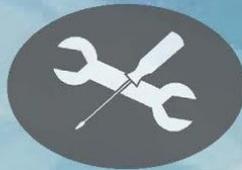


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Buckeye Career Center
Student Handbook

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**This Student Handbook has been approved by the Buckeye Career Center
Board of Education.**

BOARD OF EDUCATION

- President-Mr. Steve Brode, Newcomerstown
- Vice President-Mr. Scott Tritt, Tuscarawas Valley
- Mr. Dan Pesta, Carrollton
- Mrs. Cyndy Host, Claymont
- Mr. Lee Bowdish, Conotton Valley
- Mr. Randy Longacher, Dover
- Mr. Kyle P. Miller, East Holmes
- Mr. Dick Marshall, Garaway
- Mr. Francis Picchetti, Indian Valley
- Mr. David Frantz, New Philadelphia
- Mr. Wes Hostetler, Strasburg

ADMINISTRATIVE STAFF

- Mr. Bob Alsept, Superintendent
- Mrs. Cheryl Pritts, Treasurer
- Mr. Frank Polen, Director of Curriculum, Instruction, and Adult Education
- Mr. Matt Fockler, Principal
- Mrs. Julie Brinkman, Assistant Principal
- Mr. Trent Edie, Assistant Principal
- Mr. Alan Furner, Assistant Principal

MISSION STATEMENT

To serve the community by empowering people, of all ages, to discover their passion and prepare for their future through career and technical education.

CORE VALUES

- Responsibility/Accountability
- Communication
- Collaboration
- Creativity
- Critical Thinking
- Success for All
- Servant Leadership
- Passion
- Innovation/Leadership

STATEMENT OF NONDISCRIMINATION AND GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504

Buckeye Career Center's Board of Education policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, or military status. The Board does not discriminate on the basis of legally acquired genetic information. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communication devices, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

Notice of the outcome will be given to parties involved. If the issue is not resolved and/or the discrimination continues at this step, the Title VI and IX Coordinator along with the Assistant Principal should be notified. The third step toward resolving the issue will be to meet with the Principal and the Title VI and IX Coordinator. If the issue is not resolved, the complainant should appeal the decision to the Superintendent.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal/director, teacher, or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in postsecondary school. The student then becomes an “eligible student.”

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student’s education records except:

1. By prior written consent
2. As directory information and
3. Under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. The right to inspect and review the student’s education records;
2. The right, in accordance with administrative regulations, to seek to correct parts of the student’s education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)’ or eligible student’s request;
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposed to designate the following personally identifiable information contained in a student’s education records as “directory information,”

1. Student’s name
2. Student’s address
3. Student’s date and place of birth
4. Participation in officially recognized activities
5. Student’s achievements, awards, or honors
6. Major field of study

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent.

Administrative regulations set forth a procedure for annual notification to parent(s) and eligible students of the District’ definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses criteria set forth under administrative regulations to determine who are “school officials’ and what constitutes “legitimate educational interests.”

Other than requests as described above, school officials release information from, or permit access to, a student’s education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student’s education records and of information disclosed and access permitted.

EMERGENCY SCHOOL CLOSINGS

If school is closed for the day, the Superintendent of Buckeye Career Center will notify local radio/TV stations around 6:30 am. In addition, Buckeye Career Center is equipped with the School Messenger calling system which will send out calls to each student’s registered phone number indicating school closings and other events associated with Buckeye Career Center. Closings will also be reported on the district website at www.buckeyecareercenter.org

GUIDANCE

Counselors are present at the school from 7:30 a.m. to 3:00 p.m. daily. Students desiring counseling services should make an appointment with either the guidance secretary or one of the guidance counselors. Students should normally visit the counselor before school, during lunch, after school, or during lab time. Only with teacher, counselor, and/or Principal approval; and in emergency situations will students be released from career tech or academic classes.

For purposes of organization, Buckeye Career Center counselors have been assigned to work with students from particular school districts. The assignments are as follows:

Mrs. Robinson

Claymont
Garaway
Hiland
Indian Valley
QDA

Mrs. Wise

Dover
New Philadelphia
TCC
Tuscarawas Valley

Mr. Stocker

Carrollton
Conotton Valley
Newcomerstown
Strasburg

Information available in the guidance office includes:

- Career Planning Information
- Student Scheduling
- Graduation Requirements
- Post Secondary Options (Technical Schools, Colleges, Universities)
- Armed Services Information
- Personal, Academic, and Career Technical Counseling
- Home School Communications
- Financial Aid
- Referral to Appropriate Credit Planning Agencies
- Independent Study

TESTING

Information concerning the following tests will be available through the guidance office:

- ACT (college entrance exam)
- SAT (college entrance exam)
- ASVAB (military aptitude exam)
- End of Course Exams
- ACT Work Keys
- Career Technical Skills Assessment
- Industry Credentials

WORK PLACEMENT REQUIREMENTS

The goal of job placement is to locate and secure positive placement at the completion of the career-technical experience and during the senior year. All job placements must be related to the student's senior year and beyond. Work placements must be approved by the career-tech supervising Assistant Principal or the building Principal.

The lab instructor must:

- Recommend the student for placement based on the student being capable of performing entry level duties and tasks relating to at least 75% of his/her career technical program's competencies.
- Approve the work/training site as being related to the student's career technical program.
- Have on file all documentation of any safety test and safety training necessary for the career technical program.
- Determine the Career Technical Standards as approved by the Ohio Department of Education that the student must learn while on placement, as well as the amount of time the student must report back to the career technical program for instruction, assignments, grades and records.

The student must meet the following requirements:

- At least a “B” average for lab and related classes.
- No current failing grade in any class.
- A student may be denied placement or taken off the job if he/she is at risk of receiving a failing grade in a required class
- Passage of all safety tests and safety training necessary for the career technical program.
- No more than 7 days of unexcused absences during each year of school.
- No more than 5 Out of School Suspension Days during each year.
- Lab fees and tool costs must be paid or there must be a payment plan in place.
- The student must comply with all rules and requirements as set forth in the workplace agreement.

Additional work placement requirements:

- A valid Ohio driver's license, or parent/guardian approved transportation from Buckeye to the work site and proof of automobile insurance.
- All necessary paperwork and signatures must be completed and turned in to the Career Services Coordinator before placement can begin. Any change or variation from the above guidelines must be approved by the administration.
- Special circumstances may be considered. As the year progresses, attendance requirements may be less stringent.
- Students on work placement are required to report to their career program at least once a week. The length of time the student needs to report to the program for follow up on assignments will be determined by the career technical instructor.
- Students must maintain passing grades for each class. Students that have a failing grade will have one week to bring the grade to a passing level or they may be pulled from the job site.
- In-school suspension or out-of-school suspension takes precedence over work.
- Any student that does not follow the above listed guidelines will be pulled from the job site immediately.
- Students may not change or quit jobs without discussing it with the teacher, employer, and parent/guardian.

Administration reserves the right to modify work placement requirements on an individual basis.

WORK PERMITS

All minors between the ages of 14 and 18 must have a work permit before they go to part-time or full-time work. Application cards may be picked up in the Guidance Office. These cards must be completed and taken to your home school, where a work permit will be issued. Buckeye cannot issue the work permit. The home school must issue the permit.

POST SECONDARY VISITATION

Students who are interested in visiting colleges are encouraged to do so on Saturdays and during vacation. Since this is sometimes impossible:

- Students need to bring a parental permission note to the high school office at least one day prior to the visit.
- A college, military or business official must verify in writing that a visit has been completed, and the verification must be returned to the high school office
- Approval is the responsibility of the Administration. A maximum of two days excused absence will be granted.

NOTE: Failure to comply with the above rules may result in an unexcused absence.

CAREER PASSPORT

This professional document includes a listing of specific career technical skills gained, a resume, a completion certificate, and may include copies of awards, transcripts, and other credentials which will identify you as a skilled career technical completer.

CAREER-TECHNICAL CERTIFICATE CRITERIA

Buckeye Career Center offers one and two year career-technical certificates certifying that students have obtained the skills needed to begin serving in a particular career field. Students must successfully complete the following career-technical and academic requirements to be eligible for a career-technical certificate: “C” average in lab courses, passing grade in all classes (including elective courses), required career-technical credits, meet all requirements set forth by the state of Ohio to earn a high school diploma, all fees paid, and no more than 15 days absence and/or 10 days out of school suspension per year. These requirements are per year. Half-day students are counted absent one day for every lab missed. Special accommodations/considerations may be made for students who receive special services. Students who are unable to fulfill the requirements after their Junior year may switch to a different program and work toward successfully completing a one year certificate. Students who successfully complete their Junior year may work toward a two year career-technical certificate or choose another career-technical program and work toward earning two, one year certificates.

AWARDS CEREMONY

Only students who have fulfilled the requirements for a one year or two year career technical certificate will be allowed to participate and be recognized at Buckeye Career Center’s Awards Ceremony. The deadline for students to meet the criteria for participation in the awards ceremony is noon of the day, two weeks prior to the awards ceremony. Students that do not meet the career technical certificate criteria at that time will not be permitted to participate in the awards ceremony. Students that meet the criteria after the deadline date may receive a career passport but may not participate in the awards ceremony.

CERTIFICATES AND CRITERIA

- High School Diplomas are issued from a student's home school.
- Career Passports and/or Career-Technical Certificates will be awarded by Buckeye Career Center.
- Industry Recognized Credentials can be used to qualify students in the class of 2018 and beyond for high school graduation.
- Student of the Month Awards will be issued to students with outstanding attendance, leadership, initiative, academic success, and instructor recommendation.
- Perfect Attendance Awards will be issued to any junior or senior who has not missed any portion of any school day.
- Buckeye Career Center Honor Roll:
 - Distinguished Honor Roll is for students who have a 4.00 GPA,
 - Merit Honor Roll is for students who have a 3.50 - 3.99 GPA.
 - Grades will be sent to the home school for publication and the student must meet honor roll standards at his/her home school.
- National Technical Honor Society. Students are selected for this society if they demonstrate excellent student achievement and attendance, positive attitudes toward work, dependability, honesty, and good citizenship. Students must possess:
 - 3.60 GPA or above with no grade lower than a "C"
 - Two instructor recommendations
 - 95% attendance
 - No in-school or out- of school suspensions and/or expulsions
 - Youth organization involvement

Members who fail to maintain the required record of scholastic achievement or whose conduct is unbecoming to the society and its stated purposes may be placed on probationary status for a specified period of time or removed from the society by their advisor and school administration. Should this occur, it should be explained to the member why this action was necessary and under what conditions he/she may be returned to the membership.

OPEN ENROLLMENT

Open enrollment is available to any student who resides in an Ohio school district. Availability in the career-technical program will determine acceptance.

MORNING ANNOUNCEMENTS

Important information will be given each morning over the public address system at 8:00 a.m. Students are to listen carefully to announcements. Persons submitting announcements should submit them to the high school office prior to 7:45 a.m.

DAILY BELL SCHEDULE

Regular Daily Schedule

1st Period 7:50 - 8:40 a.m.
2nd Period 8:43 - 9:23
3rd Period 9:26 - 10:06
4th Period 10:09 - 10:49 (lunch)
5th Period 10:52 - 11:32 (lunch)
6th Period 11:35 - 12:15 (lunch)
7th Period 12:18 - 12:58
8th Period 1:01 - 1:41
9th Period 1:44 - 2:25

Friday Activity Schedule

Activity 7:50 - 8:33 a.m.
1st Period 8:36 - 9:12 a.m.
2nd Period 9:15 - 9:51 a.m.
3rd Period 9:54 - 10:30
4th Period 10:33 - 11:09 (lunch)
5th Period 11:12 - 11:48 (lunch)
6th Period 11:51 - 12:27 (lunch)
7th Period 12:30 - 1:06
8th Period 1:09 - 1:45
9th Period 1:48 - 2:25

A warning bell will ring at 7:45 a.m. each day. Students who report to class after the 7:50 a.m. bell may be marked tardy.

FEES

Career-technical programs may require a lab fee, materials fee, workbook fee, technology fee, or tool kit fee. Fees vary depending on the program. Many programs require hand tools. Students need to purchase these tools prior to the start of school. The list of tools required will be supplied by the school for each program and these tools may be purchased from a private supplier.

FEES PAYMENT

Tool kit, workbook, and lab fees may be paid in the Treasurer's Office or online through Buckeye Career Center's web site and the PayForIt.net link. Students may apply money to their cafeteria account through PayForIt.net or by cash.

Since workbook, lab and materials fees constitute consumables, there will be no refund on these items. For students who are economically disadvantaged, meet certain guidelines and who apply and qualify for free or reduced meals, loan kits may be available ONLY after an eligibility verification determination has been completed along with a security deposit. Payment plans for lab fees may be arranged by thru the Administration.

STUDENT DRIVING POLICY

Student drivers must be registered and have parent/guardian consent to drive to school. Registration will take place during the first month of the school year. Registration will take place throughout the year for new drivers.

Each home school provides transportation for all students attending Buckeye. However, students are extended the privilege of driving to school. Students driving to school MUST abide by the following rules:

- All motor vehicles must be registered and on file in the high school office. Students must have proof of a valid driver's license and insurance to accompany the signed application for a driving pass to be issued. The fee is \$5 for each driving pass.
- When you enter the back, north lot, you must park your car and immediately enter the building. No loitering in the parking lot.
- Traffic speed on driveways shall not exceed 15 mph and shall not exceed 10 mph in the parking lots.
- Driving reckless, speeding, abuse of the parking tag, disposing of trash, poor attendance, excessive tardiness or misconduct may result in the suspension of driving privileges to and from Buckeye Career Center.
- All parking permits must be visible by hanging them on the rearview mirror. All vehicles in the North lot must be facing the building.
- The Superintendent may notify the Bureau of Motor Vehicles to suspend driving privileges for use of or possession of drugs or alcohol and for excessive absences/truancy.
- Student parking is located in the North lot (back lot) and East lot (near Utility Linesman building). Students are not permitted to park in the Front Lot, West Lot, or Trumpet Room parking lot.
- Until all school buses are safely on University Drive, no privately-owned motor vehicles may be moved from the parking lot at the end of the day.
- Moving your motor vehicle during the school day, without permission is prohibited.
- Students are not permitted in the parking lot unless escorted by a school district employee.
- Students will not be permitted to use his/her own motor vehicle to go after parts or take someone home during the school day without parental permission.
- Students will not be permitted to park in labs, bullpens, and blacktop areas outside the labs without permission of the teacher and/or administration.
- Students should be picked up and dropped off in front of the building. Please do not block buses or people backing out of parking spaces. No student should be picked up in the West Lot, on Trumpet Drive, or the Trumpet Room parking lot.
- Student drivers/passengers who violate any or all parts of the driving policy may lose his/her driving privileges and/or be subject to other disciplinary consequences, which may result in riding the bus provided by the home school.
- Disclaimer: Buckeye Career Center will not be held responsible for damage or theft to any vehicle or its contents while in the school's parking lot. Be advised that if the registered vehicle becomes subject to vandalism during school hours, the students should inform the high school office. If the student and parent/guardian wish to make a police report on the incident, the high school office will assist in those arrangements. Be advised that Buckeye Career Center officials will do their best in investigating any vandalism to vehicles; however understand that those issues are very difficult to resolve.

INSURANCE AND LIABILITY

Insurance for Students - The school cannot be liable for injuries sustained while on school property. Students attending Buckeye Career Center are encouraged to purchase student accident insurance. It is recommended that parents review their present health and accident insurance policies to make certain that their child is covered for possible injury while at school. At the beginning of each school year, students will have the opportunity to purchase insurance. The school is not acting as an agent for any insurance firm, but is providing a service for those families who desire it.

- **Student Liability:** Accidents which occur at school must be reported to the instructor and school nurse. Buckeye Career Center is not responsible for payment of bills resulting from student accidents.
- **Tool Liability:** Students and parents are responsible for the insurance coverage on tools or tool kits if coverage is desired. Buckeye Career Center is not responsible for payment of stolen or lost tools.
- **Vehicle Liability:** Students who drive to school are responsible for meeting the Ohio liability laws. Buckeye Career Center is not responsible for damage or theft to vehicles or their contents.

STUDENT CONDUCT ON THE SCHOOL BUS

It is a privilege for Buckeye Career Center students to be transported to and from Buckeye Career Center on buses provided by the home school. All rules and regulations of the home school will apply. Students are not permitted to ride another district's bus.

ELEVATOR

An elevator key may be obtained from the front office for those people who are disabled and unable to use the stairs to the second floor.

CLINIC

In case of illness, accident or injury, students are to report to the school nurse in the clinic, located next to the cafeteria. The nurse's evaluation will determine whether the student is to return to class, lie down in the clinic for a period of time, or contact a parent. Students are not permitted for any reason to call home (from their cell phone, lab phone, etc.) for parents/guardians to come pick them up due to illness.

To avoid misuse of the clinic, it is necessary to establish guidelines:

- If a student wishes to go to the clinic, he/she must first obtain a pass from the instructor. (Exception- Emergencies and lunch period.)
- Students may not enter the clinic during class changes. (Exception - Emergencies)

- Students may spend up to 40 minutes in the clinic without penalty or recorded absences. Thereafter, attendance will be marked accordingly.
- **If the nurse is unavailable, students should report to the high school office.**

STUDENT MEDICATION

When students must take medication during school hours, the responsibility for dispensing the medication will be assumed by the school. **All medication must be given to the nurse, or trained designee, who will dispense the medication as prescribed ONLY after the proper medication forms have been obtained from the school nurse, completed by the parent and or physician, signed by the parent, and submitted with the properly labeled medication. Properly labeled is defined as over the counter medication in its original packaging and prescription medication in its original container with the current medical dispensing information attached. No medication will be carried by students while in school or on school property (refer to Code of Conduct, Section D, Item 5). Students who do not follow these procedures place the educational population at risk of medication abuse and could be suspended from school for up to 10 days.**

HAND WASHING POLICY

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable diseases. It is the policy of Buckeye Career Center that students and staff will wash their hands according to posted procedures.

SAFETY REGULATIONS

Safety is an important part of every function at Buckeye Career Center. Each program has different safety requirements for the protection of everyone. Students who fail to conform to these safety regulations will be subject to normal disciplinary procedures.

- Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school will not be tolerated.
- All accidents/injuries will be reported immediately to the instructor.
- Good housekeeping rules and regulations will be followed in all designated areas.
- Proper procedures for emergency situations such as: Fire, Tornado, Bomb, First Aid, etc., will be followed.
- Safety procedures will be followed when operating equipment.
- Proper safety procedures will be followed when handling materials manually or mechanically.
- All hazardous materials will be properly labeled and stored.
- All hazardous materials taken out of the original container must be properly labeled, if not used by the end of lab.
- Chemical substance abuse will not be permitted.
- Wet, slippery, hazardous traffic areas will be properly identified.
- Red-tagged equipment will not be used.

- All designated aisle ways will be kept unobstructed.
- Emergency equipment will never be blocked.
- All traffic laws will be observed on the school premises.

OBSERVATION CAMERAS

Observation cameras are in place to monitor the property and facilities of the Buckeye Career Center. They are not in place to protect the personal property of those individuals on official business, nor are they in place to monitor/enhance the personal safety of those individuals entering and exiting the facility.

Due to various factors such as extended use of school facilities and the random nature of incidents that may occur, the observation cameras will be in operation virtually 365 days a year and 24 hours a day. Observation cameras are in place for the following uses, but not limited to: (1) use to detect criminal offenses which occur in view of the equipment, (2) use for inquiries and proceedings related to suspected violations of Student Code of Conduct, (3) use for research such as the nature of areas usage, traffic patterns or evaluation of particular observation camera systems and (4) use in accordance or compliance with any court order or governmental agency directive. Access to the observation cameras and their archived records are under the jurisdiction of school administration in order to protect individuals' privacy rights, and personal information.

FIRE DRILLS, EMERGENCY DRILLS, OR TORNADO DRILLS

- **FIRE DRILLS** will be held at least six times per year. Directions are posted in each room. Students and teachers should stay together as a class. Students will walk (NOT RUN) to the designated exit and proceed from there as directed by the teacher. If that exit is blocked, the nearest alternate route should be taken. For safety purposes, it is essential that drills be conducted in a quiet and orderly fashion. Allow plenty of room for emergency vehicles. A signal for return to the classroom will be given.
- **EMERGENCY MANAGEMENT TESTS** are held at least three times per year and are designed for the assessment and evaluation of the School's Emergency Management Plan.
- **TORNADO DRILLS** will be held once per month during tornado season. The tornado drill procedure is posted in each classroom. When the tornado alarm is sounded, all students and staff should report to their assigned areas of safety in a quiet and orderly manner so that they can hear instructions by the administration or teacher. Students and staff will return to the classroom or lab only when instructed by the administration.

SAFETY HOTLINE

Report any school safety concern including bullying, suicide, drug abuse, vandalism, etc. by calling 1-866-547-8362.

DRESS AND APPROPRIATE GROOMING

The following dress code requirements have been established following discussions between school officials and business, industry, and community leaders. Student health, safety, employability, professionalism, and appropriate learning environment are taken into consideration when developing the dress and grooming regulations.

- Clothing is expected to be clean and in good repair. Cut-off clothing or clothing appearing to be cut off is not permitted. Pants and shirts with holes are not to be worn. Fixing pants/shirts with duct tape or other tape or wearing other clothes under the holes is not permitted.
- Clothing or jewelry which displays or implies obscene language or gestures and which advertises or implies the use of drugs and alcohol, sex, hate, bonage, satanic cults, gang-related items, violence, death, and tobacco are unacceptable.
- Tank tops, halter tops, tube tops, transparent clothing and fishnet clothing are unacceptable. All tops/shirts are to cover the shoulder. Midriffs must be covered while standing and sitting. Shirts must be hemmed around the neck, arms, and bottom. Shirts/Tops must not expose cleavage and/or more than the underarm area.
- Dresses, skirts and shorts may be worn if they are not shorter than the length of a Buckeye I.D. card (approximately 3.5 inches) from the top of the kneecap. This includes when leggings are worn under the shorts/skirt. Short shorts, bicycle shorts, spandex tights, transparent mesh shorts and boxer shorts are permitted. Pants/shorts should be worn to stay over the waistline and not be oversized (this includes oversized in the legs). They are not to sag and reveal undergarments.
- Sweatpants are not to be worn. Sweatpants are defined as pants having elastic around both the waist and ankles and/or drawstring around the waist and elastic around the ankles. Yoga pants are not to be worn. Tear away pants are not permitted. Sleepwear of any kind (ex. Flannel pajama bottoms) is not permitted. There is to be no writing on the seat of any pants.
- For safety, health and professionalism purposes, appropriate footwear must be worn. Only closed toed footwear will be permitted. Slippers are unacceptable, along with shoes with rollers.
- Jackets, hats, hoods, and overcoats are not permitted to be worn or carried during school hours. Only school approved book bags may be carried. Purses which are large enough to carry a textbook are considered book bags and are to be kept in lockers.
- Gloves, mittens, wristbands, and other items which would cover students' hands and wrists are not to be worn.
- Bandannas or gang-related insignia are not permitted.
- Sunglasses, unless prescribed, are unacceptable.
- Beards and mustaches must be neatly trimmed.
- Wearing of chains, of any type, is prohibited.
- Dirty and greasy shoes, jeans, slacks are not permitted outside of lab.
- No facial piercing, dental jewelry, ear gauges or tongue rings. Facial piercings must be removed NOT covered with a Band Aid or have a spacer inserted. Clear spacers are

prohibited. No excuses will be accepted from students who need to keep facial piercing in place due to healing purposes.

- Makeup must not be distracting or of extreme application. Hair color must be of natural color or tone. Two tones and highlights must be of natural color. Distracting hair styles are unacceptable. Hair must be well groomed. Dreadlocks and Mohawks are not permitted.
- Administration shall have the final say on all issues of dress that may not be specifically stated.
- Headphones and earbuds are not to be worn outside of the cafeteria.

Dress Code Consequences

Students will be given the opportunity to conform to the dress code and put on acceptable attire. If students do not have clothing to make the correction, or the student is unable to have a family member bring them acceptable clothing to school, he/she will be assigned to the in-school suspension room for the remainder of the school day.

- Repeated Offenses: Students who are found to be in violation of any portion of the dress code three times or more may be considered willfully disobedient with extended misbehavior as outlined in the student code of conduct Section B Item 7: Willful Disobedience and Section C Item 15: Extended Misbehavior/Repetitive Administrative Referrals.

Please note that when a student is attending a homeschool function, the home school dress code and student code of conduct apply.

ADULT STUDENTS

The student 18 years or older assumes many responsibilities previously held by parents. These students are responsible for following all rules and regulations of the student body, including regulations relating to absenteeism, tardiness, discipline, and other matters of school. A student 18 years of age or older who fails to assume the responsibility of attending school and who defies the rules and regulations of the school may be suspended and/or expelled.

STUDENT EMANCIPATION

Only students who have completed an emancipation form on file will be excluded from the requirement of parental /guardian approval. A student is considered emancipated if he/she: (1) is (18) years of age, (2) lives separately from parent(s)/guardian(s); (3) supports himself/herself independently from parent(s)/guardian(s) by providing proof to the administration in the form of a pay stub, proof of rent and utility bill, all in the name of the student, and (4) does not wish for parent(s)/guardian(s) to be contacted by the school for any reason other than an emergency.

TELEPHONE MESSAGES

Only emergency telephone messages will be relayed to the student.

LOST AND FOUND

All lost and found articles are to be turned in and claimed in the high school office at the Buckeye Career Center.

PROSPECTIVE STUDENT VISITATION

Prior arrangements must be made through the home school guidance department and the Buckeye Career Center guidance department.

PARENTAL VISITATION

If you wish to confer with a particular staff member, please make prior arrangements. Parents wishing to eat lunch with his/her son/daughter may do so in the Trumpet Room.

SUCCESS CENTER

The Success Center provides students with an opportunity to complete missing assignments and receive academic assistance. Students must have teacher permission or a Catch-Up Cafe referral to be in the Success Center.

ISSUING OF MOBILE DEVICES

A mobile device may refer to a netbook, tablet, chromebook, smartphone or any variety of devices that allow people to access data and information from the Buckeye Career Center (hereinafter referred to as "BCC") network and/or the Internet or other similar networks. All students at BCC will be assigned a mobile device. Once the mobile device is assigned to a student, it will stay with that student for the remainder of the school year or until the student withdraws. Students will be reassigned their original mobile device each year while attending BCC.

Additionally, each student will be issued a messenger bag in which they are expected to store and transport their assigned device.

Students are responsible for bringing their assigned device to school, taking it home each day, and charging it for use the next day. The device is not to be left unsupervised at school or left in unsecured locations.

Conditions of Assignment

BCC will assign a mobile device to all BCC students upon compliance of the following:

- A signed Parent/Guardian and Student Mobile Device and Acceptable Use Policy Agreement
- A signed Student Handbook Agreement form

BCC will retain ownership to the mobile device and all issued accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all BCC Board Policies including the Student-Parent Technology Handbook & Acceptable Use Policy, as well as other guidelines outlined within the Student Handbook.

Guarantee

BCC does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind. In the rare case that the network is down, neither BCC, nor any of its agents or employees will be responsible for lost or missing data.

Terms of Agreement

The right to use and possess the mobile device and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer. The student must leave the mobile device and all peripherals at the school where it was originally assigned. The Principal and/or designee will result in criminal charges being sought against the student, parent/guardian, and/or other persons who are in possession of the mobile device. The mobile device remains the property of BCC and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). If the student does not fully comply with the BCC Acceptable Use Policy, Board policies and all terms of this Mobile Device Handbook or Student Handbook including the timely return of the property, the district will be entitled to declare you in default.

BCC reserves the right at any time to demand return of the mobile device. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of Board policies and guidelines as outlined in the Student-Parent Technology Handbook & Acceptable Use Policy, or Student Handbook.

Students are responsible at all times for the mobile devices, whether at home or school. The student assigned the mobile device is responsible for all use of the mobile device. Unsupervised mobile devices will be confiscated by staff and taken to the office or technology department. Disciplinary action may be taken for repeat offenders.

Students are required to bring the mobile device to school each day with a fully charged battery. Students must bring the mobile device to all classes, unless specifically instructed not to do so by their teacher. Students leaving mobile devices at home may be required to complete assignments

using alternate means as determined by the teacher. Students will not be given the use of a loaner mobile device if he or she leaves the mobile device at home. Disciplinary action may be taken for students who repeatedly leave a mobile device at home.

The right to use a mobile device at home is a privilege. If students do not adhere to BCC's Acceptable Use Policy, all Board policies, and the guidelines in this document, the privilege to use the mobile device at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of mobile device use, disciplinary action, and/or fines for any needed repairs or maintenance. The Principal and/or designee will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

ANNUAL MAINTENANCE

Failure to return the mobile device and associated peripherals for annual repair and maintenance will result in a letter sent to the parent/guardian indicating the items not returned. The parent/guardian will have five (5) days to return the items or pay replacement costs. If the matter is not resolved it will be turned over to local law enforcement. The parent/guardian and/or student can be charged with theft.

District Liability

Although the mobile device is provided for use within the district, BCC assumes no liability for any material accessed on the device either within the BCC network or at home.

Modification to Program

BCC reserves the right to revoke and/or modify the mobile device policies, procedures, or 1-to-1 program at any time.

Software Installed on Mobile Devices

Members of the BCC IT Department may install any software applications. The software installed by BCC must remain on the mobile device and in usable condition. Any assistive technology devices required by a student's Individual Education Plan (IEP) will be installed by BCC IT Department personnel. Modifications of any software on a student's mobile device is strictly prohibited. All software that needs to be installed must be approved by the BCC IT Department.

Loaning Equipment to Others

Students may not loan mobile devices or power cords to others for any reason. You are responsible for any loss or damages incurred.

Monitoring and Supervision

Mobile devices will be subject to routine monitoring by teachers, administrators, and members of the BCC IT Department. Students will provide access to the mobile device assigned to them upon request by any school official or district. A search of the mobile device and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Care of the Mobile Device

- When using the mobile device, keep it on a flat, solid surface so that air can circulate.
- Using a Mobile Device directly on a bed or carpet can cause damage due to overheating.
- Do not set books or stack items on top of the Mobile Device.
- Do not write, draw, paint or place stickers or labels on the Mobile Device.
- Do not place food or drink near the mobile device. Liquids, food and other debris can damage the mobile device. Avoid eating or drinking while using the mobile device.
- Do not keep food or food wrappers in the mobile device carrying case.
- Keep the mobile device away from magnetic fields, which can erase or corrupt the data. This includes large speakers, amplifiers, transformers, and old style television sets, etc.
- Do not leave the mobile device exposed to direct sunlight, ultraviolet light, extreme temperatures, or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the mobile device.
- Never attempt to repair or reconfigure the mobile device. Do not attempt to open or tamper with the internal components of the mobile device; nor should you remove any screws, doing so will render the warranty void.
- Carefully insert cords, cables and other removable storage devices to avoid damage to the mobile device ports. Be sure the cords do not cause a tripping hazard
- Do not bump the mobile device against lockers, walls, car doors, floors, etc. It will eventually break the mobile device.
- Immediately report any damage, loss, or problems with the mobile device to your teacher, the office, or the technology department.

Cleaning the Mobile Device

- Wipe surfaces with a clean, dry, soft cloth. (Microfiber Towel)
- Never use liquids to clean the mobile device.
- Make sure your hands are clean when using the mobile device to avoid buildup on the touchpad and/or keyboard. Grease and dirt buildup can cause problems with the mobile device.
- Try to minimize the use of the mobile device in dusty, dirty, or sandy environments.

Screen Care

- Take extreme caution with the screen. It will break if dropped.
- Do not pick up the mobile device by the screen.
- Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on top of the mobile device, nor place excessive pressure or weight on the mobile device screen.
- Do not place anything in the mobile device case that will press against the mobile device.
- Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
- Never clean the screen with glass cleaner; clean the screen with a soft dry cloth or antistatic cloth.

Carrying the Mobile Device

- It is recommended that all mobile device components be carried in approved mobile device cases at all times.
- Mobile devices should always be shut down or placed in standby mode before being placed in a carrying case.
- Always close the lid before moving or carrying the mobile device.
- Do not leave the mobile device in visible sight in a vehicle.
- Unplug all cords, accessories, and peripherals before moving the mobile device or placing it into a case.
- Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in a mobile device carrying case.
- Never sit on the mobile device.

Technical Support and Repair

In the event the mobile device needs repair, report it to the BCC IT Department immediately. All repairs will be performed by the BCC IT Department. Parents/guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned device.

The BCC IT Department will coordinate the repair work for mobile devices. Every effort will be made to repair or replace the mobile device in a timely fashion. If available, a loaned replacement mobile device will be supplied by the IT Department to the student until the mobile device is repaired and returned.

Technical support is only available during school hours.

If a student has a technical problem at home, document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. Provide this information to the BCC IT Department.

Loaner Mobile Devices

If available, a loaner mobile device will be issued after all appropriate costs, due to non-warranty damage, have been paid. If warranty repairs are necessary, every effort will be made to provide the student with a loaner mobile device. The student and parent/guardian agree that loaner device is held to the same terms and conditions outlined within this document while the student has possession of the loaner device. This includes all costs associated with any damage that the loaner mobile device would incur while in the student's possession.

Warranties, Damages, and Theft Damage

The non-refundable technology fee will cover the first repair of each school year to the mobile device that is not covered by the manufacturer's warranty. The parent/guardian will be responsible for the cost of any further damages which are not covered by the manufacturer's warranty. All repairs must be paid in full before the mobile device will be returned or reissued. Damage to the school issued messenger bag will result in the parent/guardian being responsible for the replacement cost.

Theft

Incidents of theft occurring off-campus must be reported to the police and a copy of the police report must be given to the Principal within 48 hours. Students who fail to do so are responsible for the entire replacement cost of the mobile device and peripherals.

Any theft occurring on school grounds must be immediately reported to a school administrator. If there is no clear evidence of theft, or if the mobile device has been lost due to a student's negligence, the student will be responsible for the entire replacement cost of the mobile device and peripherals.

The district will work cooperatively with area law enforcement agencies in the event a mobile device is lost or stolen.

If financial hardship can be proven, the district may set up a payment plan to help with the replacement cost(s). All fees must be paid before students can participate in graduation ceremonies at BCC.

Technology Fee

BCC will charge all students a \$25.00 non refundable technology fee each school year. Additionally, repair and replacement fees could be incurred. Please use the tables below for additional fee information.

Device Replacement Costs

In the event a device must be replaced, please use the following estimates cost table:

Age of device	Value
1 year or less	\$500
2 years	\$350
3 years	\$200

It is at the discretion of the BCC IT Department on whether a device repair is too costly and should be replaced.

Repair Costs

In the event a repair is not covered under the manufacturer's warranty, please use the following estimated cost table:

Repair	Cost
LCD Screen	\$80
Keyboard	\$80
Power Cord & Adapter	\$75
Battery	\$75
Device Case	\$50

NOTE: These prices are subject to change based on Manufacturer's pricing and availability. The costs of any other parts needed for repairs will be based on manufacturer's current price list.

PURCHASE INCENTIVE

Students who graduate from BCC will have the option of purchasing their mobile device for \$150 when they meet the requirements for the student incentive program. For school years in which a student's assigned mobile device has not been damaged, the technology fee will be deducted from the purchase price. **Mobile devices will be returned to the original operating system and will have all BCC owned/leased software removed upon purchase through this incentive program.**

STUDENT PROGRAM

Students who attend BCC full time and meet certain academic and/or attendance benchmarks will receive their mobile device free of charge upon graduation. To receive a free mobile device, students must attend BCC for at least two years or enter a Senior Only program during their

Senior year of high school. Additionally, students may miss no more than 3 days of school (authorized or unauthorized) during each school year, have zero days tardy, and maintain at least a 3.0 grade point average for all classes taken at BCC. **Upon receipt, the mobile device will be returned to the original operating system and will have all BCC owned/leased software removed.**

STUDENT/PARENT ACCEPTABLE USE POLICY AGREEMENT

Acceptable Use

Buckeye Career Center (hereinafter referred to as “BCC”) provides an electronic network with Internet access to its users. This access is provided solely for educational purposes. All electronic network usage must conform to these purposes as well as all provisions of the law. BCC will exercise reasonable effort to limit student access to inappropriate materials. Appropriate use of the electronic network is the ultimate responsibility of the student and the student’s parent/guardian. Access to the electronic network is a privilege that will be lost in the event of failure to comply with any terms of the BCC Technology Acceptable Use Policy. This policy must be read and approved in writing by each student and the student’s parent/guardian.

Privacy

There should be no expectation of privacy regarding the content of computer files or communication using any school owned computer or network. BCC reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via BCC’s Network and equipment. Parents/Guardians and students do not have the right or expectation of privacy for any use of school owned mobile devices or on school owned networks. All files shall be and remain on the property of BCC.

School personnel may conduct an individual search of the mobile device, files emails or any related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted on district owned mobile devices.

Email

Students are provided an email account by BCC. When emails are sent, the name and user identification are included in the email message. Students are responsible for all email originating from their user account. By utilizing an email account, the user authorizes designated system administrators access to the email. Emails will be made available to district, local, state, and federal officials in association with any investigation. Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated BCC staff to ensure appropriate use.

Internet Use

As required by the Children’s Internet Protection Act (CIPA), the district utilizes a content filter for all internet access. The mobile device maintains a filtering solution anywhere and at all times.

Filtering restricts access to unacceptable sites as defined by Children's Internet Protection Act (CIPA). BCC cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the student to appropriately use the mobile device, network, and the Internet. BCC will not be responsible for any harm suffered while on the network or Internet. Students are to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Home Internet Use

BCC will provide Internet filtering for BCC owned mobile devices while connecting to the internet from home that meets CIPA guidelines. However, it is the responsibility of the parent/guardian to monitor student mobile device use, especially Internet access, while at home. BCC is not responsible for any content accessed from a home network. Additionally, it is the parent/guardian who is responsible for contracting with an Internet service provider at home. Accessing the Internet from home is the financial responsibility of the parent/guardian.

Security

A password is provided for all individual login names. A user with an assigned password agrees not to disclose their password to any other person. Users will notify a BCC staff member of any password breaches known to them. Any user who identifies a network or computer security concern must notify the BCC It Department immediately. The user shall not demonstrate the problems to others.

Controversial or Offensive Material

Access to the electronic network is provided for educational purposes only. Students, parents/guardians are advised that access to the electronic network may include the potential for access to materials that are inappropriate. Users must avoid access to or use of inappropriate material.

Network users may not access websites that contain material that is obscene, promotes illegal acts, or is otherwise non-school related. If a user accidentally accesses this type of information, he or she should immediately notify a BCC staff member.

Safety

All users are expected to abide by the generally accepted rules of network safety. These rules include, but are not limited to, the following:

- Do not reveal your last name, address, phone number, social security number, location or other personally identifiable information or that of any other student.
- Do not arrange a face-to-face meeting with anyone you meet online.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be Polite. Use appropriate language. No swearing or vulgarities. No suggestive, obscene, belligerent or threatening language.
- Do not use the network in such a way that would disrupt the use of the network by other users. When using BCC accounts, the user should remember that he or she is representing BCC each time the account is used.

Cyberbullying

Cyberbullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or targeted more than once by another student using the Internet, mobile phone, or other type of digital technology. Cyberbullying includes but is not limited to:

- Making fun of another user in an Internet chat room.
- Harassing a user over an instant messaging session
- Posting derogatory messages on a user's Facebook or Twitter page.
- Circulating false rumors about someone on social networking websites.
- Publishing lewd comments about another person on a personal blog.
- Posting unflattering pictures of another user on the Web.
- Spamming another user with unwanted email messages.
- Sending threatening or provocative e-mails.
- Repeatedly calling another person's cell phone.
- Sending unsolicited text messages to another user.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright violations.
- Accessing inappropriate materials- accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are obscene, threatening, discriminatory, harassing, illegal, or otherwise inappropriate.
- Using or possessing hacking or file sharing software. Using the school's computers, networks, and Internet services for any illegal activity or activity that violates board policies, procedures, and school rules.
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator. Vandalizing or tampering with equipment, files, software, system performance, or other network equipment.
- Opening the computer to access internal parts.
- Intentionally causing network congestion or interfering with the work of others. Installing, activating, or creating programs that interfere with the performance of the

network, Internet, or computer hardware. Knowingly placing a computer virus on a computer or network.

- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others.
- Cyberbullying in any form is unacceptable.
- Using another person's username or password, or allowing another to access your account using your username or password. Invading the privacy of others.
- Engaging in harassment or transmitting obscene messages, pictures (sexting), websites, or other files including racist, terroristic, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content.
- Any act of plagiarism; utilizing sites selling written papers, book reports, and other student work.
- Attempting to disable or circumvent BCC's Internet content filter and firewall including, using or attempting to use proxies to access sites that would otherwise be restricted.
- Non-school related uses: Using BCC computers, networks, and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation, or for any other personal use.
- Writing, drawing, painting, defacing, or placing stickers or labels on school owned mobile devices or mobile device accessories or causing other intentional damage.
- Presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action.

Termination of User Privileges

Students will comply at all times with BCC Board policies, the Acceptable Use Policy, the Student-Parent Technology Handbook, and Student Handbook. Consequences for non-compliance with the policies and procedures in this document include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right of possession, or result in the reduction, limitation, or termination of the user's privileges. The student will also be subject to disciplinary action. The principal, and/or designee, will have authority to decide appropriate consequences regarding non-compliance.

Warranties & Liabilities

By signing this agreement the user, and/or parent/guardian agrees not to hold BCC liable for any and all loss, cost or damages resulting from the use under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

BCC will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries or service interruptions caused by your own negligence or from your own errors or omissions. Use of any information obtained via the Internet is at your own risk. The student and/or the student's parent/guardian shall be responsible for compensating BCC for any losses, costs, or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.

BCC assumes no responsibility for unauthorized charges, costs, or illegal use made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

CELL PHONES, ELECTRONIC COMMUNICATION DEVICES, MOBILE DEVICES, ETC.

Students may not use cell phones, electronic communication devices (ECDs), mobile devices, or other electronic communication devices during the school day without specific permission from a staff member. Staff members may only grant students permission to use these devices for educational purposes and in compliance with the district's Acceptable Use Policy. Students will be permitted to carry cell phones, ECDs, etc. on their person during the school day as long as the devices are kept out of sight and turned off (not placed in vibrate or silent mode). Buckeye Career Center assumes no liability if these devices are broken, lost, or stolen. **Students are not permitted to use cell phones and other electronic devices in the hallways.**

Students may use electronic devices for texting, game playing, listening to music, and/or reading during their assigned lunch period (headphones/earbuds required for music, game playing etc.). Phone calls, taking pictures, and recording videos are prohibited during student lunch periods.

PARTIAL DAY STUDENT STATUS

Students may apply for half-time status (portion of the day a partner school, digital school, post-secondary school, or home school setting and portion of the day at the Career Center - minimum of lab) provided the approved course work taken at the home school is appropriate. **Half day students can miss no more than 15 LAB SESSIONS in order to be eligible for a career technical certificate.** Students who are partial day students in the afternoon must sign in when they arrive at school in the high school office. If the students are morning students they must sign out in the high school office. This is to assure proper attendance records. Students must also provide their own transportation in order to shuttle themselves between schools. Contact the guidance office for more information.

FIELD TRIPS

The school arranges educational field trips as part of the regular school curriculum. Students must have written permission and an emergency medical form from a parent/guardian. **Students may not be permitted to go on a field trip if failing an academic class.** Study time will be in the Success Center while the program is on the field trip. All students must follow the school's conduct rules and regulations. Since a field trip is an extension of the school's curriculum, students who do not attend or do not have an acceptable excuse will be placed in the in-school suspension room.

CARE OF SCHOOL PROPERTY

Students will be assessed for damage or misuse of school property.

STUDENT LOCKERS

Lockers are assigned to all students. Lockers are school property. School administrators retain the right to search lockers and their contents at any time. Students are expected to keep lockers neat, clean, and locked at all times. If lockers are not locked and/or secured at all times, the school and its officials will not be responsible for lost or damaged items. (Refer to Search and Seizure section of this handbook.) To open your locker TURN RIGHT two or more turns and stop at your first number. Then TURN LEFT one whole turn past the first number and stop at your second number. Now TURN RIGHT and stop at your last number and lift the handle. Locker problems are to be reported by the student to the maintenance supervisor.

ANIMALS

The use of service animals in the school for individuals with qualified disabilities is permitted. Any animal not directly related to an educational program may not be brought to school. (Example: dogs, cats, snakes, spiders, birds, etc.)

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students will not sit on tables, and the aisles should be free and not blocked by students or chairs. Trays are to be placed in the dish washing area and chairs placed under the tables before the students leave the cafeteria. Students are to remain in the cafeteria during their scheduled lunch period. No commercially prepared food may be delivered to school for consumption. Lunch periods are closed, which means that students may not leave school property. Violation of this policy will result in disciplinary action. Students may pack a lunch or purchase a lunch from the cafeteria. During lunch, students are permitted outside of the area east of the building (weather permitting), but not across the black topped road. Students are not permitted in the front of the building or in the parking lot around automobiles.

FREE OR REDUCED BREAKFAST/LUNCH

Applications may be obtained from the food service staff. A free or reduced breakfast and lunch opportunity may be used ONLY by the person for whom the opportunity has been issued. Failure to comply with the free or reduced breakfast and lunch procedure may cause restriction of cafeteria privileges.

SCHOOL IDENTIFICATION CARDS

Each student and staff member will be photographed for a BCC Identification Card (I.D.). I.D. cards must be worn and visible in all public areas (hallway, cafeteria, restrooms, etc.) and in academic classrooms. Students are not required to wear I.D.'s in lab unless the instructor requires them to do so. Students may wear their I.D. on a Buckeye Career Center lanyard or clip the I.D. on their clothing anywhere waist level or above. Lanyards not purchased from the school are not to be worn.

I.D. cards may also be placed in the card sleeve of Buckeye Career Center computer bags as long as the student carries the bag at all times. Lost, misplaced, and/or forgotten I.D.'s will be replaced for a \$5.00 fee. Failure to wear the I.D., defacing the I.D., placing stickers on the I.D., writing on, cutting, or destroying the I.D., in any way, or wearing another student's I.D. may result in disciplinary action. Replacement I.D.'s can be acquired in the front office. I.D.'s are to remain in the same condition as they are when issued to the student.

HALL TRAFFIC

No student shall be in the hall during class time without a hall pass signed by a staff member with the date, time, and destination. **Hall passes are mandatory at all times.**

HONESTY, PLAGIARIZING, CHEATING

Whenever a student is guilty of cheating or plagiarizing, the teacher may collect the student's paper and mark an "F" for the test or assignment. Students may also be assigned disciplinary consequences.

ATTENDANCE

Students will follow the Buckeye Career Center calendar, not the home school calendar.

All children between the ages of six and eighteen years of age are required to attend school regularly unless excused by law. We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students who attend school with a high degree of regularity greatly increase the likelihood of their academic success.

In addition, by attending Buckeye Career Center, students are preparing themselves with the skills they need to enter, compete, and advance in their chosen career field. A major part of this preparation is developing and maintaining the discipline of good attendance and promptness to school/work. With this in mind, it is our belief that the best attendance policy is one that places a high emphasis on students being in school, holds students accountable for poor attendance, rewards students for good attendance, and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations.

Authorized Absences (excused) - This allows for classroom work to be “made up,” but the student is marked absent for the time missed. Listed below are excused absences, if official documentation is provided:

- Written verification from doctor/dentist/counselor appointments.
- Illness
 - Personal (Parents may write notes for personal illness no more than twice during a 9 week grading period)
 - Hospitalization (Medical documentation is required.)
 - Illness in the immediate family requiring the student to miss school due to extenuating circumstances (Medical documentation is required.)
- Death/Funeral in immediate family (Parents, grandparents, aunts, uncles, siblings. Funeral card must be returned with note.)
- Subpoena to appear in court (Written verification from court required.)
- Religious holidays
- Quarantine of home.
- County Fair (Authorized absence according to rules from the County Extension Office. Student absence will only be authorized for the day they are officially showing his/her fair project.)
- Family-planned vacation with prior arrangements. (Attendance record will be reviewed before a family-planned vacation is recorded as an excused absence. Student must have no more than ten (10) days absence per year to be excused.) Forms may be picked up in the attendance office. Students are limited to five (05) days per year of family planned vacation time.
- No bus. (departing from home school)
- Post-secondary Education Visitation Days include college visitation and military service appointments. Students are limited to two (02) days per year. Students are required to make-up all classroom work the day they return to class. Students should get assignments and notify their teachers in advance of the Post-secondary Education Visitation Day. To request a Post-secondary Education Visitation Day, students must bring a parental permission note to the high school office no later than one day prior to the visitation. Students must have a college, military or business official verify in writing that a visit has been completed, and the verification returned to the high school office.
- School-related activities.
- Emergency circumstances which in the judgement of school administration constitutes a good and sufficient cause for absence from school.

Truancy

Any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year shall be considered a “habitual truant.”

All days of absence are counted in the absence limitation to receive a Career Tech Certificate. Students may not exceed 15 days absence per year to receive a career-technical certificate.

No more than 15 unauthorized days absence in one year to receive Buckeye Career Center career technical certificate. Students exceeding 15 total days absence in one year will not receive a career technical certificate. If a student exceeds 15 days in a year, they may be allowed to advance to the second year of their career technical program; however he/she will only receive a one year career technical certificate.

When a student has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the student's current or future driving privileges may be denied by the superintendent.

Out-of-School Suspension: Students are permitted to make up any work missed during Out-of-School suspension days.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student, and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement that District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have the student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

- The student's absences have surpassed the threshold for a habitual truant.
- The District has made meaningful attempts to reengage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication.
- The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Communication to Parent/Guardian and Actions Taken Regarding Absenteeism

Parents will be notified on a regular basis of their student's attendance in the form of a 30, 42, and 72 hour absence letter. Additional communication by mail or phone may occur as a service to parents and students to keep them informed of the student's attendance. If a student's absenteeism becomes excessive, the student may be subject to loss of career technical certificate, loss of driving privileges, alternative education plan, and/or charges filed in Juvenile Court.

Attendance Procedure

- Parent(s) or Guardian(s) must notify the school by phone the day a student is to be absent unless previous notification has been given. Parents may call the school (330) 339-2288 or (800) 227-1665 to report their child absent. Parents are asked to leave the following information when they call:
 - His/her child's name, name of the person making the call, relationship to the student, and the reason for the absence.

- Students who have been absent will bring a written excuse to the high school office from their parent/guardian in the form of a doctor/dental appointment card or other form of evidence to the high school office. Students will be given an excuse form which must be shown to each teacher in order for make up work to be given. **Failure to present a note signed by the parent may result in an unexcused absence and loss of credit for any make up work.**
- Excuses must state the reason for being absent.
- **Make-Up Work:** It is the responsibility of the student to check with each of his/her instructors regarding all make-up work immediately upon return from an absence. Students have one school day for each day absent, plus one additional school day, to complete make-up work. There will be no opportunity for make-up work for unexcused absences. Purple slips are to be obtained in the attendance office before the work can be made up.
- **Late to School/Tardy:** Students reporting late to school (after 7:50 a.m.) will report directly to class and be counted tardy to school. A student who signs in after 8:20 a.m. but before 11:30 a.m. is counted absent for a half (½) day and must sign-in at the attendance office. Students arriving after 11:30 a.m. will be counted absent for a full day.
- **Excessive Tardiness:** Students may have four tardies to school before disciplinary consequences are issued. Upon the fifth tardy to school, students will be referred to Administrative and placed on the Administrative Support System.
- **In the event that a home school should have a one or two hour delay, students must report to school no later than the length of the home school's delay or the student will be counted tardy or absent.**

Early Dismissals

Any type of appointment is discouraged during school hours. All appointments should be scheduled for a time that will not conflict with school hours. However, if it is necessary for a student to be excused during the school day, a note must be brought from home and turned into the high school office prior to the start of school. The note should include the student's name, the time to be excused, and the person with whom the appointment has been made. The doctor or dentist's office appointment card must be presented. Students must sign out in the high school office. If at all possible, students are to return to school after appointments. The only excused time will be a reasonable amount of time to reach the destination, complete the appointment, and return to school. Students leaving after 1:44 p.m. will be considered an early dismissal. Students will be considered for early dismissal for:

- Doctor/dental/counselor appointments.
- Funerals
- Job interviews that are program related only and set-up with school-to-career coordinator or teacher.
- Unusual circumstances - discretion of the administration.
- A student should ask for no more than three early dismissals per semester.

Regardless of age, students needing an early dismissal from school must present a note from his/her parent/guardian, unless the student has been deemed emancipated according to the policies of this handbook and has the required documentation to show proof of emancipation on file in the high school.

Emergencies

Students who become ill during the school day need to be referred by a teacher to the school nurse. A call will be made to parent/guardian by the nurse to make the necessary arrangements. Students are not permitted to sign themselves out-of-school and leave and leave the building without permission from the high school office.

TRANSFER/WITHDRAWAL PROCEDURE

Students may transfer from Buckeye and return to the home school at the end of the first full week of school or at the end of the school year. Prior to students making the transfer, students must meet with their guidance counselor and visit two other career-technical labs. If the student still wishes to return to the home school they must pick up a transfer/withdraw form from the guidance office and obtain all required signatures. This is contingent upon approval by the home school counselor and administration. **Final transfer will occur only under mutual agreement with the home school.**

YOUTH ORGANIZATIONS

Career Technical Student Organizations (CTSOs) are an integral part of career technical education. All students are expected to participate in the CTSO in which their lab is enrolled:

- **Business Professionals of America (BPA)**
- **FFA**
- **Family Career & Community Leaders of America (FCCLA)**
- **SkillsUSA**
- **Health Occupations Students of America (HOSA)**
- **Leadership Council**

Standards for Club Members/Club Officers

There is no pre-requisite for becoming an officer in the clubs; however, once elected, the student must comply with the following requirements:

- Passing grades in all subjects in each grading period
- 95% attendance during tenure in office unless doctor's excuse on file
- No suspensions or misconducts
- Compliance with articles of organization's constitution

Consequences for non-compliance with the above mentioned standards will be at the discretion of the club advisor and administration.

BUCKEYE PROM

Attendance at the Buckeye Prom is a privilege, not a right. Therefore, Buckeye Career Center students are expected to maintain proper behavior throughout the entire school year. The following standards must be met for a student to attend prom:

- **Students who have been suspended out of school, at any time during the school year, will not be permitted to attend prom.**
- **Students are not permitted to exceed 15 days absence prior to prom in order to attend. Attendance will be based upon authorized and unauthorized days of absence unless the absence qualifies as a “loss of credit exemption” absence as defined in the Buckeye attendance policy.**

Buckeye students may invite a non-Buckeye student as a guest to the Prom. Students who choose to bring an outside guest are responsible for registering the guest. All students must be at least a **high school sophomore, and not older than twenty (20), unless approved by the administration.** The Buckeye Prom is a formal event and dress is expected to fit the occasion. The following regulations apply for this event.

- **Behavior:** The BCC Student Code of Conduct will be in effect at all times. Host students who bring guests are responsible for properly informing and clarifying the Student Code of Conduct to their dates. Students may be required to submit to, and pass, a breathalyzer test the night of prom before being admitted.
- **Boys’ Formal Dress:** Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtleneck, a shirt or priest -collar shirt which may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn while in any public building. Tennis shoes or athletic shoes are unacceptable. The following will not be acceptable; head gear, ball caps, muddy boots, t-shirts, jeans, bandanas, strap pants or other gang related material. Pants are to be worn at the waist line and are not to sag or reveal undergarments.
- **Girls’ Formal Dress:** Formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs above the waistline are acceptable; however, bare stomachs or bare midriffs, and bra tops/tube tops are not permitted. Dresses must be fingertip length. No lace-up tops or skirts or pants and no strap pants. Dress shoes and/or dress sandals are required to be worn at all times. Under garments are not to be visible. See-through apparel (gowns or dresses) and slits that are above the mid thigh area are not permitted. Garments that are extremely tight or extremely low-cut (*this includes keyhole styles*) are also unacceptable.
- **Music:** Music selection being played must be appropriate for high school dance. A dance, rap, Christian, swing, big band, polka or other appropriate genres that represent current culture. Any music that implies promiscuous sexual activity or contains explicit

lyrics including but not limited to extreme violence and language that is foul or profane will not be permitted.

- **Dance:** Sexually suggestive dance movements and various dance styles such as the bump and grind, slam, mosh pit, etc., will be prohibited.

Students making the choice to not abide by the Buckeye Career Center Prom Regulations may be denied participation in, and access to, the event without refund.

GRADUATION REQUIREMENTS

Each student shall meet the necessary graduation requirements of his/her home school. It is the responsibility of the student to make certain the necessary credits have been secured to graduate from his/her home school. Any student entering Buckeye Career Center having an academic deficiency must consult with their Buckeye guidance counselor and home school guidance counselor to prepare a plan on how they can make-up deficiency.

EQUIVALENT CREDITS PER COURSE OFFERING

- Academic: 1 Credit per year
- Career Tech Lab: 4 Credits per year
- Related Class (Depending on Program Type): 1 Credit per year
- Electives: .5 Credit per course
- Health: 1 Credit per year

GRADING PERIODS

- First Nine Weeks: August 21, 2017 - October 20, 2017
- Second Nine Weeks: October 23, 2017 - January 5, 2018
- Third Nine Weeks: January 8, 2018 - March 16, 2018
- Fourth Nine Weeks: March 19, 2018 - May 29, 2018

GRADING SYSTEM

- Grade Point 3.6 - 4.0 (94 - 100) = A
Excellent, highly recommended for employment, additional training, and/or advanced job placement
- Grade Point 2.6 - 3.59 (85 - 93) = B
Good, highly recommended for employment
- Grade Point 1.6 - 2.59 (74 - 84) = C
Average, recommended for employment
- Grade Point 0.6 - 1.59 (64 - 73) = D
Poor, passing but not recommended for employment in this type of work; maybe in danger of failing

- Grade Point 0.0 (0-63) = F
Failing
- Withdrawn = W
- Incomplete = I
 - Incomplete work MUST be completed within two (2) weeks of receiving the mark. Incomplete grades may become an “F” after that period of time.

FINAL GRADES

A yearly final grade is secured by averaging four grades, one for each nine-week grading period. A student must earn at least a 64 average to pass a course for the year.

SCHEDULE CHANGES

Changes in a student’s schedule will be made only during the first ten days of school. Second semester courses may be changed five days prior to the beginning of the semester. Any change after that time will require parental permission and authorization from a school administrator. Changes may only be made due to schedule conflicts/errors, prerequisite and credit deficiencies, and availability of a previously closed course. Any dropped class may result in the grades from that class remaining on the student’s record.

PROMOTION AND RETENTION OF STUDENTS

The grade level promotion of each student is determined individually according to the home school policies, guidelines, and credit requirements. Any student who fails his/her level 1 career technical program cannot be promoted to the level 2 career technical program. Students must successfully pass related and lab to move to level 2. No conditional promotions are permitted.

GRADE CARDS

Grade cards will be distributed every nine weeks. Questions regarding grades or credits should be submitted to a student’s guidance counselor.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, school lockers, locker contents, and/or student automobiles. School officials may seize illegal, unauthorized, unsafe, or contraband materials discovered in the search. Searches may occur as a result of reasonable suspicion or as a function of a random search. Lockers are property loaned to students for legitimate purposes.

The term “unauthorized” means any item dangerous to the health or safety of students or school personnel; disruption of a lawful function, mission, or process of the school; or described as unauthorized in the school rules.

Failure to permit searches and seizures will be considered insubordination and grounds for disciplinary action. A student's person and/or personal effect (e.g., purse, book bag, cell phone, electronic device, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

Questioning by Law Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

- If possible, police officers should contact and/or question students out of school. If this is not possible, school authorities will bring the student to a private room and the contact will be made.
- The Administration must be notified before a student is questioned in school.
- If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned.
- A school official will attempt to make contact with a student's parents/guardians prior to the student being questioned in school. A school administrator should be present when an interrogation takes place.
- The police need to notify the parents if it is necessary to remove a student from school. If this is not possible, the school will attempt to notify the parents.
- The police department will be notified whenever a student is involved in any type of criminal activity.

CODE OF CONDUCT

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior. For breaking the code or repeated violations of the code, the student may be subject to in-school suspension, loss of privileges, referral to counseling, parental notification, referral to Juvenile Court, out-of-school suspension, emergency removal, after-school detention, community service work, Thursday night school, expulsion, or other forms of disciplinary action.

Any act that detracts from the school day, destroys order, lowers the moral of the student body, or infringes on the rights of others will be handled accordingly by school staff. Any misconduct on or off school property that is directly related to and affects the educational environment, welfare and morale of the school is within the scope of authority of school officials.

This Student Code of Conduct will be in effect before, during, and after school hours and at any school sponsored activity involving Buckeye Career Center students. Any guests are also expected to abide by this code.

Code of Conduct-Discipline Guidelines

Section A-Attendance Incidents

Item 1: Cutting Class/Skipping School

A student shall not willfully refuse to attend his/her assigned class(es).

Item 2: Tardiness/Habitual

A student will not consistently/repeatedly fail to be in a place of instruction at the assigned time.

Item 3: Truancy/Unexplained

A student shall not be absent from class or school that the reason or excuse is inadequate or does not meet the criteria for an excused absence.

Item 4: Leaving School Grounds/Classroom Without Permission

Students will not leave school grounds when not authorized by school administration to do so. Students will not leave an assigned classroom when not authorized by school staff to do so.

Item 5: Out of Assigned Area/No Pass

A student will not be out of assigned area without permission and/or in a restricted access area without permission.

Section B-Rules Violation Incidents

Item 1: Dress Code Violations

No student will dress in a manner that violates the Student Code of Conduct or approved school dress code/uniform policy or in a manner that would be dangerous to the health and/or safety of students/staff and does not distract or offend others and/or disrupts the educational environment.

Item 2: Public Display of Affection

Students shall refrain from any form of unseemly, inappropriate, or otherwise excessive display of public affection.

Item 3: Cheating

Copying of another person's work or cheating on any test or assignment, using materials not authorized to see, plagiarize, etc.

Item 4: Failure to Comply with Classroom/School Rules

Students are not to violate specifically posted or written school or classroom rules that are not necessarily disruptive behaviors. Examples may include, but not be limited to: repeatedly unprepared for class or appropriate school motor-vehicle rules.

Item 5: Violation of Safety Code

No student shall violate any established safety code or conduct actions that are unsafe while under the jurisdiction of the school.

Item 6: Detention(s) Not Served

Students will not have an unexcused absence from any detention. Students are to be in attendance at assigned detentions from any school personnel. If a student is unexcused from an assigned detention, additional disciplinary action may be taken.

Item 7: Willful Disobedience

A student shall comply with all reasonable requests made by school personnel.

Section C-Disruptive Incidents

Item 1: Disobedience/Defiance/Insubordination

A student shall comply with directions from teachers, or other authorized school personnel during any period of time when the student is under the authority of school personnel. Violations of any minor rule, directive, or disciplinary procedure shall also constitute disobedience/defiance/insubordination. Flagrantly negative attitude and disrespect also constitutes disobedience/defiance/insubordination.

Item 2: Disruptive Behavior/Play

A student shall not conduct behavior that by its nature disrupts the educational process. Conduct that interferes with the process of teaching/learning, or disrupts the orderly environment of the classroom or learning environment.

Item 3: Disrespect

No student will be disrespectful to any staff person or student either verbally or nonverbally. (Name calling, intimidation, insulting, will be considered a form of disrespect.)

Item 4: Disruption of a School Function/Disorderly Conduct

No student shall commit any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Item 5: False Fire Alarm/Unnecessary Discharge of a Fire Extinguisher

No student, without reasonable cause, by outcry or the ringing of bells/alarms, or otherwise, will make a false fire alarm. Students will not discharge fire extinguishers for reasons other than to put out a fire in emergency situations.

Item 6: Forgery of a Document or Signature

A student shall not fashion or reproduce the signature of another for fraudulent purposes or falsify times, dates, grades, addresses or other data on school forms or correspondence directed toward school officials.

Item 7: Gambling

Students shall not participate in any games of chance or skill for money, profit, or anything of value.

Item 8: Horse Playing

Students will not engage in rowdy, rough and/or disruptive behavior that interferes with the safe and/or purposeful order of school.

Item 9: Inappropriate Use or Possession of an Electronic Device

Students shall not be in possession of an electronic device that has no educational purpose, nor shall any student use any electronic device in a manner that violates the district's Student/Parent Technology Handbook & Acceptable Use Policy or Student Handbook.

Item 10: Inciting a Disturbance

Students will not contribute, through words or action, to the encouragement or inciting a confrontation that has the propensity to escalate into a fight between students.

Item 11: Insulting/Profane/Obscene/Offensive Language/Materials

Students will refrain from the use of abusive, profane, obscene, or vulgar language (verbal, written, electronic, or gestures) or conduct directed toward any person or situation. Furthermore, the possessing, taking, disseminating, transfer or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

Item 12: Lying/Misrepresentation

Students will not intentionally provide false or misleading information to a member of the school staff.

Item 13: Profanity Directed Toward Staff

Students will not use abusive, profane, obscene, or vulgar language (verbal, written, or gestures) or conduct directed toward any school staff face to face or indirectly.

Item 14: Prohibited/Distracting Items

Students will not be in possession and/or use of items that are inappropriate or distracting. Unless a student has a specific educational and lab/class purpose for an item, the item should not be brought to school.

Item 15: Extended Misbehavior/Repetitive Administrative Referrals

Student has been referred to the administration for **three (03)** or more referrals identified in the Code of Conduct.

Item 16: Trespassing/Loitering

Students are not to enter or remain on a school campus, a school board facility, or at school function without authorization or invitation after being directed to leave by school administrative staff or any other designee of such facility.

Item 17: Unauthorized Sale/Distribution of Material

Students are not to sell or distribute materials that are not authorized by school officials.

Item 18: Gang Affiliation

Any evidence is prohibited. This may include, but not be limited to gang related clothing, tattoos, gang names displayed in written form, or substantiated documentation of gang affiliation.

Item 19: Misconduct Against School Officials and Employees

Students will not plan, encourage, or engage in any intentionally written, verbal or physical acts, or coerce another to do such acts or behavior that by its nature is misconduct toward any school official or employee, or the property of such officials or employees regardless of location. This includes conduct off school property.

Section D-Substance Abuse/Drug Incidents

Item 1: Alcohol Use, Possession, Under the Influence or Evidence of Use.

Students shall not use, possess, transmit or be under the influence of alcohol and alcoholic beverages.

Item 2: Drug/Drug Paraphernalia Use, Possession, Under the Influence or Evidence of Use.

Students shall not use, possess, transmit, conceal, make, attempt to make, or be under the influence of drugs, look-alike drugs, or mood-altering substances, gas inhalants or related tools not specifically authorized by a physician while under the authority of school officials.

Item 3: Sale/Transmittal of Drugs or Imitation Drugs, including Alcohol

A student will not sell/transmit, attempt to sell/transmit drugs, look-alike drugs, or mood-altering substances, including alcohol or alcoholic beverages.

CONSEQUENCES- Alcohol,Drug or Inhalants Violation

If found to be in violation of Section D Items 1, 2, and/or 3, at school or school sponsored events, students will be referred to the administration and may be suspended ten (10) days out-of-school. The student may be referred to the Ohio Bureau of Motor Vehicles for loss of License. Upon returning to school, student must show proof of assessment appointment with a recognized agency which deals with chemical dependency at the expense of the parents. The student may be referred to the Superintendent of schools for possible expulsion.

Item 4: Tobacco/Tobacco Paraphernalia, Use, Possession, Sale or Transmittal

A student shall not possess, use, sell or transmit tobacco products or look-alike tobacco products on school district property. Tobacco products include, but are not limited to, cigarettes, cigars, snuff, dip, pipe tobacco, chewing tobacco, E-cigarettes, liquid nicotine, rolling papers and lighters.

- **CONSEQUENCES - Tobacco Violation**

- 1st Offense: Two days in-school suspension, unless the student has extended misbehavior which would constitute placement on the administrative support consequence system. A police report may be filed (if under 18).
- 2nd Offense: Out-of-school suspension.
- 3rd Offense: Out-of-school suspension.
- 4th Offense: Out-of-school suspension. Possible recommendation for expulsion.

Item 5: Unauthorized Use or Possession of Over-the-Counter Medication/Prescription Medication

Students shall not be in possession of or use over-the-counter medications/prescription medications, including, but not limited to items such as aspirin, Midol, Advil, Aleve, No Doze and herbal supplements, without parental approval, proper school procedures and notification.

Section E-Acts Against Persons

Item 1: Assault/Battery

A student shall not purposely cause physical injury or behave in such a way that would threaten to cause physical injury to any person while under the jurisdiction of the school; nor shall any student encourage another person to commit the offense of assault. Assault/battery through the use of an object or a dangerous weapon or instrument is considered aggravated.

Item 2: Threatening

A student shall not threaten a student, staff, or visitor directly or indirectly. A low-level threat is one that poses a minimal risk to the victim and public safety. The threat is vague and indirect. Information contained within the threat is inconsistent, implausible or lacks detail. The threat lacks realism and the content of the threat suggests the person is unlikely to carry it out. A high-level threat is one that appears to pose an imminent and serious danger to the safety of others. The threat is direct, specific, and plausible. The threat suggests concrete steps that have been taken toward carrying the threat out.

Item 3: Assault/Battery Upon a Teacher/School District Employee

A student will not commit a willful and intentional act to cause harm to a teacher or other school district employee through the use of force.

Item 4: Bullying/Harassment/Intimidation

A student shall not plan, encourage or engage in any intentionally written, verbal, electronic, or physical act exhibited towards another student more than once; the effect of which occurs on school property, on a school bus, or at a school sponsored activity and causes mental or physical harm to the other student, or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. A person who uses power (physical, verbal, written, or psychological) for any reason including, but not limited to age, gender, race, nationality, ethnicity, religion, or sexual orientation will not be tolerated. In addition, any series of behaviors where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner will be considered Bullying/Harassment/Intimidation. No one is permitted to retaliate against a student because he/she assists or participates in an investigation, proceeding, or hearing regarding the charge of bullying/hazing of an individual. Individuals needing to report bullying, harassment or intimidation are to see a school administrator and may be asked to report the incident(s) on a bullying, harassment, intimidation documentation form.

Item 5: Fighting (Minor Altercation)

Students will not engage in mutual participation of two or more students in a hostile or physical encounter/altercation involving violence, such as pushing, pulling, pinching, striking, etc.

Item 6: Fighting (Student with Student)

A student shall not fight. Fighting is the mutual and willful participation of two or more students in a hostile or physical encounter involving violence, such as hitting, punching, pushing, pulling, pinching, striking, etc. Words can constitute provocation which is defined as provoking or being provoked, cause of annoyance.

Item 7: Fighting (Student Attacking Teacher or District Employee)

Students will not engage in a hostile or physical encounter/altercation involving violence toward a teacher or district employee.

Item 8: Hazing

Students will not be involved in any act that is considered to be any willful act done by a student for the purpose of subjecting another student to humiliation, intimidation, and physical abuse, social or other ostracism, shame or disgrace. Permission, consent, or assumption of risk by a student subjected to hazing does not affect the violation of the provision.

Item 9: Making False Accusations Against School Staff

Students shall not intentionally make false accusations against a member of the school staff that could jeopardize the employee's employment, professional reputation, or certification.

Item 10: Sexual Harassment

Students will not sexually harass any individual at Buckeye Career Center. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, contact or communication of a sexual nature (verbal, written and/or electronically), intentional brushing against, patting, or pinching of another's body; suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, leering with sexual

overtone, gestures, display of sexually suggestive objects, posters, or cartoons, or indecent exposure. When such unwelcome activities occur, students should report, by telephone or personal visit. The reporting student should provide the name of the person(s) who he/she believes is responsible for the harassment and the nature of the harassing incidents(s). Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with state law.

Item 11: Sexual Misconduct

No student shall engage in sexual acts on school property or during school events.

Item 12: Unauthorized Physical Contact

No student shall touch or make physical contact that is unwanted, unwelcome and/or unauthorized with any student, staff, or other individual while under the school's jurisdiction.

Section F-Unlawful Incidents

Item 1: Bomb Threat (Placing)

No student will threaten to throw, project, and place or discharge a destructive device with intent to do bodily harm to any person or with intent to damage any property of any person.

Item 2: Bomb Threat (False Reporting)

No student shall make a false report, with intent to deceive, mislead, or otherwise misinform a person concerning the placing or planting of any bomb, dynamite, or other deadly explosive.

Item 3: Extortion

No student by use of threat or intimidation will obtain anything of value from another person.

Item 4: Other Serious Incidents/Delinquent Acts

A student shall not commit any other criminal acts on school board property not set forth in School Board policy.

Item 5: Possession of Dangerous Weapons/Instruments

A student shall not possess, threaten to bring, use, transmit, handle, or conceal any weapon (or look-a-like weapon), or instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. This also includes any material or object which is not being used for the purpose for which they were normally intended and capable of harming an individual. This is to include any type of pocket knife.

Item 6: Robbery or Attempted Robbery

A student will not take or attempt to take anything of value that is owned by another person under confrontational circumstances by force, threat of force, violence, and/or by putting the victim in fear.

Section G-Property Incidents

Item 1: Breaking and Entering/Burglary (Illegal Entry into a Facility)

A student shall not unlawfully enter into a building or structure, with or without force.

Item 2: Inappropriate use of Computers/E-mail/Internet

A student shall not inappropriately use a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering, distributing, or printing unauthorized files, and any other misuse or violation of Buckeye Career Center's Technology/Acceptable Use Policy.

Item 3: Starting a Fire/Arson

A student will not willfully and/or unlawfully set a fire within or outside of a building, structure and/or other property while under the jurisdiction of school officials. Arson can constitute when the fire must be extinguished by school personnel and/or local fire department and resulting in damage to such building, structure and/or property.

Item 4: Theft

A student will not unlawfully take or conceal the property of another person, without threat, violence or bodily harm, with intent to prevent or deprive the rightful owner of the use of such property. This includes taking of property from a vehicle on school grounds. Theft is grouped by the following categories:

- *Petty 1-Property Value <\$50.00*
- *Petty 2-Property Value \$50.00<\$300.00*
- *Grand-Property Value >\$300.00*
- *Personal Identity*

Item 5: Vandalism/Damage to Property >\$100.00 Vandalism/Damage to Property<\$100.00

A Student will not willfully and/or maliciously destroy, damage, or deface public or private property, real or personal, without the consent of the owner or the person having custody or control of such property.

Section H. Transportation/School Bus Behavior Incident

A student shall not be in violation of any bus rule. These violations include, but are not limited to, eating or drinking on the bus, failing to sit in the seat assigned by the bus operator, disruptive, distracting, or disobeying a bus driver; failing to utilize required safety equipment on the bus; getting out of the seat while the bus is in motion; loud talking, remarks or spitting out of the bus window at other students, pedestrians, or motorists, placing head, arms or legs outside window of the bus; opening a school bus emergency door and/or exiting the bus when the bus is stopped, unless directed by the school bus operator; profanity directed at the bus operator or bus attendant; fighting on the bus; smoking on the bus; opening a school bus emergency exit door while the bus is in motion; throwing objects out of the window of the bus, which may or may not cause injury to persons or physical damage; vandalism of seats or other bus equipment.

CONSEQUENCES

Students who choose not to follow and/or obey classroom rules, the Buckeye Career Center Code of Conduct and/or directions from any Buckeye Career Center Personnel could face any of the following consequences as defined.

Consequences Defined

- **Alternative Probationary Contract**
A contract created through the cooperative effort of the student, school staff, and administration, to create a term of conditions by which a student will conduct their behavior while engaged in school functions. This contract will serve as a guidebook in assisting the student with behavior modification.
- **Referral to Child Student/Intervention Assistance Team**
The referral to the school's Child Study/Intervention Assistance Team for appropriate intervention.
- **Confiscation**
The confiscating of an item(s) not permitted on school grounds. Depending on the item(s), the item(s) could be turned over to law enforcement, permanently held as contraband, held until a parent/guardian comes to retrieve it, or returned to the student after a specified period of time.
- **Loss of Extracurricular Privileges**
The loss of privileges before, during and/or after school hours, such as assemblies, field trips, and/or incentive activities. If the activity is academically oriented, the student must be given an alternative assignment with an opportunity to receive the same information and grade.
- **Restitution**
Payment for damages or loss.
- **Detention**
Required attendance for a monitored period of time before or after school hours or during the lunch period if applicable. Parents shall be responsible for transportation when student is required to stay after school or come before school.
- **School/Community Service Work Before/After/During School**
The assignment of a student to work detail before, during, or after-school hours. Generally, this is used in lieu of detention or in-school suspension and the student is paired with a staff member to perform duties as determined.
- **Thursday Night School**
Required attendance for monitored period of time after school on Thursdays between the hours of 2:30 pm and 5:00pm. If assigned, this is considered part of the student's school day. If not in attendance, the student can be considered truant from school and additional disciplinary action may occur.
- **In-School Suspension**
An alternative to an out-of-school suspension that prevents a student from attending all or some classes. Students may be assigned in-school suspension for several days or just a portion of the day depending on the violation. During this time, the student is assigned to a self-contained alternative classroom. Students will be supplied with assignments from

their teachers and are required to work on these assignments. Other students are not permitted to visit a student in this room. Only the ISS coordinator, administration, counselors, or an emergency situation may permit the student to leave the room.

- **Out-of-School Suspension**

Out-of-school suspension of a student means the denial of attendance at school for a period not more than ten days. During the out-of-school suspension, the student is prohibited from attendance at school or any school-related functions. Out of school suspensions result in an unauthorized absence; however, students will be permitted to make-up work.

- **Expulsion**

The removal of the right and obligation of a student to attend public school for a specified period of time set forth by the Superintendent of schools.

- **Referral to Law Enforcement**

Student will be referred to the local law enforcement officials either through the City Police, County Sheriff, or State Highway Patrol.

VIOLATIONS NOT LISTED HEREIN

The administration reserves the right to establish rules and procedures in areas where precedent has not been set.

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 by your teacher constitutes a first warning. No further warnings will be given. 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, at all school-sponsored activities, whether on school property or not, and when being transported on a board-owned vehicle.

STATEMENT OF LIABILITY

In the case of an accidental injury that a student may incur while under the jurisdiction of Buckeye Career Center, it is the responsibility of the student's parent or guardian to pay for any and all medical care needs.

