Student Handbook 2026-2027

VANTAGE CAREER CENTER
818 N. FRANKLIN ST.
VAN WERT, OH 45891
Phone: 419 238-5411
Fax: 419 238-4058
Toll Free: 1-800-686-3944

WWW.VANTAGECAREERCENTER.COM

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.

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

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 themselves of 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

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

This District provides equal educational opportunities to all students. Any person who believes that she/he has been discriminated against based on his/her race, color, sex (including sexual orientation and gender identity), disability, ancestry, religion, military status, national origin, or genetic information while at school or a school activity should immediately contact the Vantage High School Director 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.

Table of Contents

2026-2027 CALENDAR **4**
Bell Schedules **5**
REGULAR BELL SCHEDULE 5
Academic Schedule 5
Lab Schedules 5
TWO HOUR DELAY SCHEDULE (in person learning) 5
E-Learning Schedules 6
STUDENT E-LEARNING GUIDELINES 6
ATTENDANCE INFORMATION 6
STUDENT ATTENDANCE POLICY 6
ABSENCE CALL IN PROCEDURE 7
EXCUSED ABSENCES 7
UNEXCUSED ABSENCES 8
UNEXCUSED ABSENCES AND CONSEQUENCES 8
KEEPING PARENTS INFORMED ABOUT STUDENT ATTENDANCE 8
VACATION POLICY 9
COLLEGE AND MILITARY VISITATIONS 9
PROLONGED ABSENCES 9
MEDICAL APPOINTMENTS/OTHER EARLY DISMISSALS 9
FORGED NOTES OR PHONE CALLS 10
TARDY TO SCHOOL 10
PERFECT ATTENDANCE 10
SCHOOL CALENDARS, CLOSINGS AND DELAYS **10**
WEATHER RELATED DELAYS 10
OTHER ASSOCIATE SCHOOL DELAYS 10
STUDENT CODE OF CONDUCT **11**
CODE OF CONDUCT RULES 11
Rule One – Disregard Of Reasonable Rules, Policies, And Directions/Insubordination 11
Rule Two – Disruption of Educational Process/Conduct unbecoming of a Vantage student 11
Rule Three – Damage to School Property 11
Rule Four - Damage to Private Property 12
Rule Five – Plagiarism, Cheating and Falsification 12
Rule Six - Theft or Possessing Stolen Property 12
Rule Seven - Assault 12
Rule Eight - Fighting 12
Rule Nine - Use of Obscene Language, Gestures, and Inappropriate Material 12
Rule Ten - Extortion 12
Rule Eleven - Gambling 12
Rule Twelve - Felony, Misdemeanor and Violation of Ordinances 12
Rule Thirteen - Threatening a Person. 13
Rule Fourteen - Menacing 13
Rule Fifteen - Hazing. 13
Rule Sixteen – Unauthorized Touching 13
Rule Seventeen – Dangerous Weapons and Instruments 13
Rule Eighteen - Arson or Unauthorized Use/Possession of Fire and/or of Fire-Starting and/ or Incendiary Device 13
Rule Nineteen - Possession and/or Use of Alcohol 14
Rule Twenty – Possession and/or Use of Drugs and Drug Paraphernalia 15
Rule Twenty-One – Tobacco & Nicotine use, paraphernalia or possession, and vapes 15
Rule Twenty-Two – Repeated or Flagrant Violations 15
Rule Twenty-Three – Collusion/Aiding and Abetting Violation of School Rules 15
Rule Twenty-Four – Harassment and/or Aggressive Behavior (Including Bullying/Cyberbullying) 16
Rule Twenty-Five - Public Display of Affection. 16
Rule Twenty-Six - Tardiness: 16
Rule Twenty-Seven -Truancy 16
Rule Twenty-Eight - Loitering, Trespassing, or Unauthorized Entry 16
Rule Twenty-Nine - Driving/Parking 16
Rule Thirty - Libel or Slander 16
Rule Thirty-One - Manifest Disrespect 16
Rule Thirty-Two - Violations of Student Technology Acceptable Use and Safety Policy 17
Rule Thirty-Three - Unauthorized Use of Personal Communication Devices 17
CONSEQUENCES 17
Informal Consequences 17

Full- Lunch Detentions 17
In-School Discipline Assignments 18
Formal Consequences 18
DUE PROCESS RIGHTS 19
Suspension from School 19
Emergency Removal 20
Expulsion from School 20
Permanent Exclusion 21
Discipline of Students with Disabilities 22
Suspension of Bus Riding/Transportation Privileges 22
EIGHTEEN-YEAR-OLD STUDENTS 22
BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR 22
Harassment, intimidation, or bullying means: 23
Complaints 25
Privacy/Confidentiality 25
Reporting Requirement 25
Immunity 26
Notification 26
Education and Training 26
ANTI-HARASSMENT 27
TECHNOLOGY 29
Use of Artificial Intelligence Tools For School Work 31
Use of Computer Technology/Personal Electronic Devices 33
Electronic Devices **(**Cell Phones/Smart Watches) 33
STUDENT SERVICES/ ACADEMIC AND CAREER-TECHNICAL REQUIREMENTS 34
CREDITS 34
GRADING 35
VANTAGE STUDENT PARTICIPATION POLICY 35
STUDENT ELIGIBILITY BENCHMARKS FOR INTERVENTION 36
SCHOOL COUNSELING 36
WORK-BASED LEARNING OPPORTUNITIES (Early Placement, Job Shadowing, Apprenticeships, Internships, Etc.) 37
HONOR ROLL 37
CHEATING/ACADEMIC DISHONESTY 38
PROGRESS REPORTS TO PARENTS 38
NATIONAL TECHNICAL HONOR SOCIETY 38
ATHLETIC ELIGIBILITY 38
CHANGE OF ADDRESS/PHONE NUMBER/CUSTODY 38
STUDENT RECORDS 38
RELEASING INFORMATION TO MILITARY RECRUITERS 39
EMERGENCY MEDICAL AUTHORIZATION 39
HEALTH SERVICES 39
MEDICATION POLICY 40
PRESCRIPTION MEDICATIONS 40
OVER THE COUNTER MEDICATION POLICY 40
END OF YEAR MEDICATION POLICY 40
BUILDING REGULATIONS 40
DRESS AND GROOMING CODE 40
STUDENT DRIVING AND PARKING REGULATIONS 42
FIELD TRIPS, OTHER EVENTS 42
CAFETERIA, MEAL SERVICES, AND LUNCH PERIOD 43
BUS TRANSPORTATION TO SCHOOL 43
STUDENT FEES AND FINES 43
FIRE, TORNADO, AND SAFETY DRILLS 43
ASSOCIATE SCHOOL ANNOUNCEMENTS and ACTIVITIES 43
VISITORS – SAFETY AND SECURITY 44
SEARCH AND SEIZURE 44
SURVEILLANCE CAMERAS 45
STUDENT INSURANCE 45
STUDENTS WITH DISABILITIES 45
STUDENTS IN PHOTOGRAPHS AND/OR VIDEO 46
ASBESTOS MANAGEMENT 46
SUMMARY STATEMENT 46

VANTAGE CAREER CENTER

2026-2027 CALENDAR

Monday, August 17	Student Orientation - Evening [1/2 day staff] Ag/T&I programs
Tuesday, August 18	Student Orientation - Evening [1/2 day staff] Business / Service Programs
Wednesday, August 19	Staff Work Day
Thursday, August 20	First Day of School
Monday, Sept 7	Labor Day - No School
Tuesday, Oct. 13	Staff Inservice - No School
Wednesday, Oct 28	Parent-Teacher Conferences - Evening
Thursday, Oct 29	Parent-Teacher Conferences - Day and Evening No School
Friday, Oct 30	No School
Wednesday, Nov 25	Thanksgiving Break Begins - No School
Tuesday, Dec 1	Classes resume
Monday, Dec 21	Winter Break Begins - No School
Monday, Jan 4	Classes Resume
Monday, Jan 18	Martin Luther King Day - No School
Monday, Jan 25	Vantage Open House -Evening {½ day staff]
Monday, Feb 15	Presidents' Day - No School
Friday, March 26	Spring Break Begins– No School
Tuesday, March 30	Classes Resume
Thursday, May 20	Last Day for Seniors (Awards Practice)
Tuesday, May 25	Last Day for Juniors
Monday, May 31	Memorial Day

MAKE-UP DAYS	Grading Periods
February 15 May 26 - 28 June 1 & 2	1st QTR = 46 Days 2nd QTR = 46 Days 3rd QTR = 47 days 4th QTR = 41 Days

Bell Schedules

REGULAR BELL SCHEDULE

Academic Schedule

Warning Bell - 8:17

8:20-9:05	Period 1
9:08-9:50	Period 2
9:53-10:35	Period 3
10:38-11:20	Period 4
11:08-11:50	Period 5
11:38-12:20	Period 6
12:23-1:05	Period 7
1:08-1:50	Period 8
1:53-2:42*	Period 9

*Bus riders dismissed at 2:36

*Drivers/Students Getting Picked up are dismissed at 2:42

Lab Schedules

AM Lab	PM Lab
8:20-11:05	11:54-2:42

Lunch Schedule

A - 10:35-11:05
B - 11:05-11:35
C - 11:20-11:50
D - 11:50-12:20

TWO HOUR DELAY SCHEDULE (in person learning)

Academic Schedule

Warning Bell - 8:17

10:20-10:46	Period 1
10:49-11:12	Period 2
11:15-11:38	Period 3
11:41-12:16	Period 4
12:11-12:46	Period 5
12:41-1:16	Period 6
1:19-1:42	Period 7
1:45-2:08	Period 8
2:11-2:42*	Period 9

*Bus riders dismissed at 2:36

*Drivers/Students Getting Picked up are dismissed at 2:42

Lab Schedules

AM Lab	PM Lab
10:20-12:08	12:50-2:42

Lunch Schedule

A - 11:38-12:08
B - 12:08-12:38
C - 12:16-12:46
D - 12:46-1:16

E-Learning Schedules

FULL DAY OF E-LEARNING	2 HOUR DELAY E-LEARNING SCHEDULE
8:20 - 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 8:20 - 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 AM - 9th Period 11:15-11:45 AM - Lunch/Break 11:45 - 2:42 PM - Assessments, Office Hours (1 on 1) with Teachers, Homework Time, Individual Work	10:20 - 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 10:20 - 11:15 - AM Lab 11:36 - 11:51 AM - 5th Period 11:54 - 12:09 PM - 6th Period 12:12 - 12:27 PM - 7th Period 12:30 - 12:45 PM - 8th Period 12:45 - 1:15 PM - 9th Period 1:15 - 1:45 PM - Lunch/Break 1:45 - 2:42 PM - Assessments, Office Hours (1 on 1) with Teachers, Homework Time, Individual Work

STUDENT E-LEARNING GUIDELINES

1. Follow attendance call off procedure if unable to participate with e-learning
2. Follow E-Learning schedule
3. Be sure to log into each class at the scheduled time
4. Actively participate with each class lesson and complete work as assigned
5. Contact teachers or advisors via email or virtual meet if extra help is needed
6. School hours and are not to be used for work or other personal business
7. Failure to follow these guidelines may result in disciplinary consequences and grades may be adversely affected

ATTENDANCE INFORMATION

Doors open at 7:50 AM for the Main Campus and at 8:10 AM for Medical Academy - No student will be permitted in the building until this time.

In the State of Ohio, every child of compulsory school age is required to attend school, unless excused in accordance with 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 are difficult to learn without the hands-on experience. 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 expected 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

Parents/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 8:17 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 email at 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 the parent/guardian. ***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 year, 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 assignments completed in their classes during their absence if make-up work is 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. Illness of the Student
2. Illness in the family necessitating the presence of the student.
3. Quarantine in the Home
4. Death of a Relative
5. Observance of a Religious Holiday
6. Medical, behavioral, vision or dental appointment
7. Emergency or other set of circumstances (OAC 3301-69-02)
8. Superintendent's Discretion such as Military Preparation (Pre-enlistment reporting to military station), College Visits, Career Planning, Legal Issues, Leadership/Extracurricular 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 the 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. The explanation shall include the date and time of the absence.

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. Oversleeping and/or missing the bus.
3. Car trouble of any kind or delay caused by a train
4. Running non-emergency errands of any kind
5. Babysitting
6. Not following proper procedures outlined in handbook
7. Other circumstances, which constitute an Unexcused Absence, will be at the discretion of the Attendance Office.
8. Any Absence that does not fall within the Ohio Revised Code or Ohio Administrative Code, or within the excused absences listed above.

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 is 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. Parents/guardians will receive written notification when a student's absences reach 5% of the total instructional hours in the school year. This notification is intended to make families aware of attendance concerns early so they can work with the school to support improved attendance. Students who have reached chronic absenteeism may be referred to the Supervisor of Student Operations for an intervention plan. The plan helps identify barriers to attendance and develop strategies to improve regular school participation.

OR

3. In accordance with Ohio law, "chronically absent" means missing at least 10% of the minimum number of hours required in the school year, regardless of whether the absences are excused or unexcused, the Attendance Office will notify parents via letter. In addition, an intervention strategy or attendance intervention plan may be developed. All absences—including excused, unexcused, and medical count toward the total hours missed.

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 a 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).

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.) or active with a school activity, they are under the jurisdiction of Vantage until the end of the school day and must receive permission from the high school office or activity coordinator before leaving school property or activity. 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 8:17 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 work-based 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 8:17 AM each school day (10:17 AM, 2-hour delay). Students who arrive after the 8:17 AM must report to the main office to sign in and receive a pass to class. Tardiness is considered unexcused unless it meets the excused absence criteria. Students who are tardy to school or to any classes during the school day are subject to disciplinary action.

PERFECT ATTENDANCE

Students with perfect attendance during the school year may receive incentives for the quarter, semester, and school year, as determined by the Attendance Office. In school or out of school discipline assignments, or full or partial absences may disqualify a student from perfect attendance

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.

Students may be subject to consequences for violation of the Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

CODE OF CONDUCT RULES

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to consequences including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, written essays, loss of privilege to participate in certain school activities such as field trips, leadership opportunities, evening events and the like, Full-Lunch detention, In-School Discipline Assignment, removal from class or hold from class, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to Vantage will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Rule One – Disregard Of Reasonable Rules, Policies, And Directions/Insubordination

A student shall not disregard reasonable rules, policies, directions, or commands by school staff or other authorized school personnel. A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff. 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

Vantage is committed to a safe learning environment free from disruption. A student must respect the rights of other students, staff, and community members. Any action that endangers the safety or well- being of individuals will not be tolerated. Disruptive, offensive, or inappropriate behavior that interferes with a positive learning environment, during any school related activity will not be tolerated. A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

Rule Three – Damage to School Property

A student must respect and care for the property of the school. A student shall not deface, destroy, vandalize, damage and/or tamper with, or attempt to damage any school property. This includes but is not limited to buildings, equipment, lockers, signs posted in a building and vehicles. Parents or guardians will be held financially responsible for any property damaged by their child.

Rule Four - Damage to Private Property
Damaging the property of another individual is contrary to the belief that each student should be a good school and community citizen and respect the property of others. A student shall not damage or attempt to damage private property of another. Parents or guardians will be held financially responsible for any property damage by their child.

Rule Five – Plagiarism, Cheating and Falsification
All students are expected to exhibit honesty and integrity as personal traits in all schoolwork. A student shall not engage in academic misconduct, including plagiarism or cheating.

A student shall not falsify signatures or data, or refuse to give proper identification or give false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs. Unauthorized use of Artificial Intelligence tools for school work is considered a form of plagiarism, and students shall not use these tools without permission or in a prohibited manner.

Rule Six - Theft or Possessing Stolen Property.
Students shall respect the personal ownership rights of others. A student shall not steal property, attempt to steal property, or receive or possess stolen property.

Rule Seven - Assault
Disputes between members of the school community should be resolved through proper and acceptable means, which shall not include physical force or intimidation. . A student shall not act with intent to cause fear in another person of immediate bodily harm or death, or intentionally bully, inflict or attempt to inflict bodily harm upon another person. A student shall not knowingly cause, recklessly cause, or attempt to cause physical harm to another. Physical assault of a staff member, student, or other person, regardless of whether it causes injury, is prohibited and will not be tolerated. In addition to school discipline, assault may result in criminal charges.

Rule Eight - Fighting
Disputes between members of the school community should be resolved through proper and acceptable means, which shall not include physical force. A student shall not engage in a hostile encounter or 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. Pushing, shoving, wrestling, boxing, etc. may also be considered fighting. Promoting or instigating a fight (i.e., contributing to a fight verbally) is also prohibited.

Rule Nine- Use of Obscene Language, Gestures, and Inappropriate Material
Students are expected to model behavior accepted as being a good school citizen and reflective of a working environment. A student shall not use obscene or vulgar language, gestures, or possess inappropriate material.

Rule Ten- Extortion
A student shall not extort another person. Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else.

Rule Eleven- Gambling
A student shall not gamble. Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Rule Twelve- Felony, Misdemeanor and Violation of Ordinances
A student shall not commit any act not listed herein as a violation of the Code of Conduct that constitutes a felony, misdemeanor or violation of an ordinance.

Rule Thirteen- Threatening a Person.
Students shall not threaten another person. Threatening behavior consists of any words or deeds- any oral statement, written statement, electronic or otherwise expressed action– that intimidate or cause fear concerning a person's physical or mental well being. Profanity directed toward a staff member or student in a threatening tone may also be considered a verbal threat. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Rule Fourteen - Menacing
Students shall not 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.

Rule Fifteen- Hazing.
A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons who are guests of the school or persons conducting business for the school or otherwise violate the anti- hazing policy. 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.

RuleSixteen– Unauthorized Touching
Students must treat others with respect. A student shall not engage in the 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.

Rule Seventeen – Dangerous Weapons and Instruments
School must be a safe learning community for all of its members. A student must be safe and respect the safety of others. A student shall not unintentionally or knowingly possess, handle, transmit, conceal, use, or threaten to use any weapon on school premises or while under the jurisdiction of school authorities. A weapon is any device that may be used for offensive or defensive purposes, including but not limited to a dangerous instrument, firearms of any kind, pellet guns, knives, explosive devices, counterfeit weapons, chemical/irritants or other hazardous agents, club type weapons, fighting instruments, cutting instruments, or dangerous devices, or any object which a reasonable person might consider, under the circumstances, capable of harming a person or property, including look-a-like/counterfeit weapons (including any toy that is presented as a real weapon reacted to as a real weapon). Any object that is used to threaten, harm, or harass another may be considered a weapon, this includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.. It will make no difference whether 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.

If the violation involves bringing a firearm or knife to school, or possessing a firearm or knife at school, the Superintendent may expel the student for up to one (1) year. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth in Board Policy.

Rule Eighteen - Arson or Unauthorized Use/Possession of Fire and/or of Fire-Starting and/ or Incendiary Device
A student shall not intentionally or purposefully destroy or damage school or district buildings or property by means of fire. Anything, such as fire, that endangers school property, and its occupants will not be tolerated.

A student shall not be in possession of matches, lighters, etc. while on school grounds. A student shall not ignite matches, lighters or any other device that produces flames.

A student shall not possess or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers).

Additionally, a student shall not possess or offer for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

Rule Nineteen-- Possession and/or Use of Alcohol

Vantage is committed to promoting a healthy and safe environment for each student. A student shall not possess, use, transmit or conceal, purchase or attempt to purchase, sell, supply, or be under the influence of any alcoholic beverage, including over-the-counter medications containing alcohol.

The following definitions apply to **Rule 19, Possession and/or Use of Alcohol, and Rule 20, Possession and/or use of Drugs**:

Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, mood altering chemicals of any kind: A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of any of the aforementioned items, facilitate and/or assist in the sale of aforementioned items.

"Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

"Under the Influence" is defined as manifesting signs of alcohol use, such as aggression, agitation, anxiety, decreased level of consciousness, like drowsiness or lethargy, euphoria, impaired judgment, inattention or difficulty focusing, increased energy or hyperactivity, memory issues, mood swings, paranoia, risk-taking behaviors, balance and coordination issues, blurred vision, body temperature changes, constricted or dilated pupils, flushed face, heart rate changes, high or low blood pressure, nausea and vomiting, slurred speech, or any other behavior not typical for the particular student.

"Mood altering chemical" includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, including "medical marijuana," alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

"Instrument or paraphernalia" shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs such as pipes, roach clips, syringes, bongs, vaping instruments, THC cartridges, hypodermic needles, cocaine spoons, rolling papers, drug kits, etc.

A student suspected of alcohol use may be removed from school that day, and the mere odor of alcohol is sufficient for disciplinary actions. 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 alcohol will likely result in an out of school suspension **and could result in recommendation for expulsion.** 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 20 – Possession and/or Use of Drugs and Drug Paraphernalia

Vantage is committed to promoting a healthy and safe environment for each student. A student shall not possess, use, transmit or conceal, purchase or attempt to purchase, sell, supply, or be under the influence of any drugs or controlled substance, including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

A student suspected of drug use may be removed from school that day. Be advised that canines are used to maintain a drug free campus. Use, possession, or reasonable suspicion of drugs 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 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 Twenty-One – Tobacco & Nicotine use, paraphernalia or possession, and vapes

Smoking or possessing tobacco or nicotine products does not promote healthy lifestyle or healthy community and is a violation of the Student Code of Conduct. Students shall not possess, buy, sell, distribute, smoke, burn, orally consume or absorb, or otherwise use any substance containing tobacco or nicotine or a cigarette or cigar containing clove or any other substance, including but not limited to oral nicotine pouches (e.g., Zyn and on!), or the like (e.g. coffee pouches) vapor pens, look-a-likes, and e-cigarettes, 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. In addition, students shall not possess, buy, sell, distribute, smoke, inhale, or otherwise use any vape or other electronic smoking device, including vapes that do not include nicotine such as "vitamin vapes."

Rule Twenty-Two – Repeated or Flagrant Violations

A student shall 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 Twenty-Three – Collusion/Aiding and Abetting Violation of School Rules

A student shall not 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 Twenty-Four – Harassment and/or Aggressive Behavior (Including Bullying/Cyberbullying)
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 physical, verbal, and psychological abuse, and any speech or action that creates a hostile, discriminatory, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes but is not limited to: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex. Violation of the Board's Policy on anti-harassment, sexual harassment, and bullying and other forms of aggressive behavior is prohibited. Individuals engaging in such conduct will be subject to disciplinary action.

Rule Twenty-Five - Public Display of Affection.
Affection between students is personal and not meant for public display. A student shall not engage in public displays of affection. This includes but is not limited to touching, petting, kissing, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited.

Rule Twenty-Six - Tardiness:
Being on time to school and class is the first step to helping ensure academic success and establish good work habits needed for the future. Students shall arrive at school for each of their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class truancy, class tardiness or tardiness to school

Rule Twenty-Seven -Truancy
Truancy is an unexcused absence from school or class for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and Vantage's attendance policy unless excused by the Director.

Rule Twenty-Eight - Loitering, Trespassing, or Unauthorized Entry
Although schools are public facilities, the law allows the Board to restrict access to school property. Students shall not be willfully present in a school building, lab, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Students shall not attempt to enter a district-owned vehicle, locker, classroom, lab, closed and/or restricted area without proper authorization. Unless so authorized, students shall not access or attempt to access a Board-owned computer, district, school or staff computer files, a school or district file server, or the Network.

Rule Twenty-Nine - Driving/Parking
Driving to school is a privilege, not a right. Students driving a vehicle with proper parking registration shall follow the rules and regulations established for this privilege. A student shall not drive/park an unauthorized vehicle on school property during school hours.

Rule Thirty - Libel or Slander
No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures, or signs while slander is defamation by speaking.

Rule Thirty-One- Manifest Disrespect
Every member of the Vantage community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct. A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal

disrespect, psychological or material abuse

Rule Thirty-Two – Violations of Student Technology Acceptable Use and Safety Policy
Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Students may not use District Information & Technology Resources to access or use social media unless it is done for educational purposes in accordance with their teacher's approved plan for such use.

Rule Thirty-Three – Unauthorized Use of Personal Communication Devices (Cell Phones, Smart Phones/Watch,Gaming Devices, etc.)
Students are prohibited from possessing or using personal communication devices (PCDs) during the instructional day except when authorized by a teacher or the Director for educational purposes during instructional time. PCDs include computers, laptops, tablets, e-readers, cellular telephones, smartphones, picture/camera phones, gaming devices, MP3 players, smartwatches and other wearable technology, and other web-enabled devices used to communicate.

CONSEQUENCES

In determining appropriate disciplinary action, the Student Operations Supervisor, 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.

Informal Consequences

Informal consequences take place within the school. As long as the informal consequence is served entirely in the school setting, it will not require any notice or hearing, or be subject to appeal. In the event the informal consequence occurs outside of school hours, it is the responsibility of the parent(s)/guardian(s) to provide transportation. Informal consequences may include but is not limited to:

- Parent/Guardian conference
- Verbal and/or written warning
- Written essays
- Full-Lunch Detentions
- In-School Discipline Assignments
- Loss of Privilege
- Removal of class or hold from class

Full- Lunch Detentions

School personnel can issue Full-Lunch 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. If a student receives a lunch detention, they will be notified via email. The student is responsible to serve the Full-Lunch detention on the date specified in the email they received. If the student does not serve the Full-Lunch detention, he/she is being insubordinate, and school personnel will take more severe disciplinary actions.
Students may receive a maximum of Three (3) Full-Lunch Detentions before more severe disciplinary action is taken.
Students serve Full-Lunch Detentions for the student's entire lunch period. When their lunch period begins, the student will report directly to the ISD room E-07. The In-School Discipline Coordinator will 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 the 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-Lunch Detention.

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 Student Operations Supervisor or other supervisor will assign discipline as necessary to maintain a positive learning environment. The student must attend the day of the In-School Discipline Assignments assigned to them. An unexcused absence from school will double the In-School Discipline Assignments time or could possibly result in out of school 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 ISDA. 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 ISDA 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 as directed by the In-School Discipline Coordinator or other staff.

If a student fails to follow any of the 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.

Formal Consequences
Formal consequences involve the removal of the student from school. It includes emergency removal, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, expulsion for up to one (1) school year for certain offenses, and permanent exclusion. In addition, under and in compliance with the conditions detailed in

ORC 3313.66(B)(6), the Superintendent may expel a student from school for a period not to exceed one hundred eighty school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees. Expulsions Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra- curricular activities can lose their eligibility for violation of the School rules.

If a student commits a crime while under Vantage's jurisdiction, s/he may be subject to school consequences as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for an out-of-school suspension by the Superintendent, Director, or other administrator the student will be informed in writing of the potential suspension and the reasons for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain their actions. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Within one (1) school day of the suspension the Superintendent, Director, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information. Notice of the suspension will also be sent to the Superintendent and the student's school record for inclusion in the permanent record.

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.

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Director, assistant director, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

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.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Director or other school administrator may remove the student from any curricular activity or from the school premises. A teacher may remove the student from a curricular activity under the teacher's supervision, but not from the premises.

No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

A hearing will be held on the next school day after the emergency removal is ordered. The person who caused, ordered or requested the removal will be present at the hearing. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the director, assistant director, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parents/guardian(s) or custodian of the student on the next school day after the date of the initial removal. This notice will include the reasons for the suspension, the right of the student or parent/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place and will be held in accordance with the procedures outlined in Board Policies 5610 and 5611.

Expulsion from School

When a student is being considered for expulsion, the Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear before the

Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodial intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information. A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent. While a hearing before the Board may occur in executive session, the Board must act in public.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including misconduct involving a weapon or use or possession of alcohol or drugs, may result in revocation of student's driver's license.

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.

The Superintendent may hold all, or any part of, an expulsion in abeyance, that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parent(s), if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the expulsion to be set aside for a designated period of time. At the end of that period of time, the portion of the expulsion that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board

C. complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. rape, gross sexual imposition or felonious sexual penetration
B. murder, manslaughter, felonious or aggravated assault
C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

This process is formal and may follow an expulsion with the proper notification to the parents.

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.,), and where applicable, the Americans with Disability Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel.
Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

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.

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.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building director or assistant director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building director or appropriate administrator shall prepare a written report of the investigation upon

completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Director or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director will report the act of bullying and/or harassment to one of the Anti- Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy, to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse,

violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

ANTI-HARASSMENT

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Adult Education Director
419-238-5411
818 N. Franklin Street
Van Wert, OH 45891

Instructional Supervisor
419-238-5411
818 N. Franklin Street
Van Wert, OH 45891

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will

prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

TECHNOLOGY

Student Technology Acceptable Use and Safety Policy (Policy 7540.03)
[Please check the website for any possible revisions to this policy during the school year.]

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology ResourceS") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes apps and services (as defined by Bylaw 0100) to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices ("PCDS") when they are connected to District Information & Technology Resources, including apps/services, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access apps/services and other resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g.,

filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information &Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or apps/services containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or apps/services that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Directors are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. the dangers inherent with the online disclosure of personally identifiable information;
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; And
D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Directors are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to use for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various apps/services.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

USE OF ARTIFICIAL INTELLIGENCE TOOLS FOR SCHOOL WORK

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.(See Policy 7540.09 - Artificial Intelligence ("AI")

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner.

Teachers have the discretion to authorize students to use AI tools for the following uses:

A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.

B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.

D. Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.

E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

USE OF COMPUTER TECHNOLOGY/PERSONAL ELECTRONIC DEVICES

Personal communication devices are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones, smartphones, picture/camera phones, gaming devices, MP3 players, smartwatches and other wearable technology, and other web-enabled devices used to communicate. Students are not permitted to use PCDs and/or any other electronic items at any time instruction is taking place except as authorized by the teacher in charge of such educational class or the Director for educational purposes. 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.

ELECTRONIC DEVICES (ex. Cell Phone/Smart Watch)

- Students MUST store their electronic devices (ex. cell phone/smart watch) in their locker, students cannot keep them on them during the school day. Phones/SmartWatches MUST be powered down or in airplane mode during school hours.
- Students may only possess their electronic devices (ex. cell phone/smart watch) before school or after school.
- Students violating these rules are subject to disciplinary actions.

In the event of an emergency, parents may call the high school office to communicate with a student.

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 Credits
Science	3 Credits
Health & Physical Education	1 Credit
Social Studies	3 Credits
Mathematics	4 Credits
Financial Literacy	½ Credit

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
Financial Literacy	½ Credit

Elective classes, which may include:

Math Courses	1 Credit
Science Courses	1 Credit
Social Studies Courses	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+	98.50	100.00
A	93.50	98.49
A-	91.50	93.49
B+	89.50	91.49
B	84.50	89.49
B-	82.50	84.49
C+	80.50	82.49
C	75.50	80.49
C-	73.50	75.49
D+	71.50	73.49
D	66.50	71.49
D-	64.50	66.49
F	0.00	64.49

Students must meet the following criteria in order to gain credit for any course:
Career Technical Grades are an average of the 1st Quarter and the 2nd Quarter grades for the 1st Semester Grade and an average of the 3rd Quarter and 4th Quarter grades for the 2nd Semester Grade. A failure of 1st or 2nd Semester of your career technical program or related, results in not being able to complete year 2 of the program. 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. Students enrolled in Virtual Learning Classes will be graded Pass/Fail.

Students with extenuating circumstances may receive a grade of Incomplete due to missing work. Two weeks will be given to complete the missing work before a zero (0) or failing grade will be assigned for any work still missing. The nine-week grade will then be finalized.

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 can occur)	1 point
Late to school (Progressive Discipline can occur)	2 Points
Lunch detention	3 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 Administrator

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

Suicide & Crisis Hotline: Call or text 988
Crisis Text Line: text "HELLO," "START," or "HOME" to 741741
Safe Schools Tip Line: Call or text 1-844-723-3764

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.

WORK-BASED LEARNING OPPORTUNITIES (Career Advanced Placement, Internships, Work Experiences, Apprenticeships, Etc.)

Work-based learning opportunities are available to juniors and seniors. Students interested in these opportunities should visit with their lab instructor, program supervisor, or Student Operations Supervisor for more information. Opportunities are a privilege to participate in and are not guaranteed for every student. Work-based Learning Opportunities are earned by demonstrating good grades, attendance and behavior. Students who qualify for these opportunities must complete required paperwork before, during, and after the work-based learning opportunities.

If a student qualifies 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 needs to turn in a weekly documentation. The lab instructor may have other items for the student to track, such as what you were working on during the week, etc.
- 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.
- Promote professional and favorable image both in and out of school.
- Maintain passing grades in all courses.

Any violation of these rules may result in removal from these opportunities 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 and may be referred for school discipline. 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 3.75 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 3.75 Grade Point average and 95% attendance for each quarter throughout their 12th grade year at Vantage. Any student who falls below a 3.75 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 (3.75 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 and place of birth, photograph, major field of study, honor

roll, awards received, and participation in officially-recognized activities and sports; major field of study; weight, height, if member of an athletic team; dates of attendance; and date of graduation.

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 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 SERVICES

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

MEDICATION POLICY

We are a building of thirteen schools, who travel from many locations. A parent/guardian does not need to bring in the medications directly to the high school office, unless they feel this is necessary. The student can bring in the medication and will be asked to bring this to the high school office upon arrival, so it can be delivered to the school nurse. All medications will be kept in the school nurse's office and administered by the school nurse or trained personnel. New request forms must be submitted for each school year and as necessary for any change in medication orders. No student should be carrying medications except those students who are to carry prescribed inhalers, a prescribed insulin pump or students with severe allergies who are to carry Epi-pens. The school will dispense medication only when these guidelines have been followed.

PRESCRIPTION MEDICATIONS

If possible, students should take medication before or after school hours. If there is a medication that needs taken at school, please notify the high school office or school nurse. Parents/guardians will need to have the Prescription Medication Sheet filled out and signed by the prescribed provider as well as the parent/guardian or have a medication sheet from the prescriber's office given to the school. A parent/guardian can obtain Prescription Medication Sheets from the school or found on the school website. Medications must come in original bottle or a bottle that has been prescribed for school. If this information cannot be provided to the school nurse, no medication will be administered to your child until the proper paperwork if filled out.
**** Medical Marijuana is not considered a prescription drug and is not allowed on school property and/or before, during or after school events.**

OVER THE COUNTER MEDICATION POLICY

At the beginning of the school year, paperwork will be filled out to allow the school nurse to administer certain medications provided by the school. Any over the counter medications that are brought in by the student must have a medication sheet attached and signed by parent/guardian. This sheet can be provided by the school or found on the school website and must be signed by the parent/guardian. Medication must come in original bottle and be labeled with student's first and last name. These types of medications cannot be provided in a plastic bag to the school. If a student brings the medication in this form, the medication will not be administered. The medication brought in the bag will be kept at the high school office and your child can pick this up and take it home at the end of the day. If your student requires more than the dose listed on the bottle, a prescription medication sheet must be filled out by a physician to prove reason why student needs more than said dose listed. If parent/guardian cannot provide a physician prescription, dose listed on bottle will be administered.
**** Medical Marijuana is not considered a prescription drug and is not allowed on school property and/or before, during or after school events.**

END OF YEAR MEDICATION POLICY

At the end of every school year, the school nurse will message all students who have medication in the clinic to have their medications picked up before the last day of school. If any medications are left at the school, the medication will be properly disposed.

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 FULL uniforms at all times, including lab and academics each day, unless otherwise authorized. Students need to be in FULL uniform upon arrival at school - NO hats (see hat policy on page 36 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. Hair should be neat, clean, not block the view of eyes, and present a professional image.
2. Hats and/or headwear (caps, headscarves, bandannas, sweatbands, curlers, or the like) MUST be removed when entering the building and are not permitted in the hallways or classrooms.

    a. If your lab instructor allows hats to be worn in lab, the following rules apply:
        i. Hat MUST be left in your lab in the provided storage area
        ii. Hats do NOT travel to and from school daily - the hat your bring is strictly your "lab hat"
3. Shirts must be tucked in and always be neat, clean, and in good repair. Students are responsible for missing buttons and name tags.
    a. Students may not deface their uniforms by writing on them or taking their patches off the uniforms.
4. Only black or white undershirts may be worn under the Vantage uniform shirt.
5. Students may purchase a Vantage uniform sweatshirt to wear over their uniform shirts, however, the uniform shirt must still be worn.
6. Long pants must be worn at all times. They must be neat, clean and in good repair.
7. Students must wear proper and safe footwear at all times. Safety considerations may apply to specific career areas.
    a. Flip-flops, wheeled shoes, sandals, house slippers, open-toed shoes, or the like are NOT allowed at any time, this includes academics.

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.
- Personal coats, sweaters, sweatshirts and jackets will be kept in school lockers during the school day. Approved Vantage jackets or Vantage sweatshirts may be worn as part of the student's uniform (this does NOT include Sweatshirts made by your lab). 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.
- Any item used to cover or conceal the student's uniform to include blankets, etc.
- All other items or matters deemed inappropriate by Administrative staff.

On special occasions, as determined by the Administration, students may be allowed to wear jeans and or t-shirts, etc... On these days, the following rules apply:

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

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

Book bags may be carried to and from school. However, book bags or other carry bags must be kept in the student's locker throughout the school day. Exceptions may be made by administrative staff for students with disabilities or other necessary reasons.

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.
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 after school is opened in the morning.
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 and without distracting other persons by means of loud music, revving engine, or other distractive activities.
6. 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, is prohibited 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. Restrictions 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. Students are responsible for any property they transport onto school property or school events. Searches may include the assistance of canines trained to detect the presence of drugs or other contraband.
9. No student will go out to his or her vehicle for any reason during the school day without explicit permission from a supervisor. 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 T&I program supervisor before the start of the school day.

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 approximately a thirty (30) 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 lunch period, all students must 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. To maintain the health and safety of students, building administrators and their designees are permitted to use hand held metal detector devices when conducting a search of any student, locker, vehicle or student property and any additional items deemed necessary.

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 Board designates the following individuals to serve as the District's 504 Compliance Officers/ADA

Coordinators:

Adult Education Director
419-238-5411
818 N. Franklin Street
Van Wert, OH 45891

Instructional Supervisor
419-238-5411
818 N. Franklin Street
Van Wert, OH 45891

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 our high school director 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.