We are dedicated to providing the highest quality career and technical education for youth, adults, and organizations of Jefferson County.

WELCOME

The Jefferson County Vocational School administrators, welcome you to an outstanding career and college preparatory school. The staff and faculty of the JCJVS work to provide you with technical training that when supported by parents and applied by students helps to build knowledge and skills. The JCJVS supports democratic principles rooted in meaningful instruction and hands-on learning. The school will provide guidance and supervision for students as they progress into mature and responsible decision-making adults.

The rights assumed by students must be accompanied by corresponding responsibilities. They must accept the consequences of their actions, recognize there are limits to freedoms, and have concern and consideration for the rights of others. We believe the student with parental direction and guidance bears the following responsibilities to obtain the highest quality education:

1. To accept every person as an individual and to promote intercultural and group relations and understanding.
2. To apply his/her abilities and interests to the improvement of knowledge and to the development and application of learning skills.
3. To recognize and function within the policies established by the school board and school officials.
4. To attend school for the purpose of obtaining a quality and meaningful education.
5. To abide by the rules and regulations necessary for the orderly conduct of school activities by the administration and faculty.
6. To maintain respect for school officials and other students and to exhibit conduct reflecting self-control, self-regulation, and self-discipline.
7. To contribute to the overall improvement of the school’s curriculum through active involvement in both classroom activities and student organizations.

We trust your experience with us will be a rewarding one and hope you will leave as an employable, positive and productive citizen.

Sincerely,
Dr. Todd Phillipson, Superintendent
Dan Hartman, Supervisor/Principal
Andrew Long, Supervisor/Assistant Principal
Dr. Todd Phillipson..................................................Superintendent
Mrs. Karen Spoonemore................................................Treasurer
Mr. Dan Hartman.......................................................Supervisor/Principal
Mr. Andrew Long....................................................Supervisor/Assistant Principal
Mr. Ron Peach.........................................................Technology Coordinator
Ms. Shellie Henderson..............................................Guidance Counselor
Mr. Rich Wilinski ....................................................Adult Education Director
Mrs. Jill McVicker ....................................................VOSE Coordinator
Ms. Dorothy Blaner..............................................Administrative Assistant to the Superintendent
Ms. Mary Jo Sural ....................................................Assistant Treasurer
Mrs. Robin McGlone.................................................Main Office Receptionist
Mrs. Amy Wickham................................................EMIS Coordinator
Mrs. Debra Harris ...................................................Student Monitor
Officer Bill Timko ....................................................Resource Officer
Mrs. Samantha Yakubowski........................................Director of Food Service

BOARD OF EDUCATION

Robert L. (Larry) George, President
Steve Bezak III, Vice President
Ruth Anne Bruzzese
Barbara Cunningham
Barry Gullen
William Hendricks
Randy Henry
Kim Mark
John Prokopakis
### MISSION STATEMENT

**Graduate from high school.**  
**Make informed career choices.**  
**Demonstrate occupational, academic and employability skills.**  
**Secure job placement or obtain advanced training.**  
**Exercise the responsibilities of being good citizens.**

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#### 2020-21 Jefferson County Vocational School Calendar

| Mon. | Aug. 17 | Teacher Workday Completion of Public School Works Safety Program |
| Tues. | Aug. 18 | Teacher Workday |
| Wed. | Aug. 19 | Teacher Inservice (Orientation) (12:00-7:30) |
| Thur. | Aug. 20 | First Day of Classes for Students |
| Mon. | Sept. 7 | Labor Day – No Classes |
| Wed. | Oct. 7 | Parent/Teacher Conference 3:15 p.m. – 6:15 p.m. |
| Fri. | Oct. 23 | First Grading Period Ends – 46 Instructional Days |
| Wed. | Nov. 4 | Teacher Inservice 7:30-3:00 |
| Mon. | Nov. 23 | Parent/Teacher Conference 3:15 p.m.-6:15 p.m. |
| Tues. | Nov. 24 | Last Day of Classes Before Thanksgiving Recess Begins |
| Nov. 25-Nov. 30 | Thanksgiving Recess – No Classes |
| Tues. | Dec. 1 | Classes Resume |
| Fri. | Dec. 18 | Last Day of Classes before Christmas Recess Begins |
| Dec. 21-Jan. 1 | Christmas Recess – No Classes |
| Mon. | Jan. 4 | Classes Resume |
| Fri. | Jan. 15 | Second Grading Period Ends – 45 Instructional Days |
| Mon. | Jan. 18 | Martin Luther King Jr. Day – No Classes |
| Tues. | Jan. 19 | Second Semester Begins |
| Mon. | Feb. 15 | Presidents’ Day – No Classes |
| Tues. | Mar. 2 | Parent/Teacher Conference 3:15 p.m. – 6:15 p.m. |
| Wed. | Mar. 3 | Professional Development Day 7:30-3:00 |
| Fri. | Mar. 19 | Third Grading Period Ends – 42 Instructional Days |
| Tues. | Mar. 30 | Parent/Teacher Conference (Open House) 3:15 p.m.-6:15p.m. |
| Wed. | Mar. 31 | Last Day of Classes Before Easter Recess Begins |
| Apr. 1 – Apr. 5 | Easter Recess – No Classes |
| Tues. | Apr. 6 | Classes Resume |
| Tues. | May 25 | Fourth Grading Period Ends- 44 Instructional Days students last day. |
# 2020-21 JCJVS BELL SCHEDULE

## REGULAR BELL

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GENERAL INFORMATION

VOCATIONAL PROGRAM ACADEMIC COURSE COMPLETION POLICY
Students must complete all vocational and academic requirements including the completion of a final examination before credit can be recorded. Course completion also requires the student’s actual, active participation in class or laboratory during the prescribed dates of attendance. **Students must complete all required class and laboratory assignments, projects and activities during each grading period, to receive credit.** Participation at the JCJVS should reflect responsibility and reliability. Consequently, the issuance of credit solely on the basis of grade average becomes prohibitive and restrictive. Satisfactory attendance, completion of all assignments, and active class participation will be considered the minimum criteria for issuance of credit at the JCJVS.

PARENT CONFERENCES
The JCJVS has scheduled hours for the Parent/Teacher Conference days (3:15 pm to 6 pm). Parents will be invited to the JCJVS to discuss student progress with instructors and to view the student’s program. This will give parents an opportunity to gain first-hand information about the student’s educational experience at the JCJVS. Notice will be given as to when the parent conferences will be held. If a parent is unable to attend in the evening and wishes to schedule a conference with the instructor, counselor or supervisor, an appointment may be arranged by calling the main office of the JCJVS.

PROGRESS BOOK PARENT
To further help parents monitor the progress of their student, they may use the “Progress Book Parent.” This is an on-line link to the electronic grade book used by the JCJVS teaching staff. Login information will be given to parents by the 1st quarter interim reports, and sooner if possible.

NOTIFICATION SYSTEM
The JCJVS uses a computerized calling system to keep parents informed of school delays or cancellations. **You will also be notified if your son/daughter is not in school and a parent/guardian did not call by 9 am to inform the school.** The system is also used to notify parents of important school functions such as parent/teacher conferences. *(Parents may opt out of this system by notifying the school in writing.)*

PARENT / GUARDIAN CONTACT INFORMATION
According to ORC 3313.205, the parent shall provide the school that the student attends a current address and a telephone number at which the student’s parents, parent who is the residential parent and legal custodian, guardian, or any other person that is responsible for the student can receive notice that the student is absent from school.” The school is to be contacted immediately when an address or phone number changes.

VIDEO CAMERAS
For student safety and welfare, the JCJVS has installed video surveillance cameras and video equipment throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary proceedings or criminal investigations. 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. Administration only may view the captured information. The video is and will remain confidential to protect the privacy of students. In the event of a criminal investigation/prosecution, the tape may become evidence in a court of law.
ASSOCIATE SCHOOL RELATIONSHIP
The JCJVS is an extension of your home school. Your school records remain at the home school where you graduate and receive your diploma. Even though there are some social activities at the JCJVS, you are encouraged to participate in your home school sports, extracurricular activities and social functions. The home school principal must make arrangements with the JCJVS Supervisor, so that special passes can be issued to attend these functions. Exceptions to this policy may be made by the Superintendent.

COMMUNICATION WITH THE ASSOCIATE SCHOOL
It is extremely important that our students be kept informed about activities at their home schools. We make every effort to communicate with those schools and keep the students up-to-date. In case of short notice, communication will be made via our school intercom (PA). It is the student’s responsibility to listen to these announcements on a daily basis. Announcements sent by the home school are placed on the home school bulletin board.

OFFICE TELEPHONE / MESSAGES
Our JCJVS recognizes the value of the use of technology, and the policy is to maintain an educational focus throughout our school and encourage students to use their cell phones in a responsible and respectful manner as well as abide by all components of our policy along with the Acceptable Use Policy (AUP). Possession of a cell phone or other electronic device by a student is a privilege, which may be forfeited by the student if he/she violates this policy. See complete Cell Phone policy under Code of Student Conduct on page 27.
A. Students are permitted to use the land-line phone in the main office to call parents or guardians during their lunch periods. With permission, students may use their cell phones to contact parents or guardians in the designated office area.
B. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the Main Office (740.264.5545).

CREDIT FLEX
The JVS provides an educational option to students via credit flexibility program. Requests are to be initiated by the student and parent. Juniors must submit their request by August 31, and Seniors must make their request by June 15. A student must provide appropriate documentation before a supervisor can determine if a student’s project is eligible to earn credit.

ADVANCED PLACEMENT (SCHOOL TO WORK) REGULATIONS
The JCJVS will seek job opportunities in a related field for students in order to provide them with advanced learning experiences beyond the career technical labs. In these instances, students will be required to fulfill their academic, correlated, and related class assignments. The JCJVS provides a Job Placement Service for current students and completers of career technical programs. This service is provided on a year-round basis.

Eligibility for Plan A is as follows:
A. Students must have a grade average of “B” or higher for the preceding 1st semester of the senior year in all classes (academic and vocational), have five (5) or fewer absences (excused or unexcused – home school activities will be excluded) during the 1st semester, have three (3) or fewer tardies (excused or unexcused) during the 1st semester, and have no out-of-school suspensions or assignments to the alternative school. A student must pay all school fees before being eligible.
B. The date of eligibility may be delayed one (1) school day for each day the student has been absent or tardy during the first semester the senior year, regardless of whether the absence(s)
or tardy(ies) was excused or unexcused. In other words, if a student has missed five (5) days or
tardy three (3) times, eligibility may be delayed for five (5 or 3) school days.

C. Attendance and grade standards must be maintained throughout the placement period or the
placement privilege may be revoked.

D. Any job (both initial and modifications) placement must be recommended by the Guidance
Counselor and approval by a Supervisor. Any exception must have a Supervisor’s approval.

E. The job training station must be consistent with the student’s career program and allow for
continued completion of desired competencies.

F. Students will not be exempt from academic or related classes. Students whose absences and
tardies increase during this time may be reprimanded and possibly lose advanced placement
privileges. Students who are absent from school during the agreed times may NOT report to a
job site that same day. Students must sign out/in at the ISA room each time they leave/enter
from School to Work assignments.

G. A work-study plan will be placed on file as requested by the Ohio Department of Education.

H. During the entire placement period, the student is required to complete a school-to-work weekly
report; and it is to be submitted to the instructor by Friday of the following week of placement
along with a copy to the supervisor. Failure to submit the weekly reports may be cause to
conclude placement.

I. Only employers who provide equal opportunity employment may be considered as advanced
placement employers.

J. Any disciplinary actions for violations of the student code of conduct may result in an alteration
in advanced placement status.

K. For health and safety purposes, students may be asked to show evidence of being drug free as
a qualification for placement.

L. The Supervisor has final authority in determining what is in the best interest of the student’s
educational experience. Eligibility for Plan B is the same as Plan A except the grade average
requirement must be a “C” (2.0 or higher). Eligibility for Plan C may be considered on the
recommendation of the Supervisor.

The specific dates for the three Advanced Placement plans (A, B, C) are:
a. Plan A.............................................. End of First Semester of Senior Year
b. Plan B.............................................. Third Quarter Mid-Term of Senior Year
c. Plan C........, ....................................Beginning of Fourth Quarter of Senior Year

ANNOUNCEMENTS
Announcements will be distributed to students and staff via staff e-mail, on televisions throughout
the school, on the JVS website (www.jeffjvs.org) under Guidance or Office/Parents locations and/or
public address system.

CAFETERIA
Food service will be available during breakfast and lunch periods. Students are not permitted to
leave the school building during the lunch period. The JCJVS uses an automated lunch payment
system. Parents/students may pay for lunches in advance. Change is not given to the students,
but credited to their lunch account. Cafeteria Policies and Conduct on pages 29-30.

CHILD ABUSE
A mandatory obligation is imposed by law on all school officers and employees to report
cases of suspected child abuse or neglect. The statute also creates an immunity from civil and
criminal liability for child abuse reports made by school authorities. If any JCJVS employee has
reason to believe that a child under eighteen (18) years of age or any physically or mentally
disabled child under twenty-one (21) years of age has suffered any wound, injury, disability, or
condition, as a result of abuse, the employee **MUST** report this information to a Supervisor or the Superintendent.

**EIGHTEEN-YEAR-OLD STUDENTS**
Adult students must comply with all school rules and regulations. All students who have reached the age of eighteen (18) or older are still expected to follow all rules and regulations outlined in the Student Handbook and the adopted Board of Education Student Conduct Code. Eighteen-year-old students wishing to declare total emancipation in accordance with the Ohio Revised Code must meet with a supervisor and provide necessary documentation of proof. **If required documentation to show proof of self-support (Ex - rent receipts in their name, utility bills in his/her name) is not provided, students who are 18 or older will follow all rules and regulations in this Student Handbook. Attendance requirements are listed in Board Policy 5130.**

**GUIDANCE DEPARTMENT**
If students desire to meet with a counselor, they should do so during the last five minutes of class and obtain permission from their instructors. The student can also come to the office in the morning, between classes, during lunch or after school to speak with the counselor. If the counselor is unavailable, students are to complete the Counselor Request Form that will be on the front counter in the Main Office; and the counselor will contact the students.

**ADMISSIONS**
The JCJVS admits students to each career technical area on the basis of criteria developed by the staff in cooperation with representatives from member schools and approved by the JCJVS Board of Education. In our selection process we try to admit or enroll those students who we feel may benefit from a career technical curriculum. Our criteria includes the following:

A. Legal residence (shall be interpreted to mean the residence of student’s parents or legal guardians or participation in open enrollment policy) in one of the member districts of JCJVS school district.

B. Successful completion of the prerequisites as indicated in the Career Planning Guide.

C. Attainment of the correct grade level in school; for example, students entering a junior program should have attained junior status at the home school.

D. Participation in informative meetings concerning the JCJVS, including tours, parent meetings and open house.

E. Completion of the JCJVS application.

F. Demonstration of aptitude and interest that relates to the desired career technical programs. Recommendation from the home school Guidance Counselor.

G. Consideration of the enrollment of the home school in relation to the JCJVS.

H. There will be additional requirements for admission to Tech Prep programs.

I. A student must be at least sixteen (16) years old.

**COLLEGE / TECHNICAL SCHOOL AND TRADE UNION VISITS**
Students are eligible to miss two (2) days during the junior year and three (3) days the senior year to visit a post-secondary institution, a trades union or to go for an armed services physical and testing. **Approval is needed before the visit along with the completion of the JCJVS Visitation Form, the recommendation by the JCJVS Guidance Counselor and approval by an Administrator.** Students who do not clear this absence **at least two days in advance** may receive an unexcused absence and/or face disciplinary consequences. To be eligible, a student must be on course to graduate and be passing all current classes. Upon return to the JVS, the student must have proof of the visit.
ARMED SERVICES
For a student to meet individually with a representative of the armed forces, he/she must have written permission from their parents or guardian on the Armed Forces Acknowledgement Form submitted at the beginning of the school year. *(This includes an eighteen-year-old living at home).* A phone call will not be sufficient for a meeting to take place. Changes to this can be made by calling the office and a new form will be provided.

CHANGE OF PROGRAMS / SCHEDULES
A student’s request to change career technical programs will be considered during the first two weeks of school. If a student wants to change a career technical program, he/she must first contact the counselor. Changes are not always possible; if it is in the best interest of the student and space is available in the preferred program, every effort will be made to facilitate the change. Students and parents are asked to carefully review the course requests. Every effort is made to schedule students into the classes they request. Because of this, schedule changes after the school year begins are almost impossible to make. Schedules will not be changed unless there has been an error made by JCJVS or in the event that the Teacher, Counselor and Supervisor feel that the student has been misplaced in a class.

COLLEGE ENROLLMENT
Upon graduation, students will be eligible to enter many colleges and universities. Recent changes in college admission practices may require careful planning during high school to be properly prepared for admission to college. If additional courses are needed, this limitation should be considered when choosing an institution of higher learning.

SPECIAL EDUCATIONAL SERVICES
Special educational services are part of a student’s IEP. Service requests in these areas are coordinated by the VOSE Coordinator, Counselor and Supervisors in conjunction with the JCJVS Board of Education and/or the home school district.

HOME TUTORING
Students who have professionally documented health-related issues or other circumstances requiring home tutoring should check with the JCJVS Counselor to determine qualifications.

COLLEGE CREDIT PLUS
Any junior student who wants to participate in Ohio’s opportunity for high school students to earn college credits should talk with your JVS school counselor. The Letter of Intent to Participate needs to be returned to the JVS counselor prior to April 1. Participating students will continue to report to the JVS daily, check in and sign out in the ISA office, and follow all attendance/tardy and school policies.

VIRTUAL LEARNING ACADEMY
At the Jefferson County JVS when a student lacks credits, they are able to take care of the deficiency by enrolling in the Virtual Learning Academy, a program that offers classes on the computer via the worldwide web. The classes are designed to teach subjects which are required for graduation and tailored to fit all learning styles, interests and needs of the student. If a student is assigned to a class and fails to complete the course in the time frame assigned, the parent is responsible to pay the Virtual Learning fees of $250.00 for 1 credit course and $125.00 for a 1/2 credit course.
EMERGENCY MEDICAL FORMS
All students must complete an Emergency Medical Form by the first week of September. If contact information changes the student/guardian is required to complete a new medical form. If forms are not returned by the first week of September, students will NOT be able to participate in their Lab until one is submitted. A physician’s documented instructions and verification may be requested for medical illnesses, restrictions, and procedures listed on the Medical Form for the safety of the student.

ILLNESS AND FIRST AID
Students who are ill in the morning should not report to school. The JCJVS does not have facilities for their care. If you become ill during school, you should report to the office to make arrangements to be transported to your home. Students are ONLY to call parents for dismissal due to illness from the Main Office phone and Office Personnel must speak to the parent/guardian for verification. Use of the student’s personal cell phone for this purpose (other than during the permitted cell phone use times) may be cause for disciplinary action. With permission, students may use their cell phones to contact parents or guardians in the designated office area.

A. If a student is too ill to remain in school, the school receptionist will notify the parent or guardian about the illness and arrange to have them picked up or drive home as the case may be. If the parent cannot be reached, then the student may be transported by E-squad to have medical attention.

B. The dismissal time for attendance purposes is counted from the time the student leaves the classroom. The student will receive an early dismissal slip. This must be returned to the receptionist before signing out and leaving school.

MEDICATION AT SCHOOL
Ideally, all medications should be taken at home so that the healing process can progress most efficiently and the spread of infection can be limited. Any student who is required to take prescribed medication during regular school hours is to comply with the following school regulations and according to State law (ORC3313.713):

A. The JCJVS office staff will supervise the proper storage and dispensing of medication for students in the main office. **Students are not permitted to keep or store any medication.**

B. Written orders from the physician are to be listed on the Medication Form and are to include the name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported, and signature of physician. A written permission form is to be provided by the parent or guardian requesting that the school comply with the physician’s orders.

C. Medications are to be brought to school in its original container appropriately labeled by the pharmacy or physician.

D. Students are discouraged from attending school if they require medication containing narcotics or any substance that could cause drowsiness. Parents should notify the school if students will be taking such medications.

E. After one week, unused medication will be destroyed.

F. Non-prescription medication (example: aspirin/Tylenol/Ibuprofen, ointments, and cold tablets) also require written permission from the parent or guardian and doctor (if necessary) indicating times to be taken and reason for taking the medication and authorized on the Emergency Medical Form. The students requesting non-prescription medications at the Main Office will be required to sign a log sheet stating the reason for their request. These requests will be monitored and parents/guardians may be contacted if
there is a concern. **These medications are to be supplied by the student/parent/guardian and be in the original sealed container and kept in the Main Office and properly marked with the student’s name.**

Any student who distributes a medication of ANY KIND to another student or is found to possess a medication is in violation of the Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

**SUBSTANCE ABUSE & VOLUNTARY REFERRALS**

If a student has a substance abuse problem (alcohol, marijuana, other drugs) and would like help, he/she should contact the JCJVS Counselor. Help will be made available and confidentiality will be observed.

**TRANSFER PROCEDURE BACK TO HOME SCHOOL**

**A RETURN TO THE HOME SCHOOL MAY BE INITIATED IN EITHER OF TWO (2) WAYS:**

A. Students who want to return to their home school should (1) speak to their home school counselor (2) have the home school counselor complete the necessary paperwork and contact the JVS counselor to do the same, then (3) the home school requests that we release the student to return. All students wishing to return must meet with the principal prior to returning to the home school.

B. The student may be asked to return to the home school on a voluntary basis. JCJVS personnel may recognize that the student is not being successful in the career-technical program and will then request that the student return to his/her home school. If the student is to return to his/her home school, the first step is to contact the JCJVS counselor who will initiate the procedure. It is suggested that students exercise a great deal of thought prior to initiating such a change and have honestly given the JCJVS and their program a good try before doing so. When the JCJVS and a member school are not in agreement regarding the return of a pupil, the JCJVS will initiate a meeting among (1) a representative of the JCJVS, (2) a representative from the home school, (3) the parents or legal guardian of the student, (4) the pupil. The guidance counselor will be responsible for submitting the group’s recommendation to the home school. In the event this recommendation does not appear to solve the matter, the JCJVS administration will make a decision based upon what appears to be educationally best for the student and the class as a whole.

**WORK PERMITS & LABOR LAWS**

Students can secure information about work permits and labor laws from the Student Monitor (ISA).

**SCHOOL DAY SCHEDULE**

Homeroom/classes at the JCJVS begin at 8:00 a.m. and end at 2:30 p.m. Students should arrive at JCJVS no earlier than 7:30 a.m. unless a detention is being served or the student attends a before-school class.

**FERPA - PUBLIC RELATIONS & DIRECTORY INFORMATION**

The JCJVS follows the guidelines of the Family Rights to Privacy Act (FERPA) regarding the release of directory information. The district will make directory information available upon receiving legitimate requests from colleges, universities and military recruiters. Parents, guardians and emancipated students who DO NOT want directory information released should make that indication on the proper form given at the start of the school year and/or notify the Office Receptionist. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized
activities and clubs, dates of attendance, date of graduation and awards received. Due to the nature of distance learning classes and the need for JCJVS to promote its programs to the public, student’s images and voices may appear from time to time on school produced videos, printed materials, web site, and distance learning classes and conferences. Parents who do not want their child’s image and voice used should make that indication on the proper form given at the start of the school year and/or notify an Administrator. For additional information, you may call 1.202.260.3887 or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

**LOST & FOUND**
The JCJVS maintains a lost and found service in the Main Office. Students are cautioned that school is not a good place for expensive personal possessions and are reminded that locks and lockers are provided for safer storage of personal items brought to school.

**FIRE, TORNADO AND OTHER SAFETY DRILLS**
According to State law, schools are required to conduct drills throughout the school year. These required drills are held at the JCJVS at least once a month. Students will be informed of recommended procedures during various situations and will be exercised as required.

**PESTICIDE USE IN SCHOOL BUILDING**
To help manage insects, spiders and rodents licensed applicators or trained service persons will apply pesticides. Parents requesting prior notice will be notified by phone of pesticide treatments.

**SIGNS, POSTERS & PUBLICATIONS**
Students may not hang, display or distribute any sign, poster or publications without prior approval from a Supervisor. Taking video, audio or pictures of anyone or anything at the JVS is prohibited. **Posting video, audio, pictures or comments on any social media or device is also prohibited.** Violations of these rules are a violation of the Acceptable Use Policy and Code of Conduct parts (F) Electronic Devices, (E) Disruption of School and/or (J) Inappropriate Behavior.

**VISITORS**
All visitors, vendors, former students etc. must sign in at the main office and display a Visitor’s Pass. Instructors and staff members may request to see the Visitor’s Pass. No visitors of any kind (including babies and small children) are to be at school on school days without permission from the supervisors. Students should not bring friends or their children to school. Exceptions may be made by the Supervisor. These exceptions must be made at least twenty-four (24) hours in advance. Parents who wish to have a conference with a teacher may call the Supervisor’s office to make arrangements.

**GRADUATION CREDITS AND SCHOOL DISTRICT TRANSFERS**
The student and parent/guardian are responsible for reviewing credits and graduation status with the home school Counselor. Likewise, students who transfer to a new home school while attending the JCJVS are responsible for reviewing credits and graduation status with the new home school district Counselor. Graduation credits vary by school district, and the JCJVS cannot guarantee that credit deficiencies can be completed through regular course offerings.

**OHIO’ GRADUATION REQUIREMENTS – Class of 2021**
The Ohio Board of Education approved graduation requirements for the class of 2021. The curriculum and options are shown on page 15-17.
GRADES
The JCJVS must establish a positive reputation with the community for the benefit of its students. Our reputation will develop favorably as we graduate students who are technically proficient and are maturely adaptive to employment requirements; therefore, we cannot indiscriminately issue credits and passports.

**LETTER GRADES**

<table>
<thead>
<tr>
<th></th>
<th>Grade Percent</th>
<th>Number of Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>4</td>
<td>4.00 – 3.60</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>3</td>
<td>3.59 – 2.60</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2</td>
<td>2.59 – 1.60</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td>1</td>
<td>1.59 – 0.60</td>
</tr>
<tr>
<td>F</td>
<td>59 – 0</td>
<td>0</td>
<td>0.59 – 0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

Each grading period is worth 40% of the semester average and 20% of the final average. Each semester exam is worth 20% of the semester average and 10% of the final average. **There are no exemptions from the Semester or Final Exams.** A student must pass at least one quarter of a semester course and either the third or fourth quarter in a course that is an entire year course to earn credit. Any variation of this policy will be at the discretion of the administration.

**HIGH SCHOOL CREDIT POLICY**

**CRITERIA FOR EARNING JCJVS CREDIT**

A. Under normal circumstances, credit for each class is granted at the end of the year provided the student’s average is a “D” or higher.

B. Credit will be awarded based on numerical averages. Grade point averages will be determined on a 4.0 system.

C. Retention/promotion policy: the Jefferson County Vocational School Board of Education believes it is important for students to demonstrate a level of competency in order to progress from a Level I career technical program to a Level II career technical program.

D. The following will be used to guide this progression. If a student does not pass both laboratory courses for the school year, he/she will have the following options: (1) may seek enrollment in Level I of another career program. (2) withdraw from JCJVS and return to home school.

More information about graduation pathways is at education.ohio.gov, search graduation requirements. Then, talk to your school counselor. The Ohio Department of Education could make changes to these requirements.
Before you know it, you’ll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade between July 1, 2017 and June 30, 2019, Ohio’s new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

Cover the basics
You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language arts</td>
<td>4 credits</td>
</tr>
<tr>
<td>Health</td>
<td>½ credit</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Physical education</td>
<td>½ credit</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social studies</td>
<td>3 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>5 credits</td>
</tr>
</tbody>
</table>

Other Requirements
You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

You have the option to show you are ready by meeting the original three graduation pathways below that were available when you entered high school.

Show you are ready
Use at least one pathway to show that you are ready for college or a job.

1. Ohio’s State Tests
   Earn at least 18 points on seven end-of-course state tests. End-of-course tests are:
   - Algebra I or Integrated Math I
   - Geometry or Integrated Math II
   - English I
   - English II
   - American Government
   - American History
   Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students’ scores and participation on state tests.

2. Industry credential and workforce readiness
   Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

3. College and career readiness tests
   Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.
   The Ohio Department of Higher Education works with Ohio’s universities to set the remediation-free scores for the ACT and SAT tests. Periodically, for a variety of reasons, these scores may be adjusted. For all high school juniors, the remediation-free scores set by Feb. 1 of their junior year will be used to meet their graduation requirement. The most up-to-date information regarding remediation-free scores can be found on the Department’s graduation requirements webpage.

(see reverse side)
You can meet **new requirements** by demonstrating competency and readiness for a job, college, military or a self-sustaining profession.

**Show competency**

Earn a passing score on Ohio’s high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

**Is testing not your strength?** After you have taken your tests, there are three additional options to show competency!

**Option 1.**

- Demonstrate Two Career-Focused Activities:
  - Foundational
  - Proficient scores on WebXams
  - A 12-point industry credential
  - A pre-apprenticeship or acceptance into an approved apprenticeship program

**Option 2.**

- **Enlist in the Military**
  - Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

**Option 3.**

- **Complete College Coursework**
  - Earn credit for one college-level math and/or college-level English course through Ohio’s free College Credit Plus program.

**AND**

**Show readiness**

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

**At least one of the two must be Ohio-designed:**

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation
STUDENT FEES

There are fees associated with most programs at the JCJVS. In most cases, fees are nominal and are primarily for consumable supplies, resource books, technology fees, uniforms and State Testing for Certification. Large fees, required in some areas, are for required tools. Grades and credits may be withheld until all student fees are paid in full. Certain employers tell us that, in addition to a skill, a basic set of good tools is required for employment; therefore, we feel that the tools purchased are an investment, not an expense. Tools in this sense refers to any materials, instruments, or other items required for the course. Students should not purchase tools until the tool list is sent home. In some cases, the JCJVS can purchase tools at a lower cost than can most individuals. If a student already has some tools, they may be brought to school to be evaluated by the appropriate instructor. If such tools are acceptable, they must be left at school. JCJVS tool kits are the property of the school until paid for in full. Only tool kits that are paid for in full may be removed from school grounds with the permission of the instructor.

Payment of fees will be made in one of the following ways, unless arrangements are made with the Treasurer:

A. Fees for either junior or senior programs may be paid in full by remitting through the mail or delivered to the treasurer.

B. For students/parents who do not pay in full, we recommend that regular payments be made. You will be reminded throughout the year of the balance due. Students who are experiencing problems in paying school fees should contact their JCJVS Counselor to seek possible assistance from the JCJVS.

C. Fees, lunch accounts, and fundraisers can also be paid by credit card or ACH-Electronic Check, 24 hours a day, 7 days a week at the parents’ convenience by using www.PayForIt.net. Information will follow.

D. Instructional Fees are waived for students who are eligible for a free lunch. The Ohio Department of Education has added a section to the Free and Reduced Price Student Meal Application to obtain Parent/Guardian consent for Instructional Fee Waiver determination.

E. Seniors are to have all fees and fundraising project monies paid by May 1 of their senior year in order to prepare for graduation at our JVS and their home schools.

* Students may not be able to attend field trips or class trips if there are unpaid fees. *

CHROMEBOOK AGREEMENT

The Jefferson County Vocational School is pleased to be able to offer our students access to a Google Chromebook to advance their education. The Jefferson County Vocational School is supplying each student with a Chromebook device. This device is and will remain the property of the School until the student graduates and satisfies ALL requirements for graduation. At that time the Chromebook will be released from the school's domain and all school owned content deleted. The student will then be allowed to keep the device as their own.

The supplied device will provide each student access to educational materials needed to be successful. The Chromebook allows student access to educational web-based tools, as well as many other useful sites. Students are expected to bring their “charged” Chromebook each day. The supplied device is an educational tool not intended for gaming, social networking or other non-educational content.

We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students - You are responsible for the general care, security, and acceptable use of the Chromebook that is issued to you by the Jefferson County Vocational School. The misuse, abuse, or other destructive measures may result in disciplinary actions. Students must adhere to the Acceptable Use Policy (AUP) and the Chromebook Agreement. A nominal technology fee will be assessed each year for the operation, updates, and maintenance of the device. Please take care of it like it was your own, because it is!
STUDENT INSURANCE (ACCIDENT, PERSONAL PROPERTY)
Students are strongly encouraged to have accident insurance. By law, the Board of Education is not permitted to insure personal property, i.e. tools, toolbox, etc. We suggest that each parent/student purchase insurance as protection for personal property that might be damaged, lost or stolen.

SENIOR RECOGNITION
DIPLOMA
Diplomas are granted by the home school.
JCJVS CERTIFICATE OF COMPLETION
This is awarded to a student who completed two years in a program while maintaining a 90% attendance rate or better each year.
JCJVS CERTIFICATE OF PARTICIPATION
This is awarded to a student who only completed one year in a program or two years in a program but did not maintain a 90% or better attendance rate each year individually.

SENIOR CAPSTONE PROJECT
The Capstone Project is a portfolio of credentials that profiles the student’s competencies, grades, attendance, achievements, and personal accomplishments. The Capstone Project is intended to help employers evaluate the student’s capacity to perform the job. It assists both students and adults with their career and educational planning. The Senior Capstone Project is required to receive credit towards graduation.

HONOR ROLL
Juniors and Seniors who maintain a “B” average (3.0 or higher) with no grade lower than a “C” in academic classes, related classes, and career technical programs are eligible for the Honor Roll, each quarter. Student who has an “A” average (3.5) will be eligible for Principal’s List.

CAREER AND TECHNICAL ACADEMIC LETTER REQUIREMENTS
All students at the JCJVS, through diligence and hard work, could qualify for a school medallion and a gold bar as their Academic Letter award. To qualify, each year a student must accumulate twenty (20) points from the categories listed on the required form. Keeping track of the qualifying points and getting the verifying signatures is the student’s own responsibility. Once the points are earned, the student should give the completed application to his/her Career Technical instructor to be forwarded to the School Counselor. After the application has been checked and verified by the Counselor, it will be forwarded to the Supervisors for final approval. Application forms may be acquired from the Guidance Counselor or office staff. Incomplete applications will NOT be considered. The deadline for applications to be submitted will be the fourth Friday of April.

No applications will be accepted after that date.
MANDATORY AWARD CATEGORIES ARE:
A. At least an overall GPA of 3.3 while at the Vocational School.
B. Thirty hours of Supervisor pre-approved and documented volunteer community service performed outside the school day for which pay or compensation is not received. This volunteer service is to be done from June 1 through the second Friday of April of the school year.
C. 95% Attendance rate or higher (including tardies)
THE ELECTIVE AWARD CATEGORIES ARE LISTED ON THE APPLICATION.
HOMECOMING / PROM
The JVS sponsors two formal dances per year to promote social growth and development among students. All students are welcomed to attend these dances who purchase a ticket for admission. Both dances require PROFESSIONAL DRESS. No one will be permitted to enter the dances with jeans, shorts, tee shirts or other Non-Professional Dress. The dance dress code must be maintained throughout the dance. All clothing must meet the school’s dress code. The decision of the administration is final.

STUDENT RECORDS
While the student attends the JCJVS, the school will maintain a set of student records. The JCJVS will add to these records the appropriate evaluations of the student’s performance. However, official records are maintained at the home school and requests for transcripts must be directed to the home school. In accordance with Section 438 of Public Law 93-380, known as the Family Education Rights and Privacy Act of 1974, parents and students have the right to inspect and review official records directly related to their child and must, with certain exceptions, give written consent before any information is released by the school to outside agencies.

TEXTBOOKS, MATERIALS, COMPUTERS, ETC
Textbooks, computers, media materials and other school-issued items are considered the property of the JCJVS and are provided to students for use in academic and career technical subjects. While normal use is expected, excessive wear, damage or loss may result in assessment of charges for repairs or replacement to the parent/guardian/emancipated student. Students may be expected to purchase some books for their personal use through assessment of program fees.

PARENTS INSPECTION OF MATERIALS
Parents may inspect any material used in conjunction with any survey or evaluation created by a third party given to students, as well as inspect any instructional material used as part of the educational curriculum of the student.

TUITION/OPEN ENROLLMENT STUDENTS
These students may be accepted to attend the JCJVS as per current board policy and any tuition and fee charges will be explained upon admission. Charges may be paid in one installment or paid quarterly.

YOUTH ORGANIZATIONS

INTRODUCTION
Business Professionals of America (BPA), Family Career Community Leaders of America (FCCLA), National FFA Organization, Health Occupations Students of America (HOSA) and SkillsUSA activities at the JCJVS are associated directly with the student’s career technical area. Their main purpose is to develop leadership skills, foster cooperation, develop an awareness and appreciation of good citizenship, and to upgrade students’ skills in group social activity. Clubs are a privilege not a right; and therefore, **students who participate in any extra-curricular activity and/or a district, regional, state or national competition or conference are to have maintained a 1.5 academic and lab grade point average (for the grading period prior to the grading period in which he/she wishes to participate) 90% attendance and fewer than 10 tardies, plus no out-of-school suspensions, alternative school assignments. If a student becomes ineligible and improves his/her grade point average, behavior, and tardies during the current grading period enough to meet the eligibility standard, he/she may be reinstated at the beginning of**
the next grading period), Final decisions on such matters will be that of the Administration. Students who become disqualified for a state, regional or national competitive event because of disciplinary, grade or attendance issues will be responsible for all cost associated with this trip. Students/Guardians are responsible to reimburse the JVS for all lost/non-refundable fees.

NATIONAL TECHNICAL HONOR SOCIETY

MISSION: To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership.

VISION: To be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America’s top workforce education students.

QUALIFICATIONS
A. 3.5 or higher GPA while attending the JVS.
B. At least a 95% attendance rate while attending the JVS.
C. Pass all 5 parts of the Ohio Graduation Test (unless IEP Exempt).
D. No more than 10 tardies to school.
E. MUST be Recommended by vocational instructor based on a desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, responsibility, high quality task performance and pride in work performed, cooperation and ability to work well with others, interest in learning, initiative, leadership, and citizenship.
F. Out of School and Alternative School assignment may be grounds for removal of members or disqualification for admittance into the NTHS.

*The National Technical Honor Society is a merit organization; therefore, members who fail to maintain the required record of scholastic achievement or whose conduct is unbecoming to the Society and its stated purpose, may be placed on probationary status for a period of time set by the advisor and the Superintendent. Furthermore, any member who fails to maintain the required record of scholastic achievement or whose conduct is unbecoming to the Society and its purposes, may be removed for cause by the Superintendent.

ATTENDANCE POLICY

ATTENDANCE - GENERAL INFORMATION
The laws of Ohio require daily attendance of all students. Frequent absences and tardies disrupt the educational process and deter the student from acquiring the maximum educational benefits of the technical and academic courses at the JCJVS. Daily attendance and punctuality are essential for success in school and are necessary habits for success in the workplace. The JCJVS sets a 97% attendance goal as a standard for its students for the school year. A student who has been absent is required to submit a written excuse and/or official documentation for every absence as per HB 410 to the Student Monitor’s Office upon return or within five (5) school days after the absence. The excuse should provide the name of the student, the nature of the illness or other exact reasons for the absence, the date of the absence and a parent/guardian signature plus phone number. Absence notes and early dismissals must be turned into the homeroom teacher or student monitor. If a student leaves during the day for any reason, the student must sign out in the office. A student wanting to leave the school during the day without submitting an early dismissal note in the morning will be permitted to leave once the parent/guardian has verified the release with the Office Staff, Guidance Counselor, or Supervisors. Some vocational programs (ex. Cosmetology, Criminal Justice, etc) will have required attendance hours or days in order to qualify for industry testing. Additional information will be provided by the program instructors.
ABSENCES

EXCUSED ABSENCES
Parents/guardians must submit written excuses for absences due to personal illness or other personal matters or situations up to seven (7) days throughout the school year. After the 7th absence with parent/guardian verification, official documentation must be supplied (ex. Medical provider, court, etc.). Each excuse is to be given to the Homeroom teacher in the morning or to the Student Monitor upon return of the absence or within five (5) school days after the absence to be recorded as an excused absence. A note not submitted within that time frame will still be accepted but the absence will be unexcused.

A. Personal illness: Parents may write notes as explained above or provide official documentation from the medical provider on the date of return or within five (5) school days after the absence to be recorded as an excused absence. A note not returned within that time frame will still be accepted but the absence will be unexcused. (Faxed copies directly from the medical provider are acceptable.)

B. Death of a relative: The absences arising from this condition are limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence. Documentation is needed to excuse the student.

C. Observance of religious holidays: Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.

D. In order for a student to go on a family vacation during the school year and receive an excused absence, they must submit the request in writing to the superintendent and obtain prior approval. Failure to obtain prior approval may result in these days being unexcused absences.

E. Legal Matters such as a court subpoena, etc. Official documentation is required on the day of return. Faxed documentation directly from the Court will be accepted.

F. Emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.

UNEXCUSED ABSENCES
Unexcused absences may include but are not limited to out-of-school suspension, truancy, personal illness without a parent/guardian's written note or physician's certificate, other personal matters or situations without a parent/guardian's written note, exceeding the allowable number of times (7) a parent/guardian can write a note for an excused absence, submitting notes after the allowable time frame (five days after the day of return to school), work at home that is not of an emergency nature, unapproved work for an employer, alarm clocks that don't work, missing the bus, cars that won't start, unapproved vacations, hunting, senior picture arrangements, prom arrangements, more than one-half day for driver license exams, or more than one-half day for routine dental appointments.

Makeup Work After Absences

Excused Absences - Students must complete work missed within a period of school days equal to the number of days missed. If a student does not make up the work within this period, he/she shall earn up to 65 percent on the work submitted by mid-quarter (interims) of the following quarter. Other arrangements may be made with the student’s instructor in consultation with the supervisor. The request for make-up work/ assignments must be initiated by the student. Excellent attendance is important to success in school and on the job.
**Unexcused Absences** - Students must complete work missed within a period of school days equal to the number of days missed. The highest grade attainable for work completed following the guidelines will be 65 percent. Other arrangements may be made with the student’s instructor(s) in consultation with the supervisor. The request for make-up work/assignments must be initiated by the student. Excellent attendance is important to success in school and on the job.

**Absent Notifications**
Parents are notified by an automated phone call every time their student is absent if we do not receive a call from a parent/guardian by 9 am. Please let us know if you are not receiving these calls or if you need an alternative number for us to reach you.

**ATTENDANCE POLICY AND PROCEDURES**
It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students (such as lower achievement and graduation rates). The Ohio General Assembly passed House Bill 410, ORC 3321 and will be in effect starting the 2017-18 school year to encourage and support a preventative approach to excessive absences and truancy. The Jefferson County Vocational School will adhere to HB 410. The educational programs offered are predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Pursuant to rules established by HB410, a student shall not be absent from an assigned location for all or part of any school day without school authorization or parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. This rule includes “class cutting” and/or being out of one’s assigned area. HB 410 states:

**Habitual Truant**
- A. Absent 30 or more consecutive hours (5 days) without a legitimate excuse;
- B. Absent 42 or more hours in one month (7 days) without a legitimate excuse; or
- C. Absent 72 or more hours in one year (12 days) without a legitimate excuse.

**Including Excessive Absences**
- A. Absent 38 or more hours in one school month (6+) days with or without a legitimate excuse; or
- B. Absent 65 or more hours in one school year (10.5+) with or without a legitimate excuse.  

Habitually truant students may be assigned the following actions to address his/her attendance practices:
1. Truancy Intervention Program
2. Counseling
3. Student’s parent required to attend a Parental Involvement Program
4. Student’s parent required to attend a Truancy Prevention Mediation Program
5. Registrar of Motor Vehicles notified of student’s absences
6. Appropriate legal action taken
7. Alternative School assignment (Alternative Intervention Strategy)

**Habitually Absent**
- A. Absent 60 consecutive hours in a school month (10 days) without a legitimate excuse or
- B. Absent 90 hours in one school year (15 days) without a legitimate excuse. 

The student’s parents/guardian/custodian of record will be notified of excessive absences as well as the District’s intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court.
EARLY DISMISSALS
To obtain an approved early dismissal, students are to bring a request note for dismissal from a parent/guardian to their Homeroom/1st Period Teacher. Parent/guardian contact by phone is required to complete the process. Parents/guardians may call the office with their permission or may supply on their note a number where they can be reached for approval. **Contact with a parent/guardian must be made before an early dismissal will be granted.** Official documentation will be required the day following the early dismissal, or it will be recorded as an unexcused absence.

TARDIES TO SCHOOL
To avoid being tardy, students must be in the classroom and in their seats by 8:00 a.m. The homeroom teacher will record the daily attendance/absence/tardy for homeroom. Students reporting to school after 8:00 a.m. must report to the Student Monitor to receive a tardy slip. Minutes tardy as per HB 410 are counted towards hours absent. The Absence/Attendance Intervention Team and the Jefferson County Juvenile Court and the school will work together to correct repeated tardy offenders. **Consequences for unexcused tardies will be as follows:**

- **5 tardies** – Verbal warning by Asst. Principal or School Resource Officer, phone call home
- **10 tardies** – Detention assigned during lunch and Resource Officer intervention plus parent contact
- **15 tardies** – Assignment of three (3) detentions during lunch, parent meeting with Juvenile Court Liaison and Asst. Principal plus referral to the Absence/Attendance Intervention Team
- **20 tardies** – Assigned to the Absence/Attendance Intervention Team, parent meeting, Truancy Intervention Plan (TIP) will be created and followed plus referral to Jefferson County Juvenile Court

Additional disciplines may be assigned if the behavior is not corrected and driving privileges may be revoked along with loss of parking privileges.

HOME SCHOOL NOT IN SESSION - JCJVS IN SESSION
Transportation arrangements vary with each school; however, **students are expected to attend the JCJVS even though their home school is not in session.** Students not in attendance at the JCJVS under these situations will be given unexcused absence(s). If the JCJVS is open, and the home school is closed for reasons other than calamity days, and the home school does not provide transportation to the JCJVS from the home school district, the student is not required to attend the JCJVS. **(Exception: A student who drives to the JCJVS school must attend.)** If the home school does provide transportation to the JCJVS from its district, attendance is required. The latter is often the case during holidays and teacher conference days, which times are observed differently at member schools. Seniors are to maintain daily attendance at the JCJVS until they graduate.

HOME SCHOOL CLOSED DUE TO BAD WEATHER
When the home school is closed due to weather conditions or other calamities, those students are not required to report to the JCJVS. If the home school is operating on a delayed schedule, students are to report to the JCJVS when the home school students are to report. If the JCJVS is open and a student reports to the JCJVS, they are to follow the JCJVS schedule.

JCJVS CLOSED DUE TO BAD WEATHER
When the JCJVS is closed on authority of the administration and/or the Board of Education due to weather conditions or other calamities, **no student is required to report to school.** When such a decision is made, the media and TV newsrooms are immediately notified. Please listen to the radio or TV for announcements. The JCJVS will also notify the number given to the office using the Notification System.
## Positive Behavior Expectations

**PASS**

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<thead>
<tr>
<th>ARRIVAL/DISMISSAL</th>
<th>HALLWAY</th>
<th>CLASSROOM/LAB OR WORK AREA</th>
<th>RESTROOM</th>
<th>CAFETERIA</th>
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<tr>
<td><strong>P</strong> Professionalism</td>
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<td>- Use appropriate language and volume</td>
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<td>- Walk directly to assigned destination</td>
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<td>I can:</td>
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<td>- Use appropriate language and volume</td>
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<td><strong>A</strong> Attendance</td>
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<td>- Attend daily</td>
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<td>- Arrive on time</td>
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<td>- Follow JVS calendar</td>
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<td>I can:</td>
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<td>- Use hallway time efficiently</td>
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<td><strong>S</strong> Self-Respect</td>
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<td>- Discard open containers/ outside drinks in trash can</td>
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<td>- Drive at safe speeds and wear seat belt</td>
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<td>I can:</td>
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<td>- Maintain personal space</td>
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<td><strong>S</strong> Success</td>
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<td>- Come and leave prepared – including uniform</td>
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<td>I can:</td>
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<tr>
<td>- Use correct hall passes</td>
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<td>- Only report to where permission was given and return promptly</td>
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I can: |
- Respect privacy of others
- Use appropriate language and volume
- Wait your turn in line

I can: |
- Use hallway time efficiently
- Report, be prepared and on time
- Exit restroom without delay
- Use facilities between classes, before/after school, during lunch
- Maintain personal space
- Have school appropriate conversations
- Dispose of trash and keep facility clean
- Flush toilets
- Remain in cafeteria until the bell rings

- Wash hands
- Clean up after yourself
- Push in chairs and return to tables

**PASS**

! EVERY DAY !

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## Student Responsibilities

**Code of Student Conduct**

A goal of the JCJVS is to maintain a disciplined, drug-free and safe school climate. This code of conduct is the established set of rules and regulations of the Jefferson County Joint Vocational School and following the Student Discipline Code: Section 3313.66 of the OHIO REVISED CODE. Violation by a student of any one, or more, of the following rules of conduct may result in disciplinary action, including but not limited to permanent exclusion, expulsion, suspension, emergency removal and denial of privileges. Corrective action may be based on a progressive policy.
(A) **ACADEMIC MISCONDUCT**

A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print or electronic sources), forgery, or possession/transmission of unauthorized information (e.g. tests).

(B) **DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not knowingly convey or attempt to convey, possess, handle, transmit, or conceal objects which might be considered dangerous weapons or instruments of violence. Examples are (but not limited to) guns, knives, ice picks, mace, brass knuckles, wallet chains, fish hooks, electronic devices (stun guns, etc.) explosives (firecrackers), and look-a-like weapons while under the jurisdiction of the school. (Any approved knives or tools are to be used while in lab but are to remain in toolboxes and are not to be taken anywhere else without permission when lab ends).

**POSSESSION SHALL INCLUDE, BUT IS NOT LIMITED TO**

1. Carried or concealed on one’s person.
2. Contained in one’s locker or any other setting selected to conceal such item(s) or materials.
3. Contained in a vehicle owned or driven by a person. School officials may search students if there is reasonable suspicion. Illegal items discovered during a search by school authorities may be turned over to the appropriate law enforcement agency as evidence.

(C) **DAMAGE OR MISUSE OF PROPERTY**

A student shall not cause or attempt to cause damage to the property of another, public or private, on school premises, or during any school activity on or off school grounds. School property may only be used for purposes intended as directed by school personnel. A legal guardian or student (if emancipated) may be charged for damages to school property to include computers, computer network, DATA storage, equipment, other instructional supplies, facilities, etc.

(D) **MISUSE OF TECHNOLOGY**

There is no expectation of privacy for equipment used on school property or provided by the JCJVS. The JVS has a monitoring system that scans and reports any non-sanctioned activity or devices. All guidelines in the Acceptable Use Policy (AUP) will be followed.

1. A student shall not use or modify any computer technology (hardware, software, peripherals, or connections etc.) provided by the school without authorization from school authorities. This is to include notebook computers issued to students to assist in the delivery of the JCJVS curriculum.
2. No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her. No student shall have in his/her possession or use destructive/invasive programs (e.g. games, pictures, music, and videos). This is to include but is not limited to the Internet, computers, software used for class, or software used in the media centers.
3. No student shall use computer technology in ways which violate the law or violate the rights of others (e.g. viewing, copying files, transmitting, deleting, harassing, threatening, degrading, pornographic, racist or using others login/password). Students are not to send emails, postings or chat on line on school premises.
4. No student shall attempt to access internal/external computer networks outside the regular connections (e.g. via modem, use of IP addresses, TELNET, FTP, or any unauthorized means).
(5) The JCJVS shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals on school grounds or at school sponsored events without prior approval. No student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc.

(6) Students may not copyright anything that appears on the school website or the website itself.

(7) Students are not to violate any part of the “Acceptable Use Policy.”

(E) DISRUPTION OF SCHOOL
A student shall not by use of violence, fighting, force, coercion, threat, harassment, insubordination, electronic devices or incorrigibility cause material disruption or obstruction to the educational process, including all curricular and co-curricular activities. Following ORC guideline’s 3313.534, the JCJVS will enforce a zero tolerance policy for such infractions.

(F) CELL PHONES / ELECTRONIC DEVICES
Our JCJVS recognizes the value of the use of technology, and the policy is to maintain an educational focus throughout our school and encourage students to use their cell phones in a responsible and respectful manner as well as abide by all components of our policy along with the Acceptable Use Policy (AUP). Possession of a cell phone or other electronic device by a student is a privilege, which may be forfeited by the student if he/she violates this policy.

(1) Students are NOT permitted to use cell phones in the classrooms unless authorized by the classroom teacher and ONLY for class-related educational reasons. Non-instructional use of a cell phone including texting and making phone calls during class is prohibited. Students will follow each teacher’s classroom/lab cell phone policy and place phone where requested by teacher.

(2) At no time is a cell phone to be used in the restrooms, locker rooms, shower areas, storage rooms, any dressing/changing areas located in the vocational labs, any other hidden location at the JCJVS, or in these same designated areas at any school-related function and/or event.

(3) Taking video, audio or pictures of anyone or anything at the JVS or at a JVS sponsored event is prohibited. Posting video, audio or pictures on any social media or device is also prohibited. Law enforcement may be notified of this violation, and the device may be confiscated by school administration and/or be turned over to the proper authorities.

(4) Phones that are used improperly or when classroom/lab policies are not followed will be taken and disciplinary procedures will be followed.
   a. 1st offense – Warning and phone taken by teacher and returned at end of period or lab. Teacher will complete a discipline referral.
   b. 2nd offense – Phone taken, sent to office, verbal warning, returned to student at end of day.
   c. 3rd offense – Phone taken, sent to office, one lunch detention, given to student at end of day, parent contacted.
   d. 4th offense – Phone taken, sent to office, two lunch detentions, only returned to parent/guardian.
   e. 5th offense – Phone taken, sent to office, in-school assignment, returned to student by mailing to parent/guardian. Mailing cost charged to student account.

(Additional discipline may be assigned based on the behavior of the student when using the phone improperly and actions during submission of the cell phone. Failure to comply with any staff member’s request is considered to be insubordination.)
With permission, students may use their cell phones to contact parents or guardians in the designated office area during their lunch periods.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the Main Office (740.264.5545). Office personnel will be sure your child receives the message; and if it is an emergency, the message will be given immediately. Parents/guardians are not to text their students during scheduled class times.

Students are prohibited from using a cell phone or any communication device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, bullied, embarrassed, or intimidated.

Violations of this policy will result in disciplinary action and confiscation of the cell phone or communication device. All functional parts of the device, including the battery and SIM card, must be turned over along with the device. Contents of cell phones may be searched by an administrator if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct, or it may be turned over to the proper authorities.

Inappropriate / Unauthorized Touching
A student shall not make any unauthorized touch or unauthorized body contact to another student nor shall a student cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under jurisdiction of the school. A student may not use intimidation or threat of force. This includes using gang or group affiliation.

Act of Violence / Threat / Intimidation
A student shall not engage in acts of unauthorized body contact that could cause injury to school staff, other students, or visitors while under jurisdiction of the school. A student may not use intimidation or threat of force. This includes using gang or group affiliation. The student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

Frightening, Inappropriate Language or Hate Speech, Degradation, Harassment, or Disgraceful Acts, Hazing or Bullying
(1) A student shall not engage in any act which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace any person by written, verbal, use of technology or gesture means during any period of time when the student is properly under the authority of school personnel. A student may not use/possess gang related literature or any identifiers/insignia on person or property.

(2) No student shall engage in any form of sexual harassment, including through the use of technology, which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual’s academic or career technical performance or creating an intimidating hostile educational environment.

(3) Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in School facilities, on School property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall
encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Board Policy 5516

Any such hazing action(s) may result in discipline as outlined in ORC2307.44.

(4) The provisions in the above items also applies to student conduct towards staff members and their families on and off campus.

(5) The use of profane and/or obscene language and/or gestures.

(J) Inappropriate Behavior

(1) A student shall follow all classroom and field trip rules and maintain such behavior standards in the hallways, during lunch, and at all other times while under the jurisdiction of the school. Students shall refrain from inappropriate public displays of affection (such as hugging, hand holding and kissing) and lewd acts.

(2) Printing or distributing literature, materials or statements that are considered inflammatory, obscene, or derogatory to staff members and/or students or generally disruptive to the education process.

(3) Falsification of any required form, record, date, communication or any other overt act that circumvents school procedures and/or policy. This includes (but not limited to) making false bullying reports.

(4) Students are advised not to share lockers. Students will be held accountable and disciplined for damage, inappropriate content, etc.

(K) Inappropriate Language

Using language that is inappropriate in a school setting.

(L) Food and Drink

(1) Breakfast foods are permitted during the 1st period only for late bus riders. Restrictions to this will be made by the individual classroom teacher. A list of bus riders will be provided to staff members.

(2) Drinks are permitted in labs and classrooms. Students must follow each teacher’s policies and procedures.

(3) Food is permitted in vocational labs during approved club activities.

(M) Disregard of a Reasonable Command / Insubordination

Refusal to comply with a reasonable request, directions or commands by any staff member.

(N) Aiding and Abetting A Student in a Rule Violation

Any act which helps a student or conceals a student’s action which is in violation of the student Code of Conduct.

(O) Marijuana, Narcotics, Anabolic Steroids, Alcohol, Drugs Including Counterfeit Controlled (Substances or Look-Alike), and Paraphernalia

A student shall not display any “evidence of consumption,” use, possess, buy or sell, attempt to buy, sell, transmit, or conceal alcohol, drug, hallucinogen, barbiturate, high energy drinks, open drinks, juuls, vapes, e-cigarettes, amphetamine, or paraphernalia while under the
jurisdiction of the school. (Any unauthorized use of prescription/non-prescription substances may be considered a violation of this section.)

**COUNTERFEIT CONTROLLED /LOOK- ALIKE: ORC SECTION 2925.01**

For example, if a student possesses or sells oregano, which he claims to be marijuana, a tablet which he untruthfully claims contains LSD, or a harmless pill which bears fake manufacturer’s marking so as to falsely indicate that it is a controlled substance, the new look-alike statutes makes this activity a violation of criminal drug laws. Even the sale of a crude tobacco cigarette, while claiming it contains marijuana, is now criminal.

**POSSESSION SHALL INCLUDE BUT IS NOT BE LIMITED TO:**

1. **CARRIED OR CONCEALED ON ONE’S PERSON,**
2. Contained in one’s locker or any other setting selected to conceal such item(s) or materials.
3. Contained in a vehicle owned or driven by such person.

**STUDENTS MAKING FALSE REPORTS, ACTIONS THAT MAY INDUCE PANIC, UNAUTHORIZED USE OF FIRE, FALSE ALARMS, AND BOMB THREATS ALONG WITH FALSIFYING ABSENCE NOTES, FORGING PARENTS/GUARDIANS SIGNATURES OR PHONING THE SCHOOL ACTING AS THE PARENT/GUARDIAN (OR HAVING ANOTHER DO SO ON YOUR BEHALF)**

Students violating this code may face school disciplinary action and may be turned over to local authorities.

**PARKING POLICY**

A student shall follow all parking rules and regulations.

**UNAUTHORIZED USE/Possession of Property of Another**

A student shall not steal, attempt to steal, be an accomplice to theft, or be in possession of stolen property or information belonging to the school district or the personal property of another student, teacher, visitor, person(s), or firm while on school premises or a school sponsored activity.

**TOBACCO AND/OR SMOKING PRODUCTS AND TRAFFICKING**

**ORC3313.751 and S.B. 339** - Prohibits smoking, displays “evidence of consumption/usage,” use or possession of tobacco, snuff, tobacco products or any look alike substance or item by any pupils in areas under the control of school district or at activities supervised by the school district.  

**Smoking/Tobacco S.B. 339** Smoking is prohibited as well as the use of any tobacco product, e-cigarettes, Nicorette gum, juuls, vapors or other look alike items (whether they contain nicotine or not) by any pupil in areas under the control of the school district or at activities supervised by the school district.  

Any item not permitted on school grounds and confiscated will not be returned.

1. Tobacco, snuff, tobacco product possession or look alike - on person, in locker, etc.
2. Use of tobacco or look alike to mean:
   
   a. Tobacco, snuff, tobacco products, Nicorette gum or any look alike substance or item in the mouth or intent to place in the mouth, (ex: a cigarette in the hand or in the process of putting tobacco in the mouth.)

   b. Smoke coming from the mouth or smell of tobacco on the person.

   c. On a person or in his/her possession.
(T) **TRUANCY OR UNEXCUSED ABSENCEs**
A student shall follow state and school attendance rules. Pursuant to the guidelines in ORC 3313.534, the JCJVS will have zero (0) tolerance to truancy. Intervention by the appropriate truant and attendance officers may take place which may include, but are not limited to: home visits; parent conferences; and court referrals.
A student is determined to be truant when they are absent from school or any portion thereof without proper authorization (school and parents did not approve absence), leaving school without permission (once students are on school premises, they are not to leave without permission from a Supervisor), not reporting to job shadowing (students who do not report to a perspective employer may receive an after school assignment, suspension and/or removal from the program.)

(U) **TARDY TO CLASS**
The student was not seated in the classroom before the tardy bell rang.

(V) **TARDY TO SCHOOL**
The student was not seated in his/her 1st period class before the morning tardy bell rang.

(W) **UNSAFE / DANGEROUS ACTS**
A student shall follow all safety rules and procedures while under jurisdiction of the school. This is defined as any act that may result in injury to self/others.

(X) **VIOLATIONS OF THE LAW**
A student shall not violate any law or ordinance, or conspire to commit a criminal act when student is properly under the authority of school personnel. This includes but is not limited to false alarms or bomb threats, gambling, and bringing, transmitting or possessing pornographic materials and sale/purchase of weapons. Charges may be filed with the authorities, and the student may be suspended/expelled from school.

(Y) **FIELD TRIPS AND JCJVS BUS RULES**
A student must be passing all subjects to be eligible for a field trip. (Exception may be made by the supervisors in rare circumstances). In order to maintain safe school bus transportation, all students riding a school bus are expected to observe the following rules:
(1) All JCJVS rules and regulations are in effect during all school sponsored activities.
(2) Students will not be permitted to move from seat to seat, push or jostle, throw articles or annoy others on the bus.
(3) Students will not be permitted to yell on the bus, extend hands through an open window, or cause any disorder which will distract the attention of the driver.
(4) Animals, firearms, ammunition, explosives, or other dangerous materials which may interfere with safe operation of the bus will not be transported.
(5) Food use on a bus is strictly forbidden; NO EATING.
(6) Students on a bus are under the authority and direction of the bus driver.
(7) The bus driver is directed to report a student violation of bus regulations or any misconduct to a Supervisor.
(8) The bus driver is directed to end a study trip and bring the students directly back to the school if such action is warranted.

(Z) **CAFETERIA POLICY / LUNCHTIME CONDUCT AND PROCEDURES**
The JCJVS has a closed lunch period. All students are to report to the cafeteria during their scheduled lunch period. Students are to remain in the cafeteria unless excused with prior
approval, go to their lockers on their way to lunch, and to their lockers when reporting to class after lunch. When the tardy bell rings, students should be in the cafeteria. All students will eat in the cafeteria whether they buy or carry their lunches. No food or drink will be allowed in any area outside of the carpeted cafeteria area unless it is an approved activity. Each lunch period is 30 minutes long.

Meal Charge Policy
To comply with State guidelines and ensure that all students have access to healthy school meals and be good financial stewards, the following Meal Charge Policy will be instituted:

1. Charges are designed to cover a situation in which a parent or student forgets to provide or bring money for breakfast or lunch.
2. Five daily meals (breakfast and lunch) will be allowed to be charged for a maximum charge of $20.00.
3. **Students are NOT permitted to charge ala carte items, snack rack items, extra servings/items, drinks, etc.** A student also cannot purchase ala carte/extra items for cash if a charge is outstanding. The money will be applied to that student’s outstanding balance.
4. Due to time constraints, change will not be given at the time of cafeteria purchases. It will be added to the student’s account to be used for future purchases. This will help each student get through the line faster.
5. The cashier will verbally remind the students when their accounts are low to try and avoid meal charges.
6. The school will utilize the automated calling system weekly to make low balance reminders or charge balance notifications. Charge balance notifications may also be made by personal phone calls, letters through the U.S. Mail service, and assistance from administration.
7. If after one week the parent/guardian fails to provide the student with a bag lunch or lunch money, school district personnel may be asked to intercede on behalf of the student. If the parent/guardian continues to fail to provide the student with a bag lunch or lunch money after school district personnel interceded on behalf of the student, the district may file a report with the Jefferson County Health and Human Services department or other appropriate agency.
8. Meal charges will not be permitted the last 2 weeks of school, and all charges must be paid before the end of the year. Students with outstanding charges from the prior school year will not be permitted to charge a meal until the outstanding balance has been paid in full.
9. Parents may prepay for their student’s lunch account by sending money (cash or check) to the school. Parents can also prepay online at www.payforit.net. The link will be on our website (www.jeffjvs.org) under Food Services. This account is free to view meal activity/balance; however, there is a transaction fee to prepay online. Please also note that a transaction may take up to 24 hours to post to the account.

Cafeteria Procedures:
1. Students should take their places in an orderly way in the lunch lines; no line cutting and no cell phone or ear bud use while being served food in the cafeteria line (cell phone and ear bud use only on the carpeted area of the cafeteria).
2. Trash should be placed in the containers provided, and trays returned to the appropriate location. When something is dropped, please pick it up. Report spills or problems immediately to staff on duty.
(3) All tables and those used by a group of students are collectively responsible for making sure that the **table and the floor areas are clean before leaving**.

(4) Snack machines are available for student use in the morning before class, after school, and **lunch time only**. Make the purchase and return to the cafeteria – no loitering.

(5) Students will use their conversational voice and acceptable language along with being polite by using “please” and “thank you” to everyone.

(6) Students are not to congregate in the restrooms during the lunch period. Be sure to use the restroom during the lunch period before going to your next academic/lab class.

(7) Students are **not** permitted in areas outside of the cafeteria (academic or lab hallways plus locker rooms) during assigned lunch periods. Students in areas other than those noted above must have a note from their instructor verifying why they are in a restricted area.

**ALWAYS REMEMBER THAT OTHER CLASSES ARE IN SESSION DURING LUNCH. DO NOT ROAM THE HALLS, LOITER IN BUILDING, OR LEAVE THE PREMISES WITHOUT PERMISSION FROM THE SUPERVISOR.**

(8) Students who violate cafeteria rules may be assigned a permanent seat and/or discipline.

(AA) **REALTED VIOLATIONS**
A student who had several violations of school rules may be assigned to ISA, suspended, sent to an alternative educational facility, and/or referred for possible expulsion from school.

(AB) **SLEEPING IN CLASS**
A student who has their head down or deemed not listening to the teacher.

(AC) **INCOMPLETE ASSIGNMENTS**
A student who has not completed required work for the class.

(AD) **CLASSROOM ATTENDANCE VIOLATION**
A student who violates the posted classroom attendance rules.

(AE) **Fees or Charges**
A student who owes classroom or club fees that have not been paid.

(AF) **Bullying and Other Forms of Aggressive Behavior**
A student whose actions or words are deemed to be bullying or aggressive by the administration’s interpretation of the Ohio Revised Code. Harassment, intimidation, violence in dating relationships, bullying or cyberbullying towards another student or group of students. The complete Policy 5517.01 is posted in the school, on the JVS Website and available upon request in the office. Additional information on page 45.

(AG) **Attendance Violations**
A student who is absent from school, tardy to school, or tardy to class excessively to the point of effecting the student’s grades.

(AH) **VIOLATIONS OF THE LAW**
Charges may be filed with the authorities, and the student may be suspended/expelled from school.
(AI) **Damage or Misuse of Property**
Consequences may include suspension/expulsion. A legal guardian or student (if emancipated) may be charged for damages to school property to include computers, equipment, other instructional supplies, facilities, etc.

(AJ) **Restrooms**
Students are expected to use the restroom facilities prior to going to first period class in the morning, at lunchtime, and during the breaks between classes and should not ask to be excused from a class or lab and lose instructional time except for emergencies (unless a physician’s documentation is on file for a medical condition).

(AK) **Hall Passes and Handbooks**
A student will only be excused from a classroom or lab for emergency reasons. Trips to the restroom, locker, main office, attendance office, etc. must be done during class changes on the student’s own time. Only when an emergency circumstance exists will the student be excused during instructional class time. Hall passes to Extra Help will be permitted at the discretion of the teacher. When in the hallways, each student must have the school hall pass for the teacher giving permission to leave the room. The student must also sign-out (name must be printed and legible) on the proper sheets when leaving and returning (providing his/her name, why they are leaving/where they are going, and the time of departure and return). When permitted following the above, only ONE student is be out of the classroom/lab at a time.

Students will be provided one handbook at the beginning of the school year. Students who misplace or lose their handbook may purchase a new one in the main office at a cost of $5.00.

(AL) **Appropriate Dress - Coats, Purses, Book Bags, etc.**
The JCJVS dress code is not intended to create hardship, but is to enhance the learning environment. Therefore, students will dress in a manner that is neat, clean and safe. Students not following the guidelines may be removed from class and be required to change into clothing that adheres to the code. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted. For safety concerns, coats, jackets, purses, book bags, etc. must be placed in your assigned locker during school hours (not to be taken to classrooms). The only bag permitted to be carried to and from class are the district issued Chromebook bags. The building supervisors are the final authority in the determination of appropriate attire.

(AM) **Lockers**
Each student has the responsibility of keeping his/her personal possessions in a safe and secure place. Lockers are provided for this purpose. Lockers and other such property carry no expectation of privacy for the students who occupy them. This includes any property placed inside of them. For your protection, you should keep your locker secured at all times. You will be held responsible for all items discovered in your locker. For safety reasons, sharing of lockers is prohibited. The locker is the property of the school and is subject to inspection by school authorities at any time.

(AN) **Violations Not Listed**
The administration reserves the right to establish rules and procedures in areas where precedent has not been set. Students shall not engage in any behavior or activity deemed by the administration to be inappropriate, interferes with the educational process or is a safety concern. This will include behavior/activity not specifically identified with this Code of Conduct.
DRESS CODE
GUIDELINES FOR APPROPRIATE / ACCEPTABLE DRESS

It is the belief of the Board of Education, Faculty, and Administrations that personal appearance has a direct relationship with student academic achievement. To promote success and create an educational environment that will allow all students to achieve their fullest potential and being safe and healthy, personal appearance should be clean, and not attract undue attention to the wearer. The Administration’s decision is the final authority as to whether or not attire is considered appropriate, unreasonable, or disruptive.

1) Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students who are representing the Jefferson County Vocational School at an official function or public event may be required to follow specific dress requirements.

2) Grooming and dress guidelines must meet the requirements of the career technical program. Each instructor will have requirements for their program on file with the supervisors. Students who are not prepared to work in lab because of lack of safe apparel or equipment may be denied admission to lab, given alternate work, given detention, and (for repeated violations) may be referred to the supervisors. Programs that have required uniforms, students are to wear them daily following all guidelines as set forth by their instructor.

3) Apparel or items which allude to drugs, guns, alcohol, sex, the occult, gangs, profanity, obscene, disruptive, abusive, lewd or which are offensive to ethnic, religious or racial groups, is prohibited (flags, symbols, etc.).

4) Frayed, torn, cut, or ripped clothing should not be worn if those items are above mid-thigh (handmade or purchased) if the body/skin is visible. Holes are to be no larger than a pop can circumference. This clothing may not be permitted in vocational labs for safety reasons and will be determined by the lab teacher.

5) Brief and revealing clothing: Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following examples include but are not limited to:

   a) Students shall not wear tank tops, halter-tops, muscle shirts, garments with spaghetti straps, or strapless garments. Tank tops and garments with spaghetti straps CAN ONLY be worn with another acceptable outer shirt.

   b) Garments that are see-through, cut low or expose one's midriff, cleavage, or back are not acceptable.

   c) Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. No cutoff sleeves are permitted.
(6) Bottom garment may be trousers, jeans, slacks, skirts, culottes, skorts, shorts, or sweat pants.
   (a) Exercise pants, tights, leggings, spandex pants, yoga pants, jeggings (jean leggings) or other tight fitting clothing are to be worn with discretion. If deemed inappropriate by administration, a t-shirt or other top is to be worn.
   (b) The bottom hem of dresses, skirts, culottes, skorts, or shorts must be mid-thigh in length \textbf{(front and back)}.
   (c) Sagging pants: Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. Cuff pants if they are too long. This is a health and safety concern.
   (d) Long pants/skirts may not drag the floor or below the heel of the shoe and shoes must be visible. This is a health and safety concern.
   (e) NO PAJAMAS, pajama look-a-likes, loungewear and slippers are not permitted.

(7) Bandanas, hats, head coverings, headphones and/or sun glasses are not to be worn in the building nor at other times as directed by the instructor. \textbf{Hats required in labs will ONLY be permitted in that location and must be stored in the lab locker or assigned school locker. No hats are to be worn or carried in academic classrooms or in the cafeteria.}

(8) Earbuds/Headphones - For safety reasons, only one ear bud is to be used. Over-the-ear headphones are NOT permitted at school. \textbf{Ear buds are to be removed upon entering a class/lab and only used when the teacher permits. The volume should be low so that others cannot hear and are not distracted}

(9) Appropriate shoes must be worn. Shoe strings are to be tied to ensure the student’s safety. Muddy/dirty shoes or boots are to be cleaned before entering school or leaving the lab.

(10) Dress code may be varied for certain theme days.

(11) Facial hair must be neat, clean, shaped and trimmed. Never more than one half inch in length. Some programs require no facial hair.

(12) The wearing of jewelry will be limited in accordance with required program practices and employer expectations. Examples of unacceptable jewelry are dangling earrings, wallet/long heavy chains, dog chains, spiked collars or bracelets, or other distractive fads. Facial piercings are limited to single nose, eye brow or upper lip stud or small hoop (no hooks, rings, etc), but no other facial piercing. Some programs require no facial piercing. Any other facial or lip jewelry is not permitted. Other piercings are to be replaced with clear studs while in school.
(13) Hair must be neatly groomed and of a natural color. **Minimal unnatural colored streaks will be permitted along with full head unnatural color as along as it is subdued.** Some examples of inappropriate hair are: Mohawk, spiked, all green, orange etc. (This is by no means a complete list, and the supervisors will be the final authority.)

(14) Tattoos must NOT be visible on the neck, face, or above the knee. Tattoos must follow all school policies (no gang related items, rebel flag, etc.); and if inappropriate, it must be completely covered.

(15) Dress Code for dances is a minimum of professional dress. No one will be permitted to enter the dances with jeans, shorts, tee shirts or other Non-Professional Dress attire. All clothing must meet the school’s dress code.

(16) Students violating the Dress Code policies will be required to change their attire and/or appearance or be assigned to ISA until the issue is resolved. When in doubt, a student should have acceptable alternatives with them. Repeat violators of these policies will be subject to further disciplinary action.

(17) As no dress code can keep up with the ever changing world of fashion, check with administration before purchasing items which may be questionable. The administration reserves the right to make any and all final decisions in regards to what is and what is not acceptable with respect to the dress code. Additional restrictions to dress code may apply relative to either program or employment placement.

**APPLICATION OF THE CODE**

**CODE OF CONDUCT JURISDICTION**

All students should be given an opportunity to learn in an environment that is free from disruption and misbehavior while being respectful and responsible. This enables all students to have a feeling of safety and well-being.

The Jefferson County Vocational School wants to assist each student to develop self-management skills. These skills encompass all the constructive influences that parents, guardians, teachers, administrators, and other school employees have upon students (including the necessary restrictions that any occupational-training demands and that individual/group safety requires). Through self-management, we strive to instill habits, which safeguard the rights and privileges of all individuals. Any behavior which poses a danger to persons or property or is a threat or disruption to the educational process in the classroom, lab, building, grounds, school functions or school buses is prohibited. **The classroom teacher will handle minor discipline problems or minor.** Administrators will deal with other/major discipline problems.
We believe that all of our students are capable of appropriate behavior. Students will be given the rules, and the possible consequences for violations of the rules. It is their choice; they will choose to follow the rules and receive praises or they will violate the rules and receive consequences. We hope to instill an attitude of “self-discipline” which will enable students to make good decisions at all times in all areas of their life.

The Code of Conduct and its provisions shall be applicable both during regularly scheduled school hours as well as at such other times and places, including but not necessarily limited to school sponsored events, field trips, and the like, where appropriate Public School Administrators have jurisdiction over students. Students may be disciplined for off school acts related to the school and school personnel and their families. Students who are suspended/expelled may not be present on school property, participate in or attend any school activity, contest, or be present at activities on property controlled by the school.

(A) PERMANENT EXCLUSION
The JCJVS Board with the recommendation of the Superintendent may seek the permanent exclusion of a student sixteen years of age or older, who is convicted in criminal court or found delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school functions:
(1) Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance, or making a bomb threat.
(2) Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape or gross sexual imposition.
(3) Complicity to any of the above offenses.

(B) EXPULSION
(1) A pupil may be expelled by the Superintendent of the school. An expulsion can extend beyond the current semester and may extend beyond the current school year and normally cannot be more than eighty days (80) days (O.R.C. 3313.66). In some cases, however, expulsions may be for an entire year (e.g. serious physical harm to persons, making a bomb threat or property and use/possession of weapons).
(2) In the event of expulsion, the student should expect to lose a grade and credit for the quarter and/or semester (including college courses taken for high school credit). A student expelled from the JCJVS for the remainder of second semester will be expelled through the last day for JCJVS students or
the home school’s commencement date (for graduating senior), whichever is later and will not be allowed to participate in end-of-school activities at either the home school or JCJVS. If a student would otherwise be expelled beyond the current school year, the Superintendent may, in lieu of such expulsion, require the student to provide community service, (i.e., work with school maintenance for a designated number of working days.)

(3) Written notice including reasons for the intended expulsion and an opportunity to challenge the expulsion or explain the pupil’s action must be given to the pupil and his parent, guardian, or legal custodian.

(4) Appeal: In any suspension, expulsion, or removal action, a student, his parent, guardian or legal custodian may appeal to the Board of Education or its designee by filing a request for appeal within five (5) days of the final administrative action. Students pending appeal shall remain out of school as directed by initial notification with an opportunity provided to make up, and be credited for, all missed assignments in the event of reversal by the Board or other action.

(C) DRIVER’S LICENSE REVOCATION BILL
House Bill 204 allows the denial or revocation of a student’s driver’s license if he or she drops out of school. This is applicable until the student reaches the age of 18. The bill allows the denial or revocation under two other situations:
(1) Habitually truant: This is defined as those who are absent without a legitimate excuse for more than 5 consecutive unexcused absences, 7 unexcused absences in one month, or twelve unexcused absences in one year.
(2) Expelled or suspended: A license could be revoked or denied for students expelled or suspended from school for use or possession of alcohol or drugs, or making a bomb threat in these cases revocation or denial of a license is at the discretion of the home school district or JCJVS Superintendent.

(D) OUT-OF-SCHOOL SUSPENSION
Definition: the term suspension shall be understood to mean the removal of a student from the school premises and all school related activities for a maximum of ten (10) days. If a student is suspended beyond the current school year, the Superintendent may, in lieu of suspension authorize the Supervisor to require the student to provide community service, (i.e., work with school maintenance or volunteer at a community agency for a designated time.). All classwork during the suspension is to be completed satisfactorily and credit will be received.

Students may be suspended for up to ten days by the High School Principal/Assistant Principal and will receive a make-up grade for any class work during his absence. Due process procedures will be followed after an
informal hearing with the student resulting in written notification to the parents containing reasons for the suspension, right to appeal, and the right to be represented. Students are not permitted to attend JVS events and/or activities.

VIOLATION OF THE FOLLOWING RULES HEREIN MAY RESULT IN DISCIPLINARY ACTION INCLUDING PLACEMENT AT THE ALTERNATIVE SCHOOL, OUT-OF-SCHOOL SUSPENSION, JUVENILE COURT REFERRAL, CRIMINAL CHARGES, AND/OR EXPULSION REFERRAL - DANGEROUS WEAPONS AND INSTRUMENTS; INAPPROPRIATE/UNAUTHORIZED TOUCHING; ACT OF VIOLENCE/THREAT/INTIMIDATION; FRIGHTENING, INAPPROPRIATE LANGUAGE OR HATE SPEECH, DEGRADING, HARASSMENT, OR DISGRACEFUL ACTS, HAZING OR BULLYING; MARIJUANA, NARCOTICS, ANABOLIC STEROIDS, ALCOHOL, DRUGS INCLUDING COUNTERFEIT CONTROLLED (SUBSTANCES OR LOOK-ALIKE), AND PARAPHERNALIA; MAKING FALSE REPORTS, ACTIONS THAT MAY INDUCE PANIC, UNAUTHORIZED USE OF FIRE, FALSE ALARMS, AND BOMB THREATS ALONG WITH FALSIFYING ABSENCE NOTES, FORGING PARENTS/GUARDIANS SIGNATURES OR PHONING THE SCHOOL ACTING AS THE PARENT/GUARDIAN (OR HAVING ANOTHER DO SO ON YOUR BEHALF); TOBACCO AND/OR SMOKING PRODUCTS AND TRAFFICKING; VIOLATIONS OF THE LAW; BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR; OR OTHER BEHAVIORS/ACTIONS DEEMED FOR THIS LEVEL OF DISCIPLINE.

(E) IN-SCHOOL ASSIGNMENT (ISA)
The term In-School Assignment shall be understood to mean the removal of a student from the normal schedule of classes and activities and reassignment to other special programming within the school or at the Alternative School, with daily school attendance still required. A student will receive credit for satisfactory work performed during this assignment. It is the student’s responsibility to get work and turn in completed work at the end of the assignment to receive credit.

(F) Emergency Removal
IF A STUDENT’S PRESENCE, BEHAVIORS, ACTIONS OR PHYSICAL APPEARANCE POSES A CONTINUING DANGER TO SELF OR OTHER PERSONS OR PROPERTY, OR A THREAT OF DISRUPTING THE ACADEMIC PROCESS IN THE CLASSROOM/LAB OR ELSEWHERE ON SCHOOL PREMISES, THEN THE STUDENT MAY BE REMOVED BY EMERGENCY ACTION. REMOVAL FROM SCHOOL BY THE PARENTS ON A TEMPORARY BASIS FOR THE PROTECTION AND SAFETY OF THE STUDENT INVOLVED AND OTHERS, PENDING INVESTIGATION OF A SITUATION WHICH MAY BE DISRUPTIVE TO THE SCHOOL PROGRAM. IF PARENTS/GUARDIAN CANNOT BE REACHED, THOSE ON EMERGENCY MEDICAL FORM WITH PERMISSION WILL BE CALLED, OR AN AMBULANCE, OR THE SRO TO TRANSPORT
TO THE DETENTION CENTER (DEPENDING ON THE SITUATION). THIS ALLOWS TIME TO SOLVE A POTENTIALLY SERIOUS PROBLEM WITH THE LEAST AMOUNT OF CONFUSION.

(G) LUNCH OR SUPERVISOR’S DETENTION
May be held before or after school or during the lunch period. Students are required to serve the detention when assigned and/or the following day, unless prior arrangements are made.

(H) TEACHER ASSIGNED DETENTION
A member of the faculty may assign a detention to a student for infractions of classroom, school rules or incomplete assignments. It is the responsibility of the student to notify his or her parents of the detention. Detention takes precedence over all activities. Detained students will be dismissed no later than 3:00 P.M., unless parents agree to other arrangements. Students will serve detention with that teacher.

(I) SEARCH & SEIZURE & VIDEO CAMERAS
Student locks and lockers are the property of the JCJVS Board of Education and are used temporarily by the students. They are to be used for legal purposes only. School officials reserve the right to use drug dogs, inspect lockers, locker contents, desks, person and personal belongings of a student on grounds or at any school activity for the protection of the welfare of all. This also includes any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search being done or is requested. Only those locks provided by JCJVS are to be used on student lockers. To improve student discipline and ensure the health, welfare and safety of everyone, the JCJVS has installed cameras and video equipment to monitor the buildings and grounds. The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary hearings. In addition to the above consequences, an administrator may assign any one of them or a combination including but not limited to:

- Warning Issued by Staff
- Conform/Comply To/Relinquish
- Administrative Conference
- Loss of Privileges (parking, field trips, internet use, etc)
- Restoration/Restitution
- Legal Authorities Notified/Arrest
- Counseling
- Parent/Guardian Involvement
- PBIS Committee Referral
- School Counselor Referral
- VOSE Coordinator Referral
- Court Liaison Referral
PARKING / DRIVING POLICY

PARKING / DRIVING RULES

Driving to school is a privilege. Many students would like to drive to school daily; however, we may limit the number of drivers due to the large number of students that attend the JCJVS, our limited parking facilities, and traffic congestion on nearby roads. We do permit some students to drive if they meet the guidelines noted under “Eligibility requirements for permanent and temporary permits.” For safety reasons, following dismissal at the end of the school day, we cannot guarantee students a timely arrival at work or for appointments. **Student drop off and pickup will be at the front doors only.** For safety reasons, students may not walk off campus.

(A) PARKING PERMITS

Students shall have either a temporary or permanent parking permit on his/her vehicle. The permit is good only for the current school year. Permits and their replacements are school property. Information concerning how to apply for either of these permits may be obtained in the Main Office.

1. A permanent permit must be affixed to the rearview mirror. This permit can be used only on the registered vehicle. It must be visibly displayed while the vehicle is on campus.
2. A temporary permit must be visibly displayed on the rearview mirror.

(B) ELIGIBILITY REQUIREMENTS FOR TEMPORARY OR PERMANENT PARKING PERMITS

1. Possession of a current driver’s license and proof of insurance on the vehicle being driven to school.
2. Satisfactory completion of an JCJVS vehicle registration card.
3. Habitual tardies and/or absences may result in driving privileges, riding privileges, or parking permit being suspended or revoked.
4. Acknowledgment, in writing, of having read and understood the school driving rules.

(C) Cost of Permits

1. JCJVS students will be required to pay $2 for a permit.
2. There will be a charge of $2 for each replacement pass. (due to theft, loss, etc.).
3. Temporary permits cost $1 (3 allowed per quarter).

(D) OTHER PARKING REGULATIONS

1. When a permit is no longer needed for the reason it was issued, the permit will be returned to the main office.
2. Speed limit on JCJVS property is 15 miles per hour.
3. No student is permitted to obtain a permit for a vehicle other than his/her own vehicle.
4. The vehicle must be backed into the parking space.
5. Students must not loiter in their vehicles. Students are expected to lock their vehicles and enter the school building upon arrival.
6. Students must have permission from a supervisor to visit the parking lot and are required to sign out when you leave and again when you return.
7. Passengers are to be picked up only in a vehicle parking space. Passengers may not be picked up on the driveway.
8. Any students having a traffic violation while on school premises may lose his/her parking privilege. Other corrective action may be taken.
(9) Student parking is provided as a convenience and a privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safety or effective operation of the school.

(10) Students are to park in their assigned numbered parking spaces only.

(11) Any erratic or dangerous driving reported by a school employee, associate school bus driver or other authorities may result in loss of parking privileges.

(E) TRANSPORTING OTHER STUDENTS
Students shall not transport any student without written permission from both the driver and passenger's parents.

(F) VIOLATION OF PARKING RULES
Violation of rules shall result in disciplinary action, including but not limited to loss of parking privileges, detention, suspension, towing of vehicle (at owner’s expense) or expulsion.

The JCJVS assumes NO responsibility/liability for damage, theft or loss of property that may occur to vehicles.

SAFETY

There are vast amounts of equipment and supplies used in the career technical programs at JCJVS. It is our goal to match as closely as possible actual business and industry work situations. For their personal safety and for the safety of others, students must follow all instructions of JCJVS staff. Some equipment and supplies could cause injury if proper procedures are not followed. It is absolutely essential that all students observe the safety requirements of their programs. Disregarding any of the requirements will result in corrective action.

GENERAL SAFETY PROCEDURES
(A) Wear protective glasses and clothing as prescribed by the JCJVS Board Policy.
(B) Do not operate any unfamiliar equipment or use any unfamiliar supplies until properly trained to do so.
(C) Reference procedures described on the Material Safety Data Sheets (MSDS) when using supplies.
(D) Report any faulty equipment or unsafe conditions to the instructor.
(E) Report any injuries to the instructor and seek first aid treatment immediately from the office, Supervisor, etc.
(F) Keep the work area clean.

ALLERGIES
If you have any food allergies i.e., peanut or dairy allergy, please make sure the school is aware by notifying the Receptionist in the Main Office so steps can be taken to minimize the risks of an allergen exposure.
IMPORTANT NOTICE

Your possession of these rules and the fact that your teachers and administrators have reviewed these rules with you, and the fact that you have signed an acknowledgement of having had these rules reviewed with you constitutes a first warning. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules in this handbook apply to all students, regardless of age, during the school day, at all school-sponsored activities, whether on school property or not (if related to an occurrence/incident during school or on property owned or controlled by the District), and when being transported on a board-owned/board-rented vehicle.

PUBLIC NOTICE

COPYRIGHT INFORMATION
Any material, event, publication, WEB site, etc. created at the JCJVS or for the JCJVS is the property of the Jefferson County Joint Vocational School and may not be copyrighted.

NON-DISCRIMINATION POLICY
The Jefferson County Vocational School affirms that equal opportunities are offered without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The designated coordinator for students is (covering Title VI, Title IX, and Section 504) the Guidance Office.

VIOLATION OF SEXUAL HARASSMENT POLICY
It is the policy of the JCJVS to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any staff member or student to harass a staff member or a student through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student or when made by any student to a staff member when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, or when: Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when: Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment definition includes, but is not limited to unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested; explicitly or implicitly offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances, nonverbal conduct:
leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, slurs, or jokes; making sexually based remarks about another person's or one's own body; verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; physical conduct: touching, assault, impeding or blocking movement. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term “sexual harassment” is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as usage. When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for staff should be sought through the District Title IX Coordinators, Dan Hartman and Andrew Long.

**TITLE IX-VI-SEC. 504-GRIEVANCE PROCEDURE**

Recourse for students should be through the school Guidance Counselor or an Administrator. Title IX-VI-Sec. 504-Grievance Procedure Title IX-VI-Sec. 504 states:

“No person in the United States shall, on the basis of sex, race, color, national origin and handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Dan Hartman and Andrew Long have been designated by the Superintendent as compliance officers to implement the Title IX, Title VI, and Sec. 504 Grievance Procedure for Jefferson County JVS (Phone: 264-5545):

Step 1: A written, dated, signed statement of a grievance is sent to the Supervisor.
Step 2: Within 30 calendar days of the grievance the Supervisor will send a written reply to the person who submitted the grievance.
Step 3: Not later than 30 calendar days after receipt of the reply from the Supervisor, the person may file a written appeal with the Superintendent of the JVS.
Step 4: The Superintendent will review the grievance and appeal and a written reply will then be sent to the person who filed the appeal within 30 days after the receipt of such an appeal.

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the Supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

**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, 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 any employee is engaged in school business.

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).

The above behaviors are strictly prohibited and will not be tolerated. Such acts may possibly result in suspension, and students who make false reports may be disciplined plus any form of retaliation after a report has been made will result in disciplinary actions. Students experiencing any such behavior should report to a staff member immediately. The complete Policy 5517.01 is posted in the school, on the JVS Website and available upon request in the office.

WELLNESS POLICY
Our District has developed a Wellness Policy that is focused on improving the health of students. The policy was developed by the Health and Wellness Advisory Council that includes teachers, parents, students, and administrators. Our Wellness Policy is located on the school’s website and is posted within the building (Board Policy 8510).

CORONAVIRUS (COVID-19)
Due to the coronavirus, adjustments may have to be made to this handbook to comply with any directives issued by federal, state, and/or local leaders and will be updated on our website (jeffjvs.org).
Jefferson County JVS Website
www.jeffjvs.org

National Suicide Prevention Hotline
1-800-273-8255

Alive Shelter
1-888-611-7233

Crisis Text Line
Text 4HOPE to 741741
(A free 24/7 text line for people in crisis.)

STOPit App
Anonymous Reporting
Download STOPit for free from iTunes or Google Play
Access code to activate the app - jeffjvsstopit

Board Adopted: 06/16/2020