school suspension or expulsion hearing procedures provided.

### **Conduct of Hearing**

All hearings provided for herein shall be conducted informally for the following purposes:

1. To ascertain the facts in each particular case.
2. To ensure that each student subject to out of school suspension, expulsion, or removal be given notice of the disciplinary measures to be taken against him/her and an opportunity to be heard.

The hearings provided for herein shall be conducted pursuant to procedures to be outlined by the hearing officer at the commencement of each hearing. All disciplinary measures imposed upon students shall be supported by the evidence and reasonable in nature.

### **Service of Notice of Hearing**

Written notice of the hearing provided herein may be given by regular United States mail postage prepaid at the address of the student or parent, guardian, custodian, or representative on file at the Office of Student Services. Notice shall be deemed given upon mailing.

Students who are out of school suspended from either Vantage or from their associate school are not permitted to attend either school or be on school grounds during the time of the suspension.

### **Permanent Exclusion from School**

A student may be permanently excluded from school for the conviction of a crime or being ruled a delinquent based upon a crime for the following reason(s):

1. Conveying deadly weapons or dangerous ordnance onto school property or to a school function;
2. Possessing deadly weapons or dangerous ordnance on school property or at a school function;
3. Carrying a concealed weapon on school property or at a school function;
4. Trafficking in drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function;
6. Voluntary or involuntary manslaughter on school property or at a school function;
7. Assault or aggravated assault on school grounds or at a school function.
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee;
9. Complicity in any of the above offenses, regardless of location.

This Vantage Career Center Code of Conduct has been developed in conformity with the O.R.C. 3313.661 and specifies the school's expectations for student behavior.

## **CODE OF CONDUCT RULES**

### **Rule One – Disregard Of Reasonable Rules, Policies, And Directions**

A student may not disregard reasonable, rules, policies, directions, or commands by school staff or other authorized school personnel. Truancy/Tardiness, extortion, gambling, and inappropriate use of technology (computers, etc.) are included acts considered a disregard of reasonable directions.

### **Rule Two – Disruption of Educational Process/Conduct unbecoming of a Vantage student**

A student must respect the rights of other students, staff, and community members. Disruptive, offensive, or inappropriate behavior that interferes with a positive learning environment, during any school related activity will not be tolerated. Any student found to be involved in making false alarms, threatening Vantage CC, staff and or students, including bomb threats, may be recommended for expulsion. Law enforcement authorities may also be involved.

### **Rule Three – Damage to and/or Theft of School or Private Property / DECEPTIVE CONDUCT**

A student must respect and care for the property of the school. All students are expected to exhibit honesty and integrity as personal traits. Defacing, destroying, vandalizing, tampering with, and stealing school property or the personal property of another by any means will not be tolerated. Plagiarism/cheating/forging, or other deceptive types of conduct is not permitted.

### **Rule Four – Unauthorized Touching, Fighting, Menacing, and Hazing**

No student, parent/guardian of a student, or visitor, may commit unauthorized touching, fighting, menacing, and/or hazing on or off Vantage school property. Students must treat others with respect, and may not in any way cause, attempt to cause physical harm, against any other person or property. This also includes threats that are verbal, written, gestured or conducted through electronic means.

#### **Offenses are Defined as:**

- 1. Unauthorized Touching:** Unwelcome or unauthorized touching of another person or their property. May include, but not limited to, kissing, groping, rubbing, or otherwise inappropriate behaviors that distract from a professional learning environment.
- 2. Fighting:** Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting, or instigating a fight (i.e., contributing to a fight verbally, through aggressive behavior).
- 3. Menacing:** No student may cause another to believe that the offender will cause physical harm to the person or the property of another. This includes threats that are verbal, written, gestured, or through electronic means.
- 4. Hazing:** No student may in any way participate or coerce another to participate in any act that causes or creates a substantial risk of causing mental or physical harm to any person or property of another, which is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

### **Rule Five – Dangerous Weapons and Instruments**

A student must be safe and respect the safety of others. A student may not unintentionally or knowingly possess, use, or threaten to use look-a-like/counterfeit weapons, firearms of any kind,

explosives, club type weapons, fighting instruments, cutting instruments, or dangerous devices, including lighters, on school premises or while under the jurisdiction of school authorities. Any object that is used to threaten, harm, or harass another may be considered a weapon. It will make no difference whether or not the weapon belongs to someone else. It is every student's responsibility to inform any school employee of another student's possession of a dangerous weapon or activity. Security devices may be used to aid in providing a safe school environment.

Vantage School Board Policy 5610, in part, states:

**Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the

- student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife capable of causing serious bodily injury; and/or
  - c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

**Rule Six – Narcotic, Alcoholic Beverages, and/or Drugs**

A student may not possess, transmit, conceal, sell, talk of using, use, or show signs or symptoms of using drugs, hallucinogens (includes Medical Marijuana), volatile chemicals, or alcohol; or possess paraphernalia conducive to above substances or counterfeit controlled substance while on or off of school property or before, during or after school sponsored events. A student suspected of drug use may be removed from school that day, and the mere odor of alcohol/drugs is sufficient for disciplinary actions. Be advised that canines are used to maintain a drug free campus. Students may be required to take a breathalyzer test for suspected alcohol. Refusal to take the breathalyzer will result in suspension and/or expulsion. Use, possession, or reasonable suspicion of drugs/alcohol will likely result in an out of school suspension **and could result in recommendation for expulsion**. Students who need to take or have access to prescription medication during the school day should follow the procedures as described in the "Health Services" section of this Handbook, or contact Student Services for information on the procedures including registering all prescription drugs with Student Services immediately upon entering school premises. Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession and/or consumption of alcohol or drugs, the Superintendent may notify the Registrar of Motor Vehicles and the Juvenile Judge of the county of the suspension or expulsion. After receiving such notification, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit of license. Driving privileges may be restored once the Superintendent notifies the Registrar that the student has satisfied any conditions established by the Superintendent.

**Rule Seven – Tobacco & Nicotine use or possession**

Senate Bill 218 and Ohio Revised Code 3313.751 states no pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of a school district or an educational service center or at any activity supervised by any school operated by a school district or an educational service center.

A student may not use or possess tobacco, nicotine, vapor products or look-a-likes, or any apparatus used or commonly used to ingest nicotine products in any way, in the school building, on the school grounds, or at any school-sponsored event at any time before, during, or after school, by any means. Whether the student is 18 years of age or not they must follow this policy. If a student is under the age of 18, charges may be filed against them. Continued tobacco possession or usage may result in expulsion.

**Rule Eight – Repeated Violations**

A student may not repeatedly fail to comply with school policies including the Student Handbook or directions of school employees or any other authorized school personnel during any period of time

when the student is under the authority of school personnel, which includes field trips, in the parking lot, and on the campus of Vantage Career Center.

**Rule Nine – Collusion**

No student may assist, entice or aid, in any way, another student in violating school rules, regulations, and/or policies. Students who violate this section are subject to the same penalties as the student who actually commits the violation.

**Rule Ten – Harassment and/or Aggressive Behavior Including Bullying/Cyberbullying and Dating Violence**

The Board of Education encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or Aggressive Behavior including Bullying/Cyberbullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes written, physical, verbal, graphic, psychological, and/or electronically transmitted acts, which creates a hostile, intimidating, and/or offensive learning environment. The Board of Education will not tolerate any gestures, comments, threats, and/or actions that cause or threaten to cause bodily harm and/or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action, including suspension, expulsion, and/or referral to the local authorities if these acts occur on school property.

**HARASSMENT, INTIMIDATION, OR BULLYING IS DEFINED AS:**

Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student **more than once** and the behavior both:

- Causes mental or physical harm to the other student
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student and creates a material disruption of the student’s educational environment.

**Sexual Harassment** may include, but is not limited to:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks with sexual and/or demeaning implications.
4. Unwelcome touching.
5. Sexual jokes, posters, cartoons, etc.
6. Suggesting and/or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades and/or safety.
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
8. Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s sexual activities or sexual history.

**Harassment on the Basis of Race, Color, National Origin, Religion, Gender, Disability, or Sexual Orientation**, may take different forms, including, but not limited to the following:

**1. Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color national origin, religious beliefs, gender, disability, or sexual orientation.

**2. Non-Verbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting and/or threatening gestures based upon a person's race, color, national origin, religious beliefs, gender, disability, or sexual orientation.

**3. Physical:**

Any intimidating or disparaging action such as hitting, punching, shoving, hissing, and/spitting, on or by a fellow school employee, student, or third parties based upon the person's race, color, national origin, religious beliefs, gender, disability, or sexual orientation.

**Aggressive Behavior:**

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

**Cyberbullying:**

Is defined as the use of information and communication technologies, such as email, cell phone, instant messaging (IM), defamatory personal websites, social networking sites, and/or defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others, during normal school hours. The use of the School's Network to engage in Cyberbullying is prohibited. Cyberbullying includes, but is not limited to the following:

1. Posting slurs, rumors, and/or other disparaging remarks about school employees or students on a website or on a web blog.
2. Sending email or instant messages that are mean and/or threatening, or so numerous as to cause the victim emotional distress.
3. Using a camera phone to take and/or send embarrassing photographs/recordings of students or school employees or post these images on picture sharing or video sharing websites.
4. Posting misleading and/or fake photographs of school employees or students on any websites.
5. To the extent permitted by the First Amendment, instances of Cyberbullying off school grounds that disrupt the school environment or interfere with the learning process, will be considered violations of the Student Code of Conduct.

**Dating Violence:**

Dating Violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the persons' dating partner.

A dating partner is any person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the exception of affectionate involvement whether casual, serious, or long-term.

**HARASSMENT REPORTING PROCEDURES**

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, school employee, or third party should contact the Student Services Supervisor.

The Student Services Supervisor is available during school hours to discuss a student's concerns related to Harassment and/or Bullying/Cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Student Services Supervisor either anonymously, by written report, by telephone, or by a personal visit. In reporting their concerns, the student should provide the name of the person(s) who he/she believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). If a student would like to remain anonymous, they may express this concern through the same methods as above and/or use the Reporting Box located in Student Services, or through a telephone call to the Student Services Supervisor.

The Student Services Supervisor will act upon complaints and conduct the investigation in a timely and confidential manner after the signed complaint has been filed or the anonymous complaint is reviewed. If the investigation reveals that any harassment and/or bullying/cyberbullying is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school 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 and/or bullying/cyberbullying allegations or charges. If a false report is filed, the student and/or accuser who has filed the report will face disciplinary action.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations or harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a harassment and/or bullying/cyberbullying complaint is filed. Suspected retaliation should be reported in the same manner as harassment or aggressive behavior. This retaliation will be met with severe disciplinary consequences for the aggressor.

#### **MISCONDUCT OFF SCHOOL PROPERTY**

Students who engage in misconduct that occurs on property NOT owned or controlled by Vantage Career Center but that is connected to activities that have occurred on property owned or controlled by Vantage could be subject to disciplinary action.

Misconduct by a student, regardless of where it occurs (including off school grounds or through digital communication), which affects the educational welfare of students at Vantage may be subject to disciplinary action.

Misconduct by a student, regardless of where it occurs (including off school grounds or through digital communication), which is directed at a Vantage official, employee, or the property of such official or employee could result disciplinary action for the student at Vantage and with the local law enforcement.

## **EIGHTEEN-YEAR-OLD STUDENTS**

Students eighteen (18) years old or older, who elect to continue their education at the public expense, must follow all applicable school rules, regulations, policies, and state laws. Parental signatures are required on all documents from all students. If residing at home, adult students are encouraged to include their parents/guardians in their educational program. If the eighteen (18) year old student meets all the necessary requirements of an Independent Student, they are permitted to sign all documents themselves after the requirements are met to be considered an Independent Student.

## **USE OF COMPUTER TECHNOLOGY/PERSONAL ELECTRONIC DEVICES**

Cellular Phones, Cameras, Picture/Camera Phones, Radios, Recording Devices, MP3 Players, and other electronic items are not permitted at any time instruction is taking place except as authorized by the teacher in charge of such educational class. The use of these devices during any of these times without explicit permission may result in disciplinary action, confiscation of the item, and/or a parental pickup of the item. Confiscated items may be returned to the student if reasonable. The school takes no responsibility for the loss of these items at school. The school reserves the right to inspect any electronic device taken from a student for violating school rules.

Sexting and/or Sextortion are prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography or criminal extortion.

Use of pictures, messages, and/or video, of students and/or staff without their permission or knowledge is a violation of school policy and may be a criminal offense, in which case law enforcement authorities may be notified, as well as disciplinary action issued by Vantage Career Center.

Students using Vantage Career Center computer equipment or services will be required to adhere to the current school year Computer User Agreement (Acceptable Use Policy) guidelines. Student Code of Conduct shall apply for any violations.



## STUDENT SERVICES/ ACADEMIC AND CAREER-TECHNICAL REQUIREMENTS

### GRADING PROCEDURES – CREDITS

Prior to enrolling at Vantage, students should have already completed all the basic graduation requirements except two English credits, one/two Math credit, one Science credit, and one Social Studies credit. According to the Ohio High School Standards, a minimum of twenty-one units are required (the associate school may require more) including the following:

English	4 Units
Science	3 Units
Health & Physical Education	1 Unit
Social Studies	3 Units
Mathematics	4 Units

To meet these graduation requirements, students at Vantage will be enrolled in their major career-technical areas and academic subjects each year as follows:

#### Junior Year

Career-Technical Lab	3 Credits
Science	1 Credit
English	1 Credit
Math	1 Credit
Social Studies	1 Credit

#### Senior Year

Career-technical Lab	3 Credits
English	1 Credit
Math	1 Credit

#### Elective classes, which may include:

Math Courses	1 Credit
Science Courses	1 Credit
Social Studies Courses	1 Credit
Literature & Film	1 Credit
VCC	1 Credit

Students needing to pass State mandated testing or with academic credit deficiencies will be assigned to academic classes in lieu of electives. Students may make up any additional requirements in Virtual Learning classes. Students should check with their associate school counselors or Vantage counselor to see if they meet the minimum requirements for graduation.

ORC 3313.6014 - A consequence of not completing core curriculum requirements in ORC 3313.603 (c) is students are ineligible to enroll in state universities without further coursework.

The Vantage school year is divided into four nine-week grading periods totaling 180 days of instruction. Students will receive letter grades to indicate the level of achievement according to the following scale:

A+	99-100
A	94-98
A-	92-93
B+	90-91
B	85-89
B-	83-84
C+	81-82
C	76-80
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	(Below 65)

Students must meet the following criteria in order to gain credit for any course: The final grade must average to a passing grade. Final grades will be determined by averaging the four nine-week grades in career-technical courses. Academic courses will have a final grade determined by the following formula: each of the four nine-week grades will count as 20 percent of the final course grade, with each of the semester exams counting as 10 percent of the final course grade. A grade of *Incomplete* will be given to students who do not complete work to the satisfaction of the instructor. Two Weeks will be given to complete the missing work, before the *Incomplete* is converted into an F or failing grade, for any assignments that are missing. Students enrolled in Virtual Learning Classes will be graded Pass/Fail.

#### **ACADEMIC MAKE-UP ACCOUNTABILITY AND POSITIVE BEHAVIOR INTERVENTION POLICY**

To hold students accountable and to instill positive behaviors, all academic assignments will be completed as tasked and assigned due dates adhered to. Students who have missing assignments due to absences shall be given a reasonable amount of time to complete the assignments upon return to school. Teachers shall log these student's excused absence assignments as "incomplete" rather than "missing" and assign an adjusted due date. If students fail to meet the adjusted due dates, teachers then should change assignment designators from "incomplete" to "missing". Credit may or may not be granted for assignments turned in past due based on individual teacher management plans. In any case, all assignments are expected to be completed regardless of credit received. The following will address the program to hold students accountable for completing academic tasks as assigned.

1. Students who have missing assignments will be flagged and monitored by Student Services supervisor and/or delegate each school week.
2. Students found to be in excess of four (4) missing assignments shall be notified and given notice to complete all assignments. Special Needs coordinators may be contacted as necessary.
3. Students who still have outstanding missing assignments after notice was given shall be assigned academic make-up on Fridays or next available school day.
4. In addition to progress book documentation, teleconference attempts should be made to inform parents of missing work. (Virtual Learning situations apply).

5. Academic make-up will be during CTE Lab time, however, continuous referrals may result in a full day formal discipline. (Virtual Learning situations apply).
6. Repeated missing assignment referrals may affect participation eligibility point accumulation. (Virtual Learning situations apply).

### **VANTAGE STUDENT PARTICIPATION POLICY**

Vantage Career Center has high expectations for all students. To maximize students' learning experiences, the following points program has been designed in order for you to improve upon your performance while attending Vantage Career Center.

75 points are "in the bank" for every junior student upon confirmed enrollment at Vantage. To advance to the senior year, you must have points remaining in your account.

Points are deducted from your individual student account of 75 points for each of the following:

Tardy to school (Progressive discipline after 3rd tardy)	1 point
Noon detention	2 points
Unexcused absence	4 points
Nine weeks grade of "F"	5 points per academic / 15 points per lab
Denial of driving or other privilege	5 points (max per incident)
Failure to follow Virtual Learning Strategies (Same points as academic referral ISDA)	
Day(s) of In School Discipline (or partial)	5 points
Day(s) of Out of School Suspension	10 points (Max. 50 pts per occurrence)

If a student loses all of their points in the junior year, the student will not be able to enroll at Vantage in any program as a senior. This program has been designed to help each student do their best in the simulated work environment at Vantage, which prepares them for a future career of their choice. It also provides frequent feedback to each student if a student's point value decreases and they are in danger of not being able to complete two years at Vantage.

If a student loses all their points their senior year then they will be prohibited from participating in the Vantage Senior Awards Ceremony.

If a student feels extenuating circumstances have affected their point balance, an appeal may be made to the Appeals Committee, where they will state their individual case.

The Appeals Committee will include:

- Career Tech Teacher
- 1-2 Academic Teachers
- School Counselor
- High School Director

## STUDENT ELIGIBILITY BENCHMARKS FOR INTERVENTION

Intervention will be held once a student loses the following point totals:

20 Points – Contact parent / guardian.

30 Points - Home school Principal notified.

40 Points - Parent/guardian conference.

50 Points - Meeting with home school Principal and parent / guardian.

75 Points - Notice to home school and parent of student not returning. (Individual contracts may be issued on a case-by-case basis for immediate removal to home school for future violations, etc...)

The student will also be notified of their point total once they lose the above point totals. If a student feels extenuating circumstances have affected their point balance they may appeal to the Appeals Committee.

Student recognition may be awarded to students who continue to maintain a zero point balance.

## **SCHOOL COUNSELING**

School counseling programs are provided at Vantage Career Center in compliance with the regulations of the Ohio School Counseling Association and the Vantage Career Center School Board policy. The school counseling program is part of the comprehensive education provided to all students through activities that focus on teaching positive approaches to school and lifelong learning and the knowledge and skills for life and employment. It includes:

- Academic counseling, which helps students and their parents or guardians to acquire knowledge of the curriculum choices and testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities.
- Career counseling, which helps students to acquire information and skills in order to plan for work, jobs, apprenticeships, and postsecondary educational and career opportunities.
- Personal or Social counseling, which helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set individual goals reflecting their interests, abilities, and aptitudes.

Personal or social counseling may be provided in large groups (e.g., all 12th graders) in which general issues of social development are addressed or in structured individual or small-group multisession counseling that focuses on the specific concerns of the participant(s). Parents or guardians shall receive written notification of short-term personal or social counseling of a small group nature. Parental or guardian consent is not required for short-term personal or social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment.

Parents may excuse their child from academic, career, or personal or social counseling at any time by completing an opt-out form, which can be obtained from student services. An opt-out request will

remain in effect from the day it is received by the school throughout the student's career at Vantage Career Center unless the opt-out request is rescinded by the parents or guardians in writing. A parent or guardian who opts to have their child excused from academic or career counseling shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled. Parents or guardians may review materials to be used in school counseling programs at their children's school by contacting the school counselor.

### **EARLY PLACEMENT QUALIFICATIONS & RULES**

To qualify for Early Placement, the student must meet the following qualifications:

- A or B in their lab for the Junior year and first half of Senior year
- No more than 5 points on our Point Intervention Program
- On track to graduate according to the Ohio Dept of Education standards
- Webxam passed for their program
- The job must be in your career field
- Senior year exceptions may apply (See Early Placement Coordinator)

\*\*Early Placement will normally start right after second semester of their senior year, however there are exceptions to the rule such as hardship cases, special job opportunities, etc.... These will have to be discussed with the Early Placement coordinator, Director, and program supervisor.

Early Placement can be worked out so that the student can work in the morning or in the afternoon. Schedules will be adjusted accordingly to accommodate the situation.

If a student qualifies and completes the paperwork to go on Early Placement, then the following rules must be followed:

- The student must sign out or sign in at the front office when they leave or arrive
- The student should turn in a timecard to their lab instructor on Monday morning of each week. The lab instructor may have other items for the student to track, such as what you were working on during the week, etc.
- The student must work at least 12.5 hours during the week.
- The student does not have to report to school on a two-hour delay schedule; however, the student must email their academic teachers to catch up on any work they may have missed.
- If the student is absent from school, they are NOT allowed to report to work on that day.
- If for any reason (Senior interviews, final exams, etc) the teacher or lab instructor needs the student for a certain day, the student must work it out with their employer so that the student can report to school during that time.

Any violation of these rules may result in removal from the Early Placement program and return to a full school schedule at Vantage Career Center.

## **HONOR ROLL**

Vantage awards Honor Roll status to students for each nine-week grading period. Students who earn all A's in their scheduled Academic and Lab Courses will be placed on the **all A Honor Roll**. Students who earn A's and B's in their scheduled Academic and Lab Courses will be placed on the **A-B Honor Roll**. Students who earn all B's in their scheduled Academic and Lab Courses will be placed on the **all B Honor Roll**.

## **CHEATING/ACADEMIC DISHONESTY**

Presenting someone else's work as one's own in order to obtain a grade and/or credit is considered cheating. This includes, but is not limited to, copying other's assignments, notes, quiz and/or test answers, and plagiarism. Students who violate this policy may receive zero credit for assignments or work involved. Repeated violations may result in zeros being earned for the quarter, semester, or no credit being earned for the course.

## **PROGRESS REPORTS TO PARENTS**

Vantage instructors will complete a Progress Report at the interim of all four grading periods for all students to inform the parents of the work and progress made in their student's career-technical program. This notification outlines the performance of the student and indicates both strengths and areas of needed improvement. Progress Report information is available on-line through progress book. Please contact Student Services for more information.

## **NATIONAL TECHNICAL HONOR SOCIETY**

Seniors who are on track to meet all State-mandated testing requirements and who have maintained a 95% attendance rate and a 3.5 GPA during their junior year are eligible to apply. Members are elected into the National Technical Honor Society by a Faculty Committee, which considers leadership abilities, technical skills, community/school service, and character traits.

National Technical Honor Society members are expected to maintain a 3.5 Grade Point average and 95% attendance for each quarter throughout their 12th grade year at Vantage. Any student who falls below a 3.5 GPA OR 95% attendance will be given written notice of probation (within two weeks from the conclusion of said quarter). If a student on official written probation with NTHS fails to regain the expected level of achievement (3.5 GPA and 95% Attendance) during the quarter which they are on probation, he or she will forfeit their membership in NTHS.

## **ATHLETIC ELIGIBILITY**

Vantage students are encouraged and eligible to participate in the athletic programs at their associate schools. To remain eligible for competition, a student must meet academic requirements of his/her associate school and the Ohio High School Athletic Association. Associate schools will be notified if an athlete is failing a course at Vantage Career Center.

## **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 Student Services to make the appropriate changes.

## **STUDENT RECORDS**

Teachers, counselors and administrative staff keep student records. There are two basic kinds of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit-making purposes when **requested unless the parents of the student restrict the information, in writing, to the Director.**

### **Directory Information Includes:**

Student's name, address, telephone number, date of birth, photograph, major field of study, honor roll, awards received, and participation in officially-recognized activities and sports; weight, height and other statistics related to the sport may be included for sports activities.

### **Confidential Records Contain:**

Educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate to the parent. The only exceptions to this are to comply with state and federal laws that may require release without consent - - - for example, the Homeland Security & Solomon Acts.

Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary records, and communications with the family and outsider service providers. The school must have a parent's written consent to obtain records from an outside professional person or agency. Confidential information found in a student's record that originates from an outside agency may be released to the parent through the originator and parents should keep copies of such records for their home files. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact guidance counselors, in writing, and state which records are desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

## **RELEASING INFORMATION TO MILITARY RECRUITERS**

According to Federal Statute and Ohio Revised Code, Vantage Career Center must provide the military with the contact information of its students. Parents have the right to "opt out" of the requirement to provide the military with student contact information. This can be done by requesting, in writing by

September 1, that the Director refrain from issuing the contact information of an individual student to the military.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year. These forms must be filled out in a timely manner or students may not be able to participate during school activities.

### **HEALTH SERVICE**

A Health Clinic is located adjacent to the Student Services reception area. Students who are ill or have been injured and require medical attention shall be referred to Student Services or to the front office.

School personnel will administer no medication. Students taking prescription drugs should notify Student Services of the requirement. Students must register and leave medications with Student Services and return to Student Services to access medication. If possible, students should take medication before or after school hours.

A student who becomes ill during the school day should check with his/her teacher before reporting to Student Services or the front office. Staff will notify the student's parents if the student is to be sent home. No student will be sent home without parent or emergency contact notification.

Students who are released during the school day for unplanned medical reasons should not report back to school until the following school day or later depending on their recovery progress. Some conditions may require a medical clearance to return.

\*\* Medical Marijuana is not considered a prescription drug and is not allowed on school property and/or before, during or after school events.

### **STUDENT E-LEARNING GUIDELINES**

1. Be sure to check your student e-mail account for morning announcements
2. Sign into the attendance link on the Vantage website using name and student ID number prior to first period
3. Follow attendance call off procedure if unable to participate with e-learning
4. Follow E-Learning schedule
5. Be sure to log into each class at the scheduled time
6. Actively participate with each class lesson and complete work as assigned
7. Contact teachers or advisors via email or virtual meet if extra help is needed
8. School hours and are not to be used for work or other personal business
9. Failure to follow these guidelines may result in disciplinary consequences and grades may be adversely affected



## BUILDING REGULATIONS

### DRESS AND GROOMING CODE

The Administration, along with your instructors, will advise you concerning what dress and appearance standards are appropriate for particular career areas. Students will wear uniforms at all times, including to lab and academics each day, unless otherwise authorized. All students will dress in a professional manner, observing prevailing rules of modesty and decency while representing Vantage Career Center in a professional way. A student who violates the dress code may receive the consequence of not attending class, lab, lunch, etc. until the student is dressed in an acceptable manner. The student will be able to make up the missed class work. In addition, violators may be assigned detention, and repeat violators may face more serious disciplinary consequences as listed in the Student Code of Conduct.

The Guidelines for School Dress and Appearance throughout the day are as follows:

1. Clothing/uniforms should be appropriate for the workplace, provide coverage of the body without being a distraction to the educational purpose, and be neat, clean, and in good repair.
2. Hair should be neat, clean, and present a professional image. Special consideration may be necessary while working in or around hazardous areas and/or machinery.
3. Students must wear proper and safe footwear at all times. Safety considerations may apply to specific career areas. Flip-flops, wheeled shoes, sandals, house slippers, open-toed shoes, or the like are NOT allowed at any time.
4. Hats and/or headwear (caps, headscarves, bandannas, sweatbands, curlers, or the like) are not permitted normally.

The following are some but not all of the examples of inappropriate dress items during school hours:

- Tank-tops, halter-tops, spaghetti straps, see-through items, or anything that is not considered a long pant or pair of pants.
- Coats and/or outside jackets, sweatshirts/hooded sweatshirts both long and short(Special consideration may be given while working in labs, outdoor activities or during certain school events)
- Clothing items or patches that contain symbols, words or pictures that suggest violence, vulgar, offensive, obscene, and/or degrade others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; promote alcohol, tobacco, or drug use; is torn or has holes; or otherwise inappropriate in a setting designed to model the workplace.
- Unnatural colored hair such as blue, purple, pink, green, or the like. Administrative staff may make exemptions for certain school activities. Students should seek explicit permission from area supervisors.
- All other items or matters deemed inappropriate by Administrative staff.

On special occasions, as determined by the Administration, you may wear regular clothing, such as jeans. On these days, the following rules apply:

1. Jeans must be full-length pants and in good repair (no holes, tears, frays, patches, etc.)
2. Home school and/or Vantage shirts
3. Students must wear proper footwear (Closed toe, normal tread).

4. Special rules may apply, if needed, when these days occur.

Your instructor may adjust these Uniform Guidelines, as reasonable, while participating in classroom activities. Our administrative team reserves the right to adjust and modify the student dress code as necessary during the school year. Reasonable notice of such modifications will be shared so students may adjust in a timely manner. In any case, the administrative team is responsible for regulating a professional, safe and healthy environment for all Vantage students.

## **STUDENT DRIVING AND PARKING REGULATIONS**

Permission to drive a vehicle on Vantage Career Center school property is under the jurisdiction of Vantage Career Center Administration.

1. Students must register and obtain a student parking permit to be displayed on the rearview mirror of the vehicle students drive to school. The first permit is provided by Vantage CC however, any subsequent permits must be purchased in the school warehouse.
2. Parking is strictly limited to the student parking areas.
3. Students are not permitted to remain in their vehicle or loiter in the parking lot at any time.
4. School buses have the right-of-way and students shall not hinder their entrance and exit from school property.
5. All vehicles are expected to be operated at slow speeds.
6. There will be no speeding, or any form of reckless driving, including burnouts, squealing tires, swerving, passing other vehicles, allowing others to ride on the exterior of their vehicles, and the like, on school grounds.
7. Driving to school is a privilege. All state traffic laws must be followed at all times to and from school activities and while on school property Suspension of driving privileges, towing and/or impounding of vehicles, and/or suspension from school may occur when violations of regulations occur.
8. Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material that violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school discipline. Searches may include the assistance of canines trained to detect the presence of drugs.
9. No student will go out to his or her vehicle for any reason during the school day without explicit permission from a supervisor or Dean of Students. If a student will be working on or with their vehicle in his/her Lab, the student must be approved to do so by the Lab Instructor and bring the vehicle to Lab before the start of the school day, NOT during the school day if possible.

## **FIELD TRIPS, OTHER EVENTS**

Students not in good standing with grades, attendance or discipline may limit their options to participate in certain school activities such as field trips, leadership opportunities, evening events and the like.

Upon notification from their associate school, students may be released from Vantage during the school day to participate with their associate school activity students are invited to attend. Students may have to provide their own transportation to and from the event

## **CAFETERIA, MEAL SERVICES, AND LUNCH PERIOD**

Each student will have an approximately twenty-five (25) minute lunch period. Each student is responsible to place disposable products in the containers provided in the Commons Area. Because classes are being conducted during the noon period, all students will remain in the Commons Area or Media Center during the lunch period. Restrooms in the Commons Area may be used during the lunch period. Students are not permitted to leave school grounds or be in the parking area during the lunch period. Lunch is part of the educational program at Vantage. The school participates in the National School Lunch Program and makes lunches available to students for a minimal fee. All meals are planned and prepared according to good health standards. Students will also be allowed to pack their lunch. Students may not “order out” or have food delivered. Packed lunches shall be eaten in the Commons Area, but students may store packed lunches in their lockers. Each student is assigned to one lunch period. All students are expected to eat in the Commons Area.

## **BUS TRANSPORTATION TO SCHOOL**

The student’s associate school district provides bus transportation for all students from that school district. Please contact the associate school for information.

## **STUDENT FEES AND FINES**

In accordance with State law, the school charges specific fees for activities and materials used in the course of instruction. This fee covers a share of the educational supply cost in the classrooms and laboratories. Fees are due in one payment at the beginning of the school year or when the student enrolls in school. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, library materials, and textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits. Fees may be paid by cash, check, VISA, MasterCard, or Discover Card.

## **FIRE, TORNADO, AND SAFETY DRILLS**

Vantage Career Center complies with all laws regarding fire safety, inclement weather, and the like and will conduct drills in accordance with state law. Vantage Career Center conducts tornado drills during the tornado season following procedures prescribed by the State of Ohio. The alarm system for tornadoes consists of notification from the Director. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills also will be conducted as needed each school year. These safety drills can include a terrorist threat, a person in possession of a deadly weapon on school property, or other dangerous acts of violence.

Teachers and administrative staff will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their classroom or the school building or be evacuated. Administrative staff work closely with public safety personnel in an attempt to keep

directives current and as safe as possible for staff, students, and visitors.

### **ASSOCIATE SCHOOL ANNOUNCEMENTS and ACTIVITIES**

To keep Vantage students informed of activities at their associate schools, the associate school principals send messages that are read during morning announcements and posted to the website. Vantage also has direct links to associate school announcement pages on our website. Items for morning announcements should be given to the receptionist at the Student Services office prior to 8:15 AM. Anyone wishing to learn of activities or events that are taking place at their Associate School should contact Student Services or their Associate School.

### **VISITORS – SAFETY AND SECURITY**

Vantage Career Center welcomes adult visitors and parents, but asks that they do the following:

1. All visitors to Vantage Career Center MUST check in at the front office immediately upon entering the building. This includes alumni returning for a visit. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.
2. At this time, the visitor will be issued a building pass they are required to wear while in the building.
3. Staff and students are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging out” around the building before and after school hours.
4. No visitor may enter a room while a class is in session.
5. Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
6. Parents are welcome to visit Vantage Career Center at any time but are asked to check in at the office in order that proper arrangements are made to insure a quality visit.
7. Prospective students who wish to visit Vantage Career Center must arrange through the Student Services Department.
8. Vantage locks as many unneeded outside doors as possible during the school day.
9. Portions of the building that will not be needed after the regular school days may be closed off.

### **SEARCH AND SEIZURE**

The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession. Administrators may search a student or his or her property (including vehicles, purses, backpacks, etc.) with or without the student’s consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the school, and students have no reasonable expectation of privacy in their contents or in the contents of any other school property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement, including unannounced and random canine searches.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas

including, but not limited to, common areas, hallways, cafeteria, and classrooms or parking areas. The school may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken and held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

Before students are questioned by law enforcement as witnesses or suspects in an alleged criminal violation, a building administrator will attempt to contact a parent and a staff member will remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, a building administrator will attempt to contact a parent prior to questioning, and he or she (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

1. General searches of school property may be conducted at any time by school authorities who may be assisted by law enforcement authorities.
2. Lockers belong to the school and they and their contents may be searched at any time.
3. A student and his/her personal belongings on school grounds or at any school activity may be searched when it is reasonably necessary for the maintenance of order, discipline, and safety.
4. School authorities will only conduct a search of a student or personal belongings when they have reasonable suspicion
5. Illegal items (firearms, weapons, smoke bombs, etc.) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified.
6. Items that disrupt or interfere with the educational process will be removed from the student's possession.
7. A student's automobile on school property may be searched. A reasonable attempt will be made to contact the student or parent/guardian prior to the search. Vantage Career Center is not responsible for the safety of personal property or vehicles brought onto school property.
8. Random searches of lockers and automobiles may include the assistance of dogs trained to detect the presence of drugs or other substances.

## **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. 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 surveillance cameras are only meant to be viewed by Vantage Career Center Administration. Surveillance cameras are not under constant monitoring by Administration. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

## **STUDENT INSURANCE**

Vantage Career Center strongly encourages every student to be properly insured. Students have the option of enrolling in a medical insurance program through their associate school or enrolling through their family plans. Vantage Career Center is not responsible for payment of doctor or hospital bills resulting from an accident and/or illness to a student at Vantage Career Center.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against any persons with a disability in any program receiving Federal financial assistance. This protection applies not just to the students, but also to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

The Vantage Career Center School District has specific responsibilities, in accordance with State and Federal mandates; the district will provide appropriate services to students with disabilities. Vantage Career Center works in collaboration with the student's home school district personnel to assure students are placed in correct academic courses according to the Least Restrictive Environment. Students are entitled to a free appropriate public education (F.A.P.E.). A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA, A.D.A Section 504) and State law.

Contact Mike Knott at 419-238-5411 to inquire about evaluation procedures, programs, and services.

## **STUDENTS IN PHOTOGRAPHS AND/OR VIDEO**

There shall be No Recording of any type on School Grounds without the knowledge of those being recorded. However, throughout the course of the school year, students could be photographed in individual or class activities for newspaper articles, social media, brochures, DVDs, and any and all Vantage related websites.

By reading and signing the Vantage Career Center handbook agreement, parents/guardians are giving permission for Vantage Career Center to use the image of their student (still or video), materials owned by them, and recording of their voice in connection with school or school-related activities; and to put the finished pictures and recordings to any legitimate use without limitation, reservation, or compensation.

## **ASBESTOS MANAGEMENT**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. Our school asbestos management has included asbestos material (s) be removed and was last completed during the 2012/2013 school year. Vantage will continue to manage our building in a manner safe for students and staff.

### **Summary Statement**

It is our intent to maintain Vantage Career Center as a safe, positive learning environment for our students, staff and community members. All or any part(s) of this policy is subject to change, clarification or enforcement approval, if determined necessary by our administrative staff.