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MCCC

MEDINA COUNTY CAREER CENTER

STUDENT

HANDBOOK

# STUDENT CODE OF CONDUCT

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## MESSAGE FROM THE ADMINISTRATION

The Medina County Career Center faculty and staff welcome you to “a learning community providing students with a competitive advantage through career technical education and academic excellence.”

Our goal is to provide education that leads to career and college readiness. We offer Advanced Placement (AP), College Credit Plus (CCP) and Honors options for qualifying students in academics and career-technical majors. In addition, our career-technical majors provide opportunities to earn a variety of business and industry credentials and college credits. We encourage you to establish a positive educational plan for your future and remain focused on achieving your goals.

The Medina County Career Center student handbook is a valuable resource for our students; it can help you reach your goals and provides valuable information about our expectations. Be sure to read this edition before signing the Student Handbook/Rules and Regulations form to ensure a safe and positive school year.

This handbook replaces all prior student handbooks and other written material on the same subjects. This handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Medina County Career Center's Board of Education policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the Medina County Career Center reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the district's website.

The Student Handbook is located online on the Medina County Career Center website ([www.mcjvs.edu](http://www.mcjvs.edu)). If you would like a hard copy, please contact the high school office.

To each Medina County Career Center student, we extend our best wishes for a rewarding school year.

### MISSION STATEMENT

“We are a learning community providing students with a competitive advantage through career technical education and academic excellence.”

**MCCC is a Safe School Helpline™ Participant.**

**SAFE SCHOOL HELPLINE™!**

**800-4-1-VOICE ext. 359**

**800-418-6423 | TEXT: 66746, TIPS**

**FREE MOBILE APP AVAILABLE**

**KEEP OUR SCHOOL A SAFE**

**PLACE TO LEARN**

**[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**

## **HIGH SCHOOL ADMINISTRATION**

Steven Chrisman, Superintendent  
Aaron Butts, Treasurer  
Jeffrey Hicks, Principal  
Kristy Dobes, Assistant Principal  
David Knapp, Assistant Principal  
Kellie Ellis, Associate Principal  
Tad Fitch, Director of Student Services  
Mari Engelhart, Director of Technology

## **BOARD OF EDUCATION**

Steven Chrisman, Superintendent  
Aaron Butts, Treasurer  
Charles Stiver – Black River Local School District  
Tina Dame, President – Brunswick City School District  
Robert Gillingham II – Brunswick City School District  
Nancy Zelei – Brunswick City School District  
Dennis Matson – Buckeye Local School District  
James Curran – Cloverleaf Local School District  
Michael Houska, Vice President – Highland Local School District  
Jeanne Pritchard – Medina City School District  
Andrew West – Medina City School District

## **SCHOOL COUNSELORS**

Kelli Esakov – Black River and Medina  
Monica Froelich – Buckeye, Cloverleaf and Highland  
Patrick Shaughnessy – Brunswick, Wadsworth

## **HIGH SCHOOL OFFICE PERSONNEL**

Melonie Queberg, School Nurse  
Jennifer Peterson, Clinic Aide  
Aniko Allen, Administrative Assistant to the Principal  
Anna Cass, Administrative Assistant  
Kerrin McGill, Administrative Assistant  
Cheri Rozhon, Administrative Assistant

**\*\*PLEASE NOTE:**

**CAREER CENTER STUDENTS ARE REQUIRED TO ATTEND  
SCHOOL BASED ON OUR CALENDAR.**

**2024-2025 SCHOOL CALENDAR**

July 1	Beginning of Fiscal Year
July 4	Independence Day Holiday
July and August	New and returning teachers attend summer workshops as required for certification. Teachers work extended contracts as assigned.
August 5-15	Laboratory preparation time as needed.
August 14-16	New Teacher Orientation
August 13	New Student Orientation – 7:00 p.m.
August 14	New Student Orientation – 7:00 p.m.
August 16 & 19	Teacher In-Service Days
August 20	First day for all students
September 2	Labor Day Observance
October 11	NEOE Day
October 17	Parent Conferences 4:00 – 7:30 p.m.
November 27	Parent Conference Comp. Day (No School for Students)
November 28-29	Thanksgiving Break
December 12, 13, 16 & 17	Lab Exam Days
December 18 & 19	Academic Exam Days
December 20	Teacher In-Service Day (No School for Students)
December 23 – January 3	Holiday Break
January 20	Martin Luther King, Jr. Day (No School)
January 28 & 29	Sophomore Visitation – Student Technical Rotations
January 30	First Chance Application Night 6:00 – 8:00 p.m.
February 4 & 5	Calamity Day Reschedule for Sophomore Visitation Days
February 5	First Chance Application Night 6:00 – 8:00 p.m.
February 12	Calamity Day Reschedule for First Chance Application Night 6:00 - 8:00 p.m.
February 17	Presidents' Day (No School)
March 12	Parent Conferences 4:00 – 7:30 p.m.
March 24-28	Spring Break
April 18	Parent Conference Comp. Day (No School for Students)
TBD	Senior Lab Exam Day
May 22	Senior Awards Ceremony
May 23 & 27	Junior Lab Exam Days
May 26	Memorial Day
May 28 & 29	Junior Academic Exam Days
May 29	Last day for students
May 30	Last day for teachers

**CALAMITY/SCHOOL CLOSING MAKE-UP DAYS -**

In excess of five (5) Calamity/School Closings, any additional days will be conducted online.

## PURPOSE STATEMENT

The purpose of the Medina County Career Center is to provide technical and academic instruction that will prepare students for a career pathway and further education. All students are subject to the rules adopted by the Board of Education.

## EXPECTATIONS

The Medina County Career Center has a professional, campus-like atmosphere. We treat our students as young adults, respectful and responsible. We hold our students accountable and expect behavior which encourages self-discipline, self-respect and respect for others. Every rule we have in this code of conduct is based on safety, employability, business and industry standards and college readiness.

Per our Mission Statement, it is the goal of the Medina County Career Center to provide our students with a competitive advantage through career technical education and academic excellence.

We provide students with a competitive advantage by incorporating integrity into the learning community. The Medina County Career Center believes that there are five fundamental core values associated with academic and career technical integrity:

### **Responsibility**

Medina County Career Center students are *responsible* for being in attendance at school and are *responsible* for the attainment of academic and technical skills and knowledge. This will require the student to complete work in class as well as outside of the regular school hours.

### **Respect**

Medina County Career Center students are expected to *respect* themselves and all other students, staff and community stakeholders. Students are expected to *respect* the buildings, grounds, facilities and all objects that are a part of the buildings, grounds and facilities. If a student is aware of a fellow student who is violating the *respect* to the buildings, grounds, and facilities they have the *responsibility* of notifying a staff member of those individuals. This also means the students must give their undivided, device-free attention during instructional time.

### **Fairness**

Medina County Career Center students are *responsible* for treating fellow students, staff and community stakeholders with *fairness* and *respect*. When students treat each other fairly, they will create a better learning environment for themselves and others.

### **Trustworthiness**

Medina County Career Center students must be *trustworthy* individuals. *Trustworthiness* is one of the most desirable traits to employers. Individuals are to be *trusted* that they are putting forth a *fair* effort to attain knowledge, skills and passing grades in their academic and career technical course. Staff have a great deal of *respect* for students who are *trustworthy* and put forth a concerted effort to attain knowledge and passing grades in their academic and career technical programs. The Career Center staff and students have the *responsibility* to respond to individuals who are not *trustworthy* in order to create a more conducive learning environment. This includes students who are using AI resources inappropriately, cheating and/or bringing contraband onto the school grounds.

### **Honesty**

*Honesty* is one of the most desirable traits that employers look for in an employee. *Honesty* is an important characteristic to have throughout life. A person who can admit they made a mistake and learn from it is an asset to society.



Please read and ask questions to understand your responsibilities as well as those of the school. Questions regarding the handbook may be addressed by any of the high school administrators at 330-725-8461. We look forward to supporting you during your time at the Medina County Career Center.

## GRADING PERIODS

### Nine Weeks Schedule

Period	Days	Beginning	Ending
1	43	August 20	October 18
2	42	October 21	December 20
3	46	January 6	March 14
4	49	March 17	May 29

## SEMESTER EXAMS: ACADEMIC & TECHNICAL SEMESTER EXAM DATES

**Dual credit students must follow college requirements. (See College Credit Plus Appeal Policy below.)**

***Senior Failure Lists must be in: TBD (a.m.)***

***Senior Final Grades must be posted by: TBD (by 8:05 a.m.)***

## SECONDARY SCHOOL POLICY FOR APPEALS - COLLEGE CREDIT PLUS (CCP)

The College Credit Plus Dismissal Appeals policy for Medina County Career Center is based on the requirements of Ohio Administrative Code 3333-1-65.13. Students who have been placed on CCP Dismissal or who have been placed on CCP Probation that prohibits the student from taking a course in the same subject and wish to appeal must notify the district superintendent within five business days after being notified of the CCP Dismissal or CCP Probation status. The district will notify the college or university in which a student is enrolled that the student has requested an appeal. The district superintendent will issue a decision on the student's appeal within ten business days after the date of the appeal is made. The decision of the superintendent is final.

To request an appeal, a student must provide a written explanation of why the student should be 1) removed from CCP Dismissal or 2) permitted to take a course in the same subject while on CCP Probation.

The district superintendent will review the written explanation and will consider the following possible activities that a student has taken:

Completion of high school courses with an established grade point average

Completion of tutoring, extra course assistance, as available

Development of an individual pathway plan that includes high school graduation requirements and possible college courses

The district superintendent has the discretion to allow a student to participate in the program if the student meets other factors to demonstrate readiness.

Note: The CCP Probation and CCP Dismissal policy (OAC 3333-1-65.13) does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college's policy must do so by following the college's procedures.

## EXAM SCHEDULES

### First Semester I EXAM SCHEDULE - ALL STUDENTS

**December 14, 15, 18 & 19, 2023 – Lab Exams (All other classes meet at their regular times.)**

	12/18/24	12/19/24	12/20/24
	Academic Exams	Academic Exams	Exam Make-up Day
8:05 -9:40	1st Period Exam	2nd Period Exam	8:05 Exam Make-up
9:40-11:10	3rd Period Exam	4th Period Exam	
11:10-12:40	5th Period Exam	6th Period Exam	
12:40-2:10	7th Period Exam	8th Period Exam	

On exam days, students without a signed parental permission form to leave campus must stay at the Medina County Career Center. Students staying at the Medina County Career Center all day must report to the Commons, sign in and remain in the Commons between exams.

Attendance will be taken at all exams and students must follow standard attendance procedures in order to have their absence excused and to make up missed exams.

**End of Year SENIOR EXAM SCHEDULE - to be determined based on Associate School calendars.**

***All classes meet on their regular schedule.***

*Senior Exam Day – Taken only by those seniors who did not achieve at least a 70% semester average and/or failed the 3rd or 4th quarter.*

## **End of Year JUNIOR EXAM SCHEDULE**

**May 23 & May 27, 2025 – Lab Exams (All other classes meet at their regular times.)**

**PLEASE NOTE: SCHEDULED EXAM DATES MAY CHANGE DUE TO CALAMITY DAYS.**

	5/28/25	5/29/25	5/30/25
	Academic Exams	Academic Exams	Exam Make-up Day
8:05 -9:40	8 <sup>th</sup> Period Exam	7 <sup>th</sup> Period Exam	8:05 Exam Make-up
9:40-11:10	6 <sup>th</sup> Period Exam	5 <sup>th</sup> Period Exam	
11:10-12:40	4 <sup>th</sup> Period Exam	3 <sup>rd</sup> Period Exam	
12:40-2:10	2 <sup>nd</sup> Period Exam	1 <sup>st</sup> Period Exam	

On exam days, students without a signed parental permission form to leave campus must stay at the Medina County Career Center. Students staying at the Medina County Career Center all day must report to the Commons, sign in and remain in the Commons between exams.

## **STUDENT ORGANIZATIONS**

There are several recognized youth clubs and student organizations at the Medina County Career Center. Each technical training area sponsors a CTSO (Career Technical Student Organization) that is designed to develop the interests and leadership potential of the students in their chosen career pathways.

## **STUDENT ORGANIZATIONS AND PROGRAMS**

**Key Club** - All Programs

**National Technical Honor Society** – All Programs

**Student Leadership Council** – All Programs

### **Business Professionals of America:**

Business and Marketing Technology

Cybersecurity and Digital Forensics

Software Engineering and Web Development

### **Family Career & Community Leaders of America (FCCLA):**

Chef and Restaurant Management

Career and Community Experience

### **FFA:**

Animal Management and Care

### **Health Occupations Students of America:**

Allied Health and Pre-Nursing

Sports Medicine and Exercise Science

Vision Care

### **Educators Rising:**

Teaching Professions

### **SkillsUSA:**

Automotive Collision Technology

Automotive Technology

Career Exploration Program

Construction Electricity

Construction Trades

Cosmetology

Criminal Justice

Diesel Technology

Digital Design

Engineering Technologies and Design

Firefighter | EMT

Graphic Arts and Printing Technology

Heating, Ventilation and Air Conditioning

Media Production

Power Equipment Technology

Precision Machining Technology

**MEDINA COUNTY CAREER CENTER  
Main Building & O.C. Duke Building**

Class Schedule

Period #1	8:00 a.m. 8:05 a.m.	Report to Class Tardy Bell
Period #2	8:55 a.m. 8:58 a.m.	Academics Change Tardy Bell
Period #3	9:40 a.m. 9:43 a.m.	Academics Change Tardy Bell
Period #4	10:25 a.m. 10:28 a.m.	Academics Change Tardy Bell
Period #4A	10:25 a.m. 10:55 a.m.	First Lunch Begins First Lunch Ends
Period #4B	10:40 a.m. 11:10 a.m.	Second Lunch Begins Second Lunch Ends
Period #5	11:10 a.m. 11:13 a.m.	Academics Change Tardy Bell
Period #5A	11:10 a.m. 11:40 a.m.	Third Lunch Begins Third Lunch Ends
Period #5B	11:25 a.m. 11:55 a.m.	Fourth Lunch Begins Fourth Lunch Ends
Period #6	11:55 a.m. 11:58 a.m.	Academics Change Tardy Bell
Period #7	12:40 p.m. 12:43 p.m.	Academics Change Tardy Bell
Period #8	1:25 p.m. 1:28 p.m.	Academics Change Tardy Bell
<b>Dismissal Bell:</b>	2:10 p.m.	

## **ANNOUNCEMENTS**

General announcements will be made each morning at 8:05 a.m. With permission from the Medina County Career Center's school counselors, home school announcements and information will be posted on the appropriate bulletin board in the cafeteria.

Only Medina County Career Center organizations may post signs in the building. All signs must be approved by the principal before they are posted.

Students will not distribute printed materials on school property unless advance approval for such distribution has been obtained from the principal.

## **ARMED SERVICES INFORMATION**

The Medina County Career Center strives to achieve working partnerships with all branches of the armed services. Military enlistment is viewed as one career option for our students to consider. Our procedures will be as follows:

Recruiting representatives are requested to schedule appointments with school officials twenty-four hours in advance when transacting business. Students in the process of enlisting in military service may be released TWO days in order to take tests, a physical, or handle other enlistment details that cannot be taken care of after school or on weekends. To qualify for this planned absence, students must process a permission form at least 48 hours prior to the planned absence. Special forms are available from military liaisons.

## **ACTIVE ELIGIBILITY AT ASSOCIATE SCHOOLS/MCCC**

Medina County Career Center students are eligible to participate in extra-curricular programs at the Medina County Career Center and their associate school. To remain eligible, a student must maintain a grade and attendance standing that is set by and acceptable to the associate school and the Medina County Career Center. A Medina County Career Center student must comply with acceptable attendance, discipline and grade standards.

## **ATTENDANCE REGULATIONS**

Regular attendance is expected because:

- The State of Ohio has established 93% as the acceptable attendance standard.
- Poor attendance disrupts the continuity of instruction.
- Instruction is lost and cannot be recovered.
- Classroom/lab participation can never be reconstructed.
- There is a direct relationship between attendance and achievement.
- Employers consider attendance records when evaluating potential employees.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests according to school policy:

- Personal illness, but not illness in the family, unless the circumstances are approved by the principal.
- Death in the immediate family.
- Bona-fide religious holiday.
- Professional appointments that cannot be scheduled after school or during non-school times.
- Absence approved by the principal for good cause.

Attending school on a regular basis has a direct correlation to a student's success. The Compulsory School Attendance Law: Ohio Revised Code 20:1 has defined the following terms to indicate the importance of school attendance:

"Habitual Truant" is defined as any child of compulsory school age who has been absent without legitimate excuse.

A student will be considered **habitually truant** if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

Once a student accumulates ten (10) absences in a year the student may be requested to provide professional documentation for the remainder of the school year. **Absences without professional documentation will be considered unexcused for attendance purposes.**

Students that accrue more than five (5) days in a row, seven (7) in a month or twelve (12) days of unexcused absences during a school year may be placed on an absence intervention plan and may be referred to court if the student is under the age of 18. A student over 18 may be required to enter into a contract to continue attending the Medina County Career Center, and/or be withdrawn.

Unexcused absences in excess of any maximum may be appealed to the principal upon request from the student and/or parent.

The following procedures may be adhered to:

Each Day Absent =	Daily Automated Call
Ten (10) Days Absent =	Notification to Parent and Student

Students requesting exception to the attendance policy because of a planned trip must apply for consideration with the principal prior to the time of the trip. Trips must be approved at least one week in advance of the absence. Any vacation without prior approval may be considered an unexcused absence. If a student is beyond their 10 days of absence, these vacation days may be considered unexcused absences. One school day will be granted for each day of all other excused absences to allow students to complete all assignments, tests and quizzes. **Pre-excused/pre-planned absences that are exceptions to the attendance policy require homework, tests and/or quizzes be due or taken the first day of return from absence.**

In the case of all excused absences, it is expected that work will be completed according to our make-up policy (pg. 18). School-sponsored activities are not to be considered absences.

**If a student is going to be absent from school, a parent or guardian must call** the Medina County Career Center at one of the following numbers to report the student's absence:

**Local Attendance Line 330-721-8173**

**Toll-Free Attendance Line 866-466-9673**

Buckeye, Cloverleaf  
Medina, Highland

Brunswick, Black River

If the parent or guardian fails to call, stating the reason for the student's absence **within 24 hours, the absence will be considered unexcused.** For unexcused absences, the student may receive up to 70% credit for work missed in all classes. The student must make arrangements with their teachers on the day of their return to complete missed assignments, quizzes or tests. Assignments such as labs, speeches, etc. that require school attendance may be completed with an alternative assignment. One school day for each missed day will be granted to complete work; any work not completed in that timeframe will be scored as a zero. An unexcused absence may be changed to excused for court purposes or at the discretion of the principal.

## CAFETERIA - DINING

Both the Cafeteria and the Center Café are part of the educational program at the Medina County Career Center. Meals are planned and prepared according to food standards.

Eating will be confined to designated areas; food or drink is not permitted in classroom/labs or outside of the designated eating areas without administrative permission. ***Students are advised to plan for lunch at school since it is not permissible to leave the campus during the school day.***

Due to our **closed campus policy**, students will not be permitted to have food or drinks delivered by outside vendors to classes or assigned lunch periods unless it is **arranged and supervised by the program instructor or academic teacher**.

The student cafeteria is not associated with the Federal Lunch program. Therefore, it is not supported with commodities or reimbursements from the federal or state government. However, it is the school's policy that should assistance be needed in order that each student may have the opportunity to have lunch, arrangements may be made by completing the Medina County Career Center's reduced lunch application.

## CAREER SERVICES

The Medina County Career Center provides many opportunities for students to visit, shadow, complete internships and/or work in business and educational communities. Students must meet the criteria for each release program and be recommended by the career technical instructor and the career coordinator. The Medina County Career Center has a full-time career coordinator to assist qualifying students in finding these opportunities. Please note: Students are required to adjust their release schedule to participate in all state-mandated tests (see pg. 27).

## CAREER TECHNICAL CERTIFICATE OF COMPETENCY/CAREER PASSPORT

A Certificate of Competency will be issued as part of the Career Passport to all students who successfully complete their program. This certificate will indicate the career technical area of instruction. Also included in the Career Passport will be industry certifications earned by the student, along with awards and recognitions within that area of specialization.

A student must pass all parts of the program in which they are enrolled, including required academics, and earn the recommended state requirements (Cosmetology) to receive a Career Passport and/or participate in the Awards Ceremony. Students may only participate in the Medina County Career Center's Awards Ceremony one (1) time.

The Medina County Career Center Senior Awards Ceremony is an optional activity; however, we hope that all eligible students will participate. Participation in the Awards Ceremony is a privilege; therefore, administration reserves the right to determine a student's eligibility to participate, in the event of violations to the Student Code of Conduct.

Career Passports, Certificates of Competency, and credits toward graduation will be issued only after all Medina County Career Center and associate school financial obligations have been met.

## CENTRAL SUPPLY

All student fees and charges may be paid through Central Supply or through PaySchools. **Students must meet their financial obligation before participating in graduation or awards ceremonies.**



## CHANGE OF ADDRESS OR PHONE NUMBER

Parents/Guardians of Medina County Career Center students must update the information in Final Forms or notify the Information Desk of any change in address or telephone number.

## CHANGE DAY

The tenth (10th) day of school, according to the Medina County Career Center Board-approved calendar, will be known as "Change Day." Students enrolled at the Medina County Career Center who desire to return to their home schools, and who have completed a thorough counseling procedure, will be granted that privilege. Likewise, students enrolled in the home school who desire to enroll at the Medina County Career Center will have that opportunity. Following "Change Day," enrollment will be firm for the school year. Changing to a different Career Technical program or academic classes at MCCC will be restricted to the first ten (10) days of school, pending program availability and program admission requirements. Variation from this process shall be subject to counselor/instructor recommendation and the approval of the principal. Students wishing to change their academic classes for second semester only must do so within five (5) days of the start of the second semester.

## CLINIC/HEALTH SERVICES

Health services are available when needed. If a student needs to see the nurse during instructional time, the instructor will issue a pass. The student should then report directly to the Clinic. No student will be released from school due to illness unless cleared through the Clinic.

### Administration of Medication

#### Prescribed Medications

If a student needs to be administered a prescribed medication, the Medina County Career Center will accommodate the parent/guardian under the following conditions:

- The medication must be authorized by both the student's physician and parent on a form that will be requested from the Medina County Career Center.
- The medication, in its original container, must be brought to the Medina County Career Center clinic and delivered to the school nurse.
- The parent/guardian is responsible for ensuring that their student understands the importance of taking the medication properly and at the designated time. The Medina County Career Center will maintain a log of each administration and inform the parent/guardian if the student does not consistently take the medication as directed.
- At the end of the school year, the student should pick up any unused medication. Otherwise, the Medina County Career Center will dispose of any unused portions.

#### Non-Prescribed (Over-the-Counter) Medications

Parents/guardians may authorize the Medina County Career Center to administer a non-prescribed medication, using the form that is available from the school nurse in the clinic. Medication is to be supplied by the student. These over-the-counter medications must be in their original container and will be kept locked in the medication cabinet in the Clinic.

**Any student who distributes a medication OF ANY KIND to another student, or is found to possess a medication, is in violation of the Medina County Career Center's Code of Conduct and may be disciplined in accordance with the drug use provision of the Code of Conduct.**

## COMPETITION CRITERIA

The criterion for student participation in regional, state and national competitions is that students must have at least a “C” average in every class. Any discipline resulting in suspension may impact a student’s eligibility to compete.

The previous nine-week end of quarter grade should be used. Grades in the middle of a quarter or a semester average are not used to determine eligibility.

### Leadership Opportunities and Expectations

Competitions, leadership opportunities, leadership roles and leadership positions with Career Technical programs may be removed or adjusted based on attendance and discipline issues at the discretion of the Medina County Career Center.

## DIRECTORY INFORMATION

Student directory information may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status honors and awards received, and the most recent previous educational agency of institution attended. “Date of Attendance” does not include specific daily records of a student’s attendance. Any educational agency or institution making public directory information available is required to give public notice of the categories of information that it has so designated. It must also allow a reasonable period of time after such notice is given for the parent/guardian to notify the institution or agency in writing that any or all of the information designated should not be released. If an institution does not define the scope of directory information, give public notice, or seek parental/guardian consent as required by FERPA, it is not permitted to release the information.

## DRUG FREE SCHOOLS ACT OF 1989

Possession, Use, Sale or Transmittal of Harmful Substances – Students of the Medina County Career Center shall not knowingly possess, use, sell, give, or otherwise transmit any drug, the possession of which is prohibited by law, including narcotic or hallucinogenic drugs or intoxicants of any kind. Also included are “look-alike” drugs as defined in Section 2925.01 (O) of the Ohio Revised Code. The restrictions on these activities shall include drug paraphernalia. Such items will not be permitted on any school property and will be subject to confiscation. This policy will be enforced by the administration and faculty. Items are prohibited:

- During the course of any school year and any extracurricular activities.
- On any property owned, used by, or under the control of the Medina County Career Center, including vehicles used for transportation of students.
- At any school sponsored or sanctioned activity or event away from or within the school district.

Staff Responsibilities – All staff members shall bring to the attention of the administration and counseling staff any student they believe is in violation of the school substance abuse policy.

Confidentiality is essential and this information should be shared only with the appropriate building administration and persons directly involved in the student’s education and welfare.

When a building administrator has reason to believe that a student is in violation of the substance abuse policy, the following action will be taken:

- The student will be brought to the administrator's office.
- If the student is in need of medical attention, the school nurse will treat the student or call for the emergency squad, if necessary.
- The student's parents/guardians will be notified immediately and will be asked to meet with school officials for consultation.
- See Section 2 for disciplinary consequences.

## **EARLY DISMISSAL/EARLY RELEASE**

Students who wish to be excused early must have a parent or guardian contact the school's Early Release line (Ext. 550) or present a written request from their parent or guardian, in advance, to the Information Desk or Welcome Center. The request should include the student's full name, career technical program, and a telephone number that may be called to verify the necessity of the request. Students should attempt to schedule appointments outside of school hours.

Students may obtain a seasonal pass for 2:05 p.m. dismissal for associate school activities (sports, clubs, etc.) by completing the appropriate form from the high school office. Passes are valid only during the active season of the specified sport or activity. Passes for 2:05 dismissal will not be given for employment unless granted as a part of the approved Work-Based Learning program.

## **18-YEAR-OLD STUDENTS/STUDENTS OF LEGAL AGE**

The Medina County Career Center policy concerning 18-year-old students is as follows: If you are 18 years of age or older and living at home, your parent/guardian may have access to your records and school communications. No student, unless emancipated, may excuse their own absence or sign out of school without parent/guardian consent.

## **ELEVATORS**

Permission for any student to use the elevator must be generated by the Clinic. Exceptions will be made for students who are accompanied by a teacher or delivering materials to the second floor.

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

Drills will be held at various times during the year. Correct procedures are posted in each classroom or lab. Students will proceed to the designated areas during such safety drills. Students must stay in or report to their assigned area for attendance purposes.

## **FIELD TRIPS**

Field trips for educational experiences include, but are not limited to, construction sites, touring sites of educational value, and youth club activities. Students are required to have permission from their parent/guardian to participate in field trips. (Any exception must be verbally confirmed by the instructor.) Field trips will be conducted August through the first of May of the school year. No field trips will be scheduled after the first of May, unless approved by the principal.

## GANGS

It is the purpose of the Medina County Career Center to maintain an environment that is safe for students and staff and conducive to learning. Any presence of gangs on campus disrupts that environment by threatening the safety of individuals and causing a disruption to the academic process. In accordance with this, gangs and gang-related activities are prohibited at the Medina County Career Center.

Gang-related activities – such as participation in initiations, hazing, intimidation, recruitment, fighting, establishing “turf,” wearing or displaying recognized gang attire, colors, tattoos or placing graffiti on school property – at school functions or school related activities will not be tolerated.

If a student is found to be in violation of any of these provisions, disciplinary action will be taken. Possible consequences include detention, restriction, suspension, expulsion, and/or legal prosecution. All students involved in such activities will be counseled and encouraged to cease gang affiliations.

## GRADING PROCEDURES

Excellence in technical competence and scholarship is the goal of the Medina County Career Center. The five-letter system, A-B-C-D-F, is used and, in general, the following meanings are attached:

Grade	Percentage	Quality Point Value	Honors Quality Point Value	AP/CCP Quality Point Value
A+	97-100	4	4.5	5
A	93-96	4	4.5	5
A-	90-92	4	4.5	5
B+	87-89	3	3.5	4
B	83-86	3	3.5	4
B-	80-82	3	3.5	4
C+	77-79	2	2.5	3
C	73-76	2	2.5	3
C-	70-72	2	2.5	3
D+	67-69	1	1.5	2
D	63-66	1	1.5	2
D-	60-62	1	1.5	2
F	0-59	0	0	0

The Medina County Career Center uses a standard letter grading system of A, B, C, D, and F (listed above) to determine a MCCC GPA. Associate schools that use a plus (+)/minus (-) grading scale will adjust a student's GPA accordingly and will be reflected on the student's transcript.

### Late Work Policy

The Medina County Career Center will enforce the following Late Work Policy:

On Time – A student may earn up to 100%

One Day Late – A student may earn up to 50%

Any work turned in after the first day will receive a zero.

If a student receives an Incomplete, failure to complete assignments changes an Incomplete to an “F.”

### Minimum Requirements

Students must complete the “minimum requirements” established for a class to pass and receive credit. Teachers will explain the requirements at the beginning of the term and provide a written syllabus that further clarifies course requirements. No credit is calculated as an “F” in computing a student’s grade point average. **Please see pages 10-11 for attendance regulations and attendance appeal procedures.**

### Year-Long Courses (Academic Classes and Technical Labs)

MCCC students must pass every semester of their career technical lab to receive a certificate and participate in MCCC’s Awards Ceremony. Students accepted to MCCC under conditional acceptance/contract must adhere to the terms of their contract in order to maintain enrollment. Junior students who fail their first semester may continue at MCCC but must have a contract in order to ensure progress toward graduation. First year students will not be invited back to their program if they fail the second semester. Students receiving a grade of “F” in the first semester of either year are required to successfully complete the second semester of that year with a combined average of 60% or better in order to receive credit. Seniors who fail first semester may return to their associate school to determine a graduation plan.

Students must pass two out of three grades to receive credit each semester. For example, they must pass both nine weeks, or one nine week grading period and the final exam, **AND** have a final average of 60% or better to pass the semester.

Students in year-long academic courses will earn credit at the end of each semester.

### Semester Courses

Students will receive a grade for semester-long courses if they pass two out of the three grades (2 quarters and a final exam) and have a weighted grade of 60% or better for the semester grade. For example, they must pass both nine weeks, or one nine-week grading period **AND** the final exam.

**Attendance requirements apply to all classes. Please see pages 10-11 for the regulations.**

## **GRADUATION REQUIREMENTS**

As a result of the revision of the Ohio High School Minimum Standards, graduation requirements are changing. Because some of our associate schools are revising these at different times, it is too difficult to list current requirements that would pertain to everyone. Therefore, we will encourage students to meet with their school counselor to review their records to ensure that they have completed all courses necessary at this time.

All students are responsible for meeting their local high school graduation requirements. If any students are deficient, they must complete these credits before graduation. See your school counselor for options to make up credits.

**Credits for graduation will be held until all financial obligations are met.**

## **HALL PASSES/RESTROOMS**

Each time a student leaves the lab area or classroom, they must have a pass. Students will be permitted two passes per quarter per class. Students are expected to use the restroom facilities prior to going to first period class in the morning, at lunchtime, and during the breaks between classes and should not ask to be excused from a class or lab except for emergencies.

## HONOR ROLL

The faculty and administration have approved an Honor Roll system for the Medina County Career Center. The roll is announced at the end of each grading period.

The policy is as follows:

1. Students who have a 3.5 average or higher (all subjects included) shall be considered on the Honor Roll.
2. Students with a grade of "D" or less in any subject will not be considered for the Honor Roll even though they may have attained the point average necessary to be considered for the Honor Roll.
3. The grade of "P" will not be considered in the calculation.
4. Any student with an Incomplete (I) will not be considered until the Incomplete is made up.

## HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six Honors Diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma\*
6. Social Science and Civic Engagement Honors Diploma

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

Honors diplomas are awarded through a student's associate school. Please see your school counselor with questions about pursuing one of these honors diplomas.

## KEY CLUB

Students may have the opportunity to participate in Key Club International, which is an organization that is involved with meeting the needs of Medina County.

## LOCKERS

Lockers are assigned to all students. Students are to keep their lockers locked and the combination to themselves. The school cannot assume responsibility for the loss of articles from lockers. If a student has difficulty operating their locker, they are to contact the Information Desk. **Lockers are the property of the Medina County Career Center and may be searched at any time.**

## LOST AND FOUND

Students have the responsibility of keeping their personal possessions in a safe and secure place. Lockers are provided for this purpose. Loss of personal property is the responsibility of the student; loss of Medina County Career Center property will be charged to the student. Central Supply will maintain a lost-and-found area. Please note, any item(s) left anywhere for over 30 days will be discarded.

## MAKE-UP WORK

There is no adequate way to make up a class that is missed. When they are unexpectedly absent, students are responsible to contact their teachers **on the day they return to school** and to make arrangement to complete assignments and tests. **One school day will be granted for each day of excused absence (up to two weeks) to allow students to complete all assignments, tests, and quizzes. Pre-excused/pre-planned absences require homework, tests, or quizzes be due or scheduled with their instructor the first day of return from absence.**

Extended absences may require a student to withdraw and reapply the following year.

For unexcused absences, the student may receive up to 70% credit for work missed in all classes. The student must make arrangements with their teachers on the day of their return to complete missed assignments, quizzes or tests. Assignments such as labs, speeches, etc. that require school attendance may be completed with an alternative assignment. One school day for each missed day will be granted to complete work; any work not completed in that timeframe will be scored as a zero.

## NATIONAL TECHNICAL HONOR SOCIETY

Full-time students who have a 3.4 G.P.A. or higher and receive high instructor evaluations in the areas of skill, honesty, service, responsibility, leadership and citizenship are eligible for induction into the NTHS at the discretion of the selection committee. Candidates may have no more than five (5) absences in the first semester; all absences must be excused. Medina County Career Center students are also eligible for induction in their associate school's National Honor Society.

## NON-DISCRIMINATION/GRIEVANCE PROCEDURE

### EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the Medina County Career Center or any staff person, student, or agent of the District has discriminated against or harassed a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer listed below:

Mr. Christopher Kalina  
Director of Adult Education  
330-725-8461, Ext. 158

**At any time during the grievance procedure a formal complaint may be filed directly with the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Telephone: (216) 522-4970, Fax: (216) 522-2573, Email: OCR.Cleveland@ed.gov**

## RESIDENCE REQUIREMENTS

All students attending the Medina County Career Center are required to be enrolled in a participating school district. The Medina County Career Center serves as an extension of the participating associate schools. Students will graduate and receive their diplomas from their associate high school.

Students are encouraged to participate in associate school activities. These activities will be on the bulletin boards, daily announcements, and electronic communications.

Medina County Career Center students must be legal residents of the Medina County Career Center District. Non-resident students may be accepted as inter-district enrollment students under the following conditions:

- a. Space available
- b. Admission is subject to review of educational and disciplinary records
- c. Approval by an associate school superintendent for admission to that district
- d. Admission is probationary, subject to periodic review, and must be reapproved annually

## **SAFETY POLICY**

Due to the vast amount of industrial equipment in the career technical labs and because of the possibility of severe injury, it is **ABSOLUTELY ESSENTIAL** that each student observes the safety requirements within each program. All students should learn these requirements, for they will be responsible for their actions. The Medina County Career Center is not the place for unsafe or off-task behavior. The consequences of failing to be safety conscious could be quite serious.

The Medina County Career Center will adhere to industrial safety standards and all appropriate laws established by the State of Ohio and local regulations. Students will be required to wear the appropriate clothing and protective devices. Program instructors will provide specific information as it relates to their career technical program. Students cannot work in the lab/shop until they pass safety tests administered by the instructor and wear all required safety equipment.

Students may be suspended or expelled for violations of safety standards set in the individual career technical labs.

## **SCHOOL CLOSING**

Since the Medina County Career Center is serving students from six school districts that in many instances will have varied weather conditions, school closings resulting from adverse travel conditions may be somewhat complicated.

The official television stations for school closings and other cancellations will be WKYC (Channel 3) (WKYC.com) and WEWS (Channel 5) (Newsnet.com). Other television/radio stations may also carry this information; however, students and parents/guardians may also refer to the MCCC website ([www.mcjvs.edu](http://www.mcjvs.edu)) and social media for school closings. If the student's associate school district has a calamity day, the student is not required to attend MCCC that day. In the case of a two-hour delay at the associate school, the student will be expected to be in attendance at MCCC following the delay.

## **SCHOOL COUNSELOR SERVICES**

School counseling services have been established at the Medina County Career Center for the benefit of all students. The service exists to assist students in making personal, academic and career technical decisions. All students will receive guidance in planning for their future upon graduation.

Under certain conditions we provide intervention to students through a crisis intervention team. Services may include one-on-one intervention, diffusing, debriefing, crisis management, family support, etc.

Students may see a counselor any time before or after school or with an instructor's written permission during the day by completing a request form in Student Services or at the Information Desk. The counselor will contact the student at the earliest convenience.



## **SCHOOL RESOURCE OFFICER**

The Medina County Career Center contracts through the Medina County Sheriff's Department to have a School Resource Officer (SRO) on campus. Any discipline violation that would involve illegal actions may be turned over to the SRO.

## **SELECTIVE SERVICE**

Young men who are United States citizens or aliens residing in the United States and who are about to turn 18 years of age, or are between the ages of 18 through 25, are required by law to register with the Selective Service System. If a student has not registered, they may go to <https://www.sss.gov/register> to register. Registration is a requirement for federal student loans, job training benefits, and federal employment.

## **STUDENT ASSISTANCE TEAM**

Teachers, counselors, and administrators identify students who are struggling in the school environment and provide support and alternatives to sustain their success.

## **STUDENT CAREER TECHNICAL LEADERSHIP COUNCIL**

The Student Career Technical Leadership Council shall serve as the student body representative. The Council shall hold one regular monthly meeting. The purposes of the Council shall be to coordinate various student organizations' activities and to act as the liaison and provide for two-way communication between the students and the Medina County Career Center administration.

## **STUDENT FEES**

Students will be charged a fee to cover a part of consumable supplies, workbooks, and other needed items that will be used in career technical and academic classes. This charge will vary depending upon the cost of the materials. Students are expected to make arrangement for the payment of student fees by the first day of school. Make payments directly to the Medina County Career Center Supply Office or via PaySchools Central, at [www.payschoolscentral.com](http://www.payschoolscentral.com).

## **STUDENT SERVICES**

Student Services is located on the second floor of the main building. Students reporting to Student Services must have a pass from their instructor and follow the sign in/sign out procedures. They may use the facility area and its resources for independent study and class research projects.

## **TECHNOLOGY: COMPUTER NETWORK INTERNET ACCEPTABLE USE POLICY**

The Medina County Career Center Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards must be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The District shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

The goal of the Board is to promote educational excellence through developing a communication system that facilitates resource sharing, accesses outside information and research, and encourages technological innovation and global communication.

Therefore, the Board of Education shall make available to students such information technology facilities as it decides are appropriate to further its educational mission. Information technology may consist of numerous components including computer hardware, multimedia hardware, video equipment, computer software, documentation, communications support, online account administration, support services, Internet access and instructional materials. Technological devices/equipment, classroom/lab equipment, textbooks, and other instructional resources are the property of the Board of Education and are available to students for educational purposes. Use of these instructional resources becomes the student's personal responsibility. Students will be charged for any loss or damage of instructional resources.

This procedure applies whenever one or more students utilize information technology alone or in combination with other information technology facilities.

Information technology will provide access to:

1. Electronic mail (email)
2. Information and news
3. Discussion groups on numerous topics
4. Related lesson plans, resources, activities, and assessments.

All users/students/staff may only use information technology after being trained, granted approval and for the following acceptable uses:

1. Learning activities facilitating Board Instructional objectives.
2. Gathering information that supports the educational programs sponsored by the Board.
3. Enabling communications among faculty, staff, students and others outside the MCCC sites that do not conflict with the Board Policy or procedures.

Users may not use information technology for unacceptable uses specifically including, but not limited to, the following:

1. Infringing on the rights or liberties of others.
2. Illegal or criminal use of any kind.
3. Using communications, materials, information, data or images that are obscene, pornographic, threatening, abusive, harassing, lewd, discriminatory, or in violation of or inconsistent with any other Board policy.
4. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Damaging or altering the operation, function, content or design of information technology.
7. Installing or maintaining any software or hardware not owned or licensed by the MCCC Board of Education, unless given specific permission by the superintendent or their designee.
8. Granting access to the information technology to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off.
9. Using commercial, profit-motivated, or partisan political information not related to Board programs.
10. Introduction of malware, deletion of files or changing databases.

## Student Internet Access

Any online accounts used for educational purposes by students must comply with the following Medina County Career Center Acceptable Use Policy. Failure to do so will be viewed as a violation of our policy and discipline issued.

1. Students are not permitted to post any personally identifiable information unless prior permission is granted by the student's parent(s) if the student is under 18 years of age.
2. Students are not permitted to meet with someone the student has met online without the approval of the student's parent(s).
3. Students are to promptly disclose to the student's teacher or other school employee any message that the student receives that is inappropriate, is an offer to meet with the student, or makes the student feel uncomfortable. Students will not engage in any other prohibited or illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
4. Students are responsible for their own individual accounts and should take all reasonable precautions to prevent others from using them. Passwords should not be shared.
5. Students will immediately notify a teacher or the system administrator if the student has identified a possible security problem. Do not look for security problems, because this may be construed as an illegal attempt to gain access.
6. Inappropriate Language
  - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - b. Students shall not view, send or display offensive, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory or disrespectful messages.
  - c. Students will not post information that could cause damage or a danger of disruption.
  - d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If the student is told by a person to stop sending them messages, the student must stop.
  - f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
7. Students will not re-post a message that was sent to the student privately, without permission of the person who sent the message.
8. Students will not post private information about another person.
9. Students will use the system only for educational activities and limited, high quality, self-discovery activities. The limit on self-discovery activities shall be determined by appropriate school employees.
10. Students will not download large files unless absolutely necessary. If necessary, the student will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to the student's personal computer.
11. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
12. Students will check email frequently, delete unwanted messages promptly, and stay within the student's email quota.
13. If a student mistakenly accesses inappropriate information, the student should immediately tell the student's teacher or another district employee. This will protect the student against a claim that the student has intentionally violated this policy.
14. Parent/guardian should instruct the student if there is additional material that they think would be inappropriate for the student to access. The district fully expects that students will follow the parent/guardian(s') instructions in this matter.

15. A special exception to these rules may be made for certain material or literature otherwise prohibited by these rules, if the purpose of the student's access is to conduct research and both the student's teacher and the student's parent/guardian(s) have approved.

Online services provide access to numerous educational resources, some of which contain material which may be deemed offensive or inappropriate.

For educational purposes, students may be asked to establish an online account through Khan Academy, Ohio Means Jobs, Ohio Career Information System, Medina County District Library, or other numerous accounts for educational research and study. When off-campus, parent/guardian(s) are asked to monitor student Internet activities to ensure their acceptability and value.

The Board is not responsible for the content of any materials students may access through online services. The Board does not condone accessing offensive or inappropriate materials and shall take reasonable steps to monitor information technology usage to prevent usage inconsistent with this procedure. Therefore, access to the Internet will be blocked or filtered by a technology protection measure to eliminate visual depictions that are: obscene, constitute child pornography, or are harmful to minors as these terms are defined by, but not limited to, the Children's Internet Protection Act.

If technologically permissible the Board authorizes the superintendent to permit the block or filter to be temporarily disabled by an administrator, supervisor, teacher or other authorized person to enable that person access to bona fide research or for other lawful purposes.

The Board retains the right to monitor any and all usage of the information technology. This right explicitly includes the right to read student communications, if any. No users should have any expectation of privacy regarding the use of the information technology.

The MCCC makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damage a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. If you must use the District's computers to fulfill the requirements of your class/program and cannot access drives, additional time may be given by the instructor. Use of information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

Use of technology with the MCCC is a privilege, not a right. Violations of this acceptable use procedure may cause immediate suspension of the user's technology privileges and may result in further disciplinary actions being taken by the MCCC, the Board of Education, city, county, state, or federal authorities. Any questions or allegations about this Acceptable Use Procedure should be brought to the attention of the administration immediately.

## **TELEPHONE CALLS**

The school phones are to be used for school-related purposes only and with instructor permission. Students may use a phone at the Information Desk. Personal calls are not to be made during instructional time.

## TEST DATES

Please refer to the following websites for updated ACT/SAT test dates:

[www.act.org](http://www.act.org)  
[www.collegeboard.org](http://www.collegeboard.org)

**\*Please note: Students are required to adjust their schedules to participate in State-mandated tests.**

## TEXTBOOKS

School-issued textbooks and electronic devices are the property of the Medina County Career Center Board of Education and are loaned to students. They become the student's personal responsibility. Students will be charged for any lost or damaged books and/or electronic devices.

## THREAT ASSESSMENT MANAGEMENT

In accordance with Ohio House Bill 123 (2019), the Safety and Violence Education Students Act, MCCC has developed a Threat Assessment Team and a School Behavioral Threat Assessment policy and protocol to improve school safety. The multidisciplinary Threat Assessment Team functions to conduct assessments and interventions for individuals whose behavior indicates they may pose a risk of harm to the school community and/or themselves. MCCC uses the Threat Assessment Team of the Threat Assessment protocol to assist in the proactive prevention of targeted violence by identifying areas of concern, gathering information, assessing the likelihood of violence, initiating appropriate interventions and violence mitigation strategies, and provide ongoing evaluation to increase positive outcomes for individuals and enhance overall school safety. The complete Threat Assessment policy and protocol is contained in MCCC's Emergency Operations Plan.

## TOOL KITS

If students are required to provide their own tool kit. Students are encouraged to lock/secure their tools. The school will provide reasonable security for tool kits; however, the Board of Education cannot legally assume liability for lost or stolen tools personally owned. Students are advised to be certain that homeowner's insurance will cover loss or theft or to purchase appropriate insurance coverage.

Please understand that when there is reasonable suspicion, school authorities may search tool kits.

## UNIFORMS

Most Medina County Career Center programs require program uniforms. Students are notified as to specific uniform requirements for each program, and are expected to be in uniform on the first day of school.

## VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing and electronic equipment are tempting targets for theft. The Medina County Career Center cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## VIDEO SURVEILLANCE

While on the campus of the Medina County Career Center, a public school facility, all students, parents, building visitors and staff are hereby advised that their actions and activities may be subjected to video surveillance. This is an effort to increase the district safety and security, and reduce vandalism and theft in many areas of this campus, both internally in all common areas and externally on the grounds and parking lots.

If a student's actions indicate a violation of the Code of Conduct, the record will be viewed by the administration and possibly the police as evidence. Because surveillance records are considered part of the student record, they can be viewed only in accordance with the law.

## VISITING THE MEDINA COUNTY CAREER CENTER

Parents/guardians are welcome to visit the Medina County Career Center. We ask that you contact us in advance so that we can be prepared to accommodate you. If you wish to confer with a particular staff member, please arrange for an appointment by contacting the school or emailing that staff member directly. The Staff Directory may be found at [https://mcjvs.edu/?page\\_id=338](https://mcjvs.edu/?page_id=338).

Students are not permitted to have outside visitors during the school day unless pre-approved by the principal.

**Please note:** All visitors must immediately register at the Welcome Center upon entering the building and receive a pass to be worn during the visit. A person failing to register or failing to leave immediately after notice will be prosecuted under O.R.C. 2911.21. This notice will be enforced on all property belonging to or in control of Medina County Career Center.

## VOTER REGISTRATION

Students who wish to register to vote may do so at <https://olvr.ohiosos.gov/>

## WORK-BASED LEARNING PROGRAM

MCCC students can gain hands-on experience by working in the career field they are studying while still in high school. Students reaching 160 hours during their employment will be awarded one (1) credit, while those reaching 80 hours will receive one-half (.5) credit for work-based learning hours.

Students are reminded that participation in a Work-Based Learning program is a privilege, not a right. The experience must be directly related to the student's career major and be of such a quality and structure that the student will benefit educationally.

### **Work-Based Learning experience may be gained in one of the following:**

- Summer Internship (between junior and senior year): Students have the opportunity to work in their career field and gain real-world experience in the workplace under the direction of a supervisor and job coach.
- Off-Site Job Placement: Beginning 2nd quarter of the senior year, students have the opportunity to leave school following their academic classes to go to work. Students may have the opportunity to start their field experience earlier if approved by their instructor.
- Early Work Release: Juniors or Seniors who are working in their MCCC career field may be eligible to leave school at 2:05 to be at work on time.

**Student protocol for all work-based learning experiences is as follows:**

- Student has a good discipline record.
- Student attends school regularly.
- Student is in good academic standing (a “C” or better in all academic classes and a “B” in lab).

**If the above requirements are met, interested students need to:**

- Secure employment within the industry they are studying at the MCCC.
- Complete and return a Training Agreement Application to the Real-World Learning Coordinator. The application **MUST** be filled out completely, and requires a signature from the student, their parent or guardian, their employer and the career technical instructor.
- The career technical Instructor must visit the student’s place of employment and complete a Site Safety Check form each year. The completed form is submitted to the Real-World Learning Coordinator for final approval.
- Once the job placement is approved, a pass stating the student’s dismissal time (or, in the case of afternoon labs, arrival time) will be provided to the student.

**Student responsibilities while on placement:**

- Work a minimum of 12.5 hours each week.
- Submit their online timesheet to career technical instructor weekly. **If timesheets are NOT turned in for two consecutive weeks, the student will be pulled from placement.**
- Be a good employee (be on time, stay on task, etc.) and continue to stay in good academic standing, have a good discipline record and attend school regularly. If these requirements are not met, the student will lose their work-based learning privilege.

**Please note the following criteria:**

Grades are checked at the beginning of the paperwork process when placing students. Allow three weeks into a new quarter when assessing at the beginning of a quarter. Reference the previous quarter’s grades if assessing a student at the beginning of a quarter.

**Once students are on placement:**

Grades will be checked on the 1st and 15th of each month. If a student falls below the stated requirements, there will be a one-week grace period for the student to improve/create an improvement plan. If improvement is not shown, the student is removed from placement and good academic standing will have to be maintained for two consecutive weeks before being eligible to return to placement.

**WORK PERMITS**

If you are under 18 years of age and wish to work either part-time or full-time, the State of Ohio requires that you obtain a Minor Work Permit.

Forms required for a work permit may be obtained at the Welcome Center, the Information Desk, the high school office or online at <https://apps.com.ohio.gov/dico/minorworkpermit>. After the form has been fully completed, bring it to the Medina County Career Center high school office for processing. A copy of the student’s birth certificate, driver’s license, or State ID is required for proof of age, and the student must be present to sign the permit.

## SPECIFIC INFORMATION REGARDING CODE OF CONDUCT

The Medina County Career Center is an extension of our associate high school programs; therefore, students who elect to attend the Medina County Career Center are subject to disciplinary action based upon the Student Code of Conduct of their high school and/or the Medina County Career Center.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

This code of conduct defines the established rules and regulations of the Medina County Career Center. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion.

Students have rights and responsibilities. Certainly, all students have a right to an education, as well as the responsibility to respect others seeking an education. Our goal is to maintain a pleasant, positive, educational environment at the Medina County Career Center.

If a student's behavior disrupts this goal, that student may be denied participation in the educational system, including all club activities, for varying periods of time. Students also have the right to communicate concerns without threat to grades, credits, or recommendation(s).

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. Should a suspension cross a weekend, the student is not permitted to attend or take part in school activities over that weekend. In addition, if a calamity day occurs on one or more of the suspension dates, those dates will not count toward the student's suspension and the suspension will resume on the next scheduled school day. Suspensions cannot carry over into the next school year.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off of school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

**All Medina County Career Center personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Anyone may call on other school personnel for assistance. Students may be referred to an Assistant Principal who is responsible for determining further disciplinary action. Criminal acts will be reported to law enforcement.**

## ASSERTIVE DISCIPLINE PLAN

We believe that all of our students are capable of appropriate behavior. They are given the rules and the possible consequences for violation of the rules. It is their choice; they will choose to follow the rules and receive rewards or they will violate the rules and receive consequences.

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

One of the primary goals of the Medina County Career Center is to assist each student to develop self-management skills. Self-management encompasses all the constructive influences that parents, guardians, teachers, administrators and other school employees have upon students,



including the necessary restrictions that any occupational training demands and that individual or group safety requires. **All students are to obey all reasonable requests of all staff members.** Any behavior that poses a danger to persons or property or is a threat or disruption to the educational process in the classroom, lab, building, grounds, school functions or school buses is prohibited. **The classroom teacher will handle minor discipline problems such as class tardies or minor infractions by assigning detentions, calling home, or conferencing. High school administrators will deal with major discipline problems.**

## **AFTER SCHOOL DETENTIONS**

After school detentions may be assigned for an infraction of the Student Conduct Code. After school detentions are assigned Monday – Thursday, from 2:15 - 2:55 p.m. **After school detentions may be given by teachers or the administration.** Students who are assigned detentions are expected to be prompt and to bring work. Transportation for students serving detention is the responsibility of the parents/guardians and/or students. Tardiness to or leaving early from detentions will result in further disciplinary action.

## **TUESDAY/THURSDAY DETENTION (2.5 HOUR DETENTION)**

A 2.5-hour Tuesday or Thursday detention provides the administration with a tool that allows students to continue with schoolwork (Tuesday or Thursday detention is assigned by High School Administrators as an alternative to suspensions). It is supervised by high school staff from 2:15 to 4:45 p.m. on Tuesday or Thursday afternoons. Failure to attend a Tuesday or Thursday detention may result in out-of-school suspension(s), additional discipline and/or loss of MCCC driving privileges.

Students are to obtain assignments from teachers prior to the detention and are to follow normal school rules and regulations given to them.

## **IN-SCHOOL RESTRICTION ROOM - AN ALTERNATIVE TO SUSPENSION**

During the regular school day, an in-school restriction room assignment may be given for conduct code violations, removal from class, and “time-out” situations.

The in-school restriction room operates from 8:05 a.m. until 2:10 p.m. with students assigned as needed, depending upon the situation and is considered an excused absence from academic, theory, and lab classes, only if assigned work is completed and turned in to the assigning teachers the following day.

## **OUT-OF-SCHOOL SUSPENSION**

When suspended out-of-school, students are not permitted to attend the Medina County Career Center or their associate school. Parents will receive written communication of the suspension. Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

- Suspended students will receive up to 70% credit for days missed in all classes.
- Students must contact all teachers by email in order to receive work while suspended. All assignments are to be completed upon the student’s return to school at the beginning of the class, without exception.
- Students must make arrangement with their teachers on the day of their return to complete missed quizzes or tests.
- Assignments such as labs, speeches, etc., that require school attendance may be completed with an alternative assignment.

## **EMERGENCY REMOVAL**

An emergency removal is the exclusion of a student from school activities for no more than 24 hours. If the removal is made as a normal disciplinary action and the pupil is removed for a period of less than one school day, no notice or hearing procedure is required. However, if either suspension or expulsion is contemplated, the pupil must be afforded a hearing within three school days after removal together with written notice of the reasons for removal as soon as possible prior to the hearing.

## **EXPULSION**

Expulsion is the exclusion of a student from school for no more than 80 days unless the student commits an act warranting a one-year expulsion. Expulsion from the Medina County Career Center or the home school includes expulsion from both schools. This action, taken by the school's superintendent, requires written communication to the parent/guardian(s). Please see exception on Page 36. (Also see Section 14.)

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)**

### Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a systemwide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent or designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports.

The District does not engage in practices prohibited by State law.

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by ORC 3319.41.

### Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

### Training and Professional Development

The District's professional development committee monitors this training and establishes model professional development courses. The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session. All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

### Data and Reporting

Any incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act. The District annually reports information concerning the use of restraint and seclusion to the as requested by ODE.

### Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website:

<https://drive.google.com/file/d/1RolUT9-7xCOrtdaRHrJ1Kdwhnf6iYxCO/view> (Go to File: JP)

This document serves as notification.

[Adoption date: December 11, 2013]

[Re-adoption date: November 20, 2018]

LEGAL REF.: ORC 2919.22

OAC 3301-35-15

3301-37-10

## SEARCH AND SEIZURE

The Board or its designee reserves the right to search the lockers, desks, person and personal belongings (wallet, purse, book bag, locker, automobile, electronic device/contents, or any other container) of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety and in the supervision and education of students. In some cases, the police may be called and the matter turned over to the legal authorities. All contraband seized will be safeguarded and disposed of appropriately or turned over to the proper authorities.

### Search and Seizure Policy

Any items that are found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

While students have an interest in privacy, the Board of Education has an important interest in enforcing school rules and in assuring the safety and well-being of all persons during all activities that are under the jurisdiction of the Board. Therefore, it may be necessary from time to time to conduct search activities concerning students. This policy is intended to address the grounds and procedures for these searches.

- A. Desks, Lockers. Desks and lockers are property of the Board of Education and are subject to search at any time without regard to whether there is a reasonable suspicion that any desk, locker or the contents thereof contains evidence of a violation of a criminal statute or a school rule. Searches may be conducted by a principal or his/her designee. When locks are allowed, students may lock desks and lockers against intrusion by other students, but the existence of locks does not create an expectation of privacy so as to prevent a search by the principal or their designee. A conspicuous notice shall be placed in each school building that desks and lockers are property of the Board of Education and that the desks, lockers, and their contents are subject to search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.
- B. Students. The person and property, including vehicles, bookbags and personal electronic devices of a student, may be searched whenever there is reasonable grounds to believe that a violation of school rules or of law has occurred. The search shall be conducted at the direction of the principal or their designee. The search of a student's person should ordinarily be conducted by a person of the same gender and in the presence of another staff member of the same gender, except in cases of urgency when this would be impractical.
- C. Canine Searches. Canines trained in detecting the presence of contraband may be used to detect the presence of contraband in desks, lockers and other places on school property where such substances could be concealed. Use of canines as a means of detection does not limit the rights of the Board of Education to conduct searches of desks, lockers, students and their belongings as authorized elsewhere in this policy.

Although possible consequences may be indicated, an administrator may deal with student misconduct in a variety of ways including, but not limited to:

Counseling	Emergency Removal
Referral to Conflict Solutions	In-School Restriction
Parent/Guardian Involvement	Out-of-School Suspension
Before/After School Detention	Referral to Juvenile Court
Loss of Privileges	Referral to Support Personnel
Referral to Local Sheriff's Department	Truancy Charges
Recommendation for Expulsion to the Superintendent	

In all situations, the discipline assigned will be governed by federal and/or state legislative mandates, and by what is in the best interest of the student and in accordance with the MCCC district goals and policies.

## **1. ACADEMIC DISHONESTY/MISCONDUCT**

### **(Cheating, plagiarism, collusion)**

A student will not obtain by fraudulent, dishonest, or deceptive means and use as his/her own (or provide to another student) course assignments, or questions and/or answers to written evaluations.

Although Artificial Intelligence (AI) platforms (*e.g. ChatGPT*) are being touted for their amazing ability to provide texts that enhance the learning and instruction of language, any AI-generated texts that are submitted as original student writing in this course will be viewed as academically dishonest and will receive the grade of zero without the opportunity for a rewrite.

If it is known that a student has engaged in dishonesty or has improperly used the school's resources in technology, the following guidelines will be followed. For the first offense, the student will receive a grade of zero on the test or paper. In the case of a major paper or test or a semester exam, the student could fail the course. Parents will be called. Repeated offenses may result in progressive discipline. Consequences may include: Detention to suspension or recommendation for expulsion. Medina County Career Center students should always represent themselves with the highest degree of integrity and truth.

## **2. ALCOHOLIC BEVERAGES, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES**

Students shall not possess, use, transmit, sell, conceal, consume or show evidence of consumption of any alcoholic beverages or intoxicant or any drugs of abuse while on school property and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, hemp and hemp products, glue, butane, cocaine, THC, non-medically prescribed anabolic steroids or other substances that could modify behavior.

Disciplinary action for drug and alcohol violations may include:

Ten (10) days out-of-school suspension with a possible recommendation for expulsion.  
Please refer to Pages 14-15, Drug Free Schools Act of 1989.

### **3. ASSAULT/THREAT AGAINST A STUDENT**

The crime of assault committed on school grounds or at a school activity increases from a misdemeanor one to a felony five (ORC 2903.13).

A student shall not knowingly cause or attempt to cause physical harm to another student, or behave in such a way that could recklessly cause serious physical harm to another student.

Consequences may include:

- Five (5) – Ten (10) day suspension with possible recommendation for expulsion.

### **4. ASSAULT/THREAT AGAINST A STAFF MEMBER**

A student shall not assault, threaten, vandalize, damage, or attempt to damage the person or property of a Board of Education member or any school employee or their family or demonstrate physical, written, or verbal disrespect or threats either on or off of school property or at school events.

A student shall not knowingly cause or attempt to cause physical harm to a staff member.

Consequences may include:

- Five (5) – Ten (10) days out-of-school suspension with recommendation for expulsion.

### **5. BOMB THREATS**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, at their discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEIA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances.

### **6. CARD PLAYING**

Card or game playing is allowed only during lunch and only in the lunchroom. Gambling is NOT permitted. There is to be no card playing at any other time or place.

### **7. CELL PHONES AND OTHER ELECTRONIC DEVICES**

Possession of a cell phone or other electronic device is a privilege that may be forfeited by the student if they violate this policy. Usage that disrupts the educational process or creates a safety issue is prohibited, as is usage in areas prohibited by administration. The recording of audio or visual images of students, employees, or guests without their permission is prohibited and subject to disciplinary action per the administration.

Consequences may include:

1. Leaving cell phone with an administrator until the end of the day and one after school detention.
2. 2.5-hour Tuesday or Thursday detention.
3. More severe discipline. Parent/Guardian may be required to pick up the cell phone or other electronic device.

Authorization may be granted by the principal for instructional and/or individual circumstances. Cell phones or other electronic devices may be used with the supervising teacher's authorization and at lunch time.

The use of a cell phone in an educational setting may compromise the integrity of the educational process. The Board of Education reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future and to limit their use if they have little or no educational value or if such device creates learner distraction or disruption.

The District is not responsible for the loss, theft, damage or vandalism to students' cell phones or other electronic devices. Students or parents/guardians are strongly encouraged to take appropriate precautions to ensure that cell phones or other devices are not left unattended or unsecured.

Any electronic devices:

Possessing, viewing, or sending nude or partial nude photos, images or video of a minor (someone under 18 years of age) on a cell phone or any electronic device is a felony offense. The transmission of this material at school or on school property, whether of a minor or adult, is considered disruptive and inappropriate use of technology and will be subject to disciplinary action. Contents of electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.

## **8. DANGEROUS OBJECTS**

Students will be expected to keep all dangerous weapons or dangerous instruments, as identified by the law or school district, off of school property. A student shall not possess, handle, transmit, make, or conceal any weapon, look-alike weapon, explosive device, or object that a reasonable person might consider capable of harming another person or property. No personal safety devices including, but not limited to, pepper spray/gas, mace or stun guns may be brought to school or be in the possession of a student.

Any student guilty of using or possessing dangerous objects will be subject to a suspension and/or expulsion.

## **9. DISORDERLY CONDUCT**

No person shall recklessly cause inconvenience, annoyance or alarm to another by doing any of the following: engage in fighting, threaten harm, or exhibit turbulent behavior. Disorderly conduct committed in the vicinity of a school or a school safety zone is a misdemeanor of the fourth degree. Consequences may include:

- Five (5) – Ten (10) day suspension with possible recommendation for expulsion.

## **10. DISRESPECTFUL TO SCHOOL PERSONNEL**

All discipline applies.

## **11. DRESS CODE/GENERAL APPEARANCE**

It is the policy of the Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of those rights and privileges do not interfere with the orderly process of education. Student dress should not cause a safety hazard. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol or tobacco. Dress that is disruptive of the classroom or school atmosphere is not allowed.

**Please note:** Separate and distinct rules may apply for individual classrooms/labs.

In general, student dress in class and in the lab should be acceptable for the type of job for which the student is training. The diversity of programs makes it difficult to establish one specific policy; however, there are some standards that will apply to all students. **Any clothing that attracts undue attention to the wearer and thus causes a disturbance to the educational process is prohibited. Medina County Career Center administration will make the final determination as to what is considered acceptable attire.**

A. Rules

1. Students are expected to be in clean and appropriate attire for school and school-related activities. Clothing that displays obscene language, gestures, and clothing that advertises or implies the use of drugs, weapons, alcohol or tobacco products or displays gang-related paraphernalia is unacceptable.
2. Student hats, bandanas, hoods and/or headgear may not be worn at the Medina County Career Center.
3. Length of dresses, skirts, shorts, etc. are to be at least mid-thigh. The administration will make the final determination as to acceptable length.
4. Clothing that exposes excessive anatomy is prohibited.
5. Pants are to be worn to ensure that undergarments are not visible whether the student is sitting or standing. Excessively tight pants, yoga pants, pajama pants, jeggings or leggings not worn with tops that are mid-thigh length are not appropriate. Holes in pants or jeans are not permitted.
6. Sunglasses are not permitted.
7. Chains, spikes, or collars are not acceptable.00

B. Consequences (may include):

- Assigned to work in the ISR room, call home for a change of clothes, or be sent home to change clothes. (The time missed from class/lab will be counted as unexcused.)
- 2.5-hour Tuesday or Thursday detention – In/Out-of-School Suspension
- Recommendation for expulsion for repeated violations

## 12. DISRUPTION OF EDUCATIONAL PROCESS

**While in school or on school property, students are expected to demonstrate positive behaviors that are conducive to a productive environment.** Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. **Confrontations or disruptions between students will not be tolerated. Students should be sent to the office immediately.**

Consequences may include:

- Detention to suspension or recommendation for expulsion.

**Note:** Confrontational behavior directed toward or about any school personnel or adult visitor may result in more severe consequences.

Incidents that involve the use of inappropriate language/profanity will also be dealt with according to the language rules (Section 24).

## 13. DRIVING AND PARKING LOT PRIVILEGE

The Medina County Career Center has the right, with reasonable suspicion, to search vehicles and may maintain video surveillance to ensure a safe environment for students and staff.

The option to drive to school and park on campus is a privilege. Failure to adhere to the following rules or any related request by Medina County Career Center staff members may result in the

suspension or loss of this privilege. Additionally, parking permits may be withheld or removed if a student accrues excessive unexcused absences or is truant.

#### A. Rules

1. Register all vehicles through Central Supply and obtain a parking permit. Failure to register your vehicle will subject the student to fines, which will become a financial obligation.
2. Display the parking permit at all times.
3. Park only in areas provided for student parking.
4. No loitering in the student parking lot before, during or after school. Students are not permitted to return to their vehicle or go to the parking lot during the school day without administrative permission.
5. Vehicles must be operated safely at all times. Students are responsible for reporting any incidence on school property that has resulted in damage to their vehicle or another vehicle. Failure to report damage to the School Resource Officer may result in discipline.
6. Profane or inappropriate signs, bumper stickers and the like are not permitted on student vehicles on school property.

Consequences may include:

- Detention to suspension or recommendation for expulsion
- Students who choose not to follow these rules must relinquish their permit to the Principal's office and/or have the vehicle towed at their expense.
- Loss of driving privileges – length of time to be determined by the administration.
- Students may be assessed a fine or fines at the discretion of the Medina County Career Center.

## 14. EXPULSION FOR FIREARMS/WEAPONS

Federal law requires that any student who brings a firearm onto school property is to be expelled from school for a period of one year. A firearm, under the Federal law, is defined as:

1. Any weapon (including a starter gun) that will, or is designed to, or may be readily converted to expel a projectile by action of an explosion.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer, or any destructive device.

### POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type weapons. It may also include any object that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

The Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm to a school operated by the Board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis in accordance with this policy.

The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy.



The Superintendent may expel a pupil from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to an interscholastic competition, an extra-curricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for possessing a firearm or knife at a school, on any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place.

### **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or **harass** another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject the student to expulsion and possible permanent exclusion.

### **15. FAILURE TO SERVE AFTER SCHOOL DETENTION**

Students who do not report to their assigned after school detention on time may be issued additional discipline.

### **16. FIGHTING**

Students will be responsible to resolve personal conflicts in a mature manner. This can be accomplished by discussing issues and problems with your assigned counselor, administrator, or utilizing conflict resolution. Fighting includes engaging in verbal confrontations or physical contact with another student (punching, pushing, shoving, slapping, spitting on, inciting through verbal taunting, etc.).

#### **“Fighting” vs. “Unauthorized Touching”**

It is sometimes very difficult to determine what is a “fight” and “self-defense.” Therefore, the following may apply:

Unauthorized Bodily Contact: The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.

- Level I: Engaging in verbal confrontations.
- Level II: Students have a physical altercation, but end altercation on their own, or pushing, shoving, in the grasp.
- Level III: Physical altercation had to be ended by bystanders/school personnel or an act of assault is involved.

Consequences may include:

- One (1) – Ten (10) days out-of-school suspension with recommendation for expulsion.

### **17. FORGERY/PROVIDING FALSE INFORMATION/LYING**

A student will not, verbally or in writing, use or sign the name of another person, including parent/guardians, or falsify times, dates, grades, addresses, or other data on school records or in correspondence or other written material directed to the school or school personnel (i.e., school materials and documents).

Students will be expected to be honest concerning violations of the Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with

school officials. Students shall not give or assist in giving false or fictitious accounts to any police official, fire official, school official or other person acting in an official and lawful capacity.

Consequences may include:

- In-school restriction to out-of-school suspension, with possible recommendation for expulsion.

## **18. HARASSMENT/INTIMIDATION/BULLYING**

Engaging in harassment, intentionally or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm.

**Reporting Harassment**  
**SAFE SCHOOL HELPLINE™!**  
**800-418-6423 ext. 359**  
**TEXT 66746**  
[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

Conduct constituting harassment may take different forms, including but not limited to the following:

### **HARASSMENT/BULLYING/CYBER BULLYING/SEXUAL HARASSMENT**

**A. Verbal:**

The making of written or verbal innuendos, comments, jokes, propositions or threats to a fellow student, staff member, or other person associated with the District.

**B. Nonverbal:**

Causing the placement of objects, pictures, or graphic commentaries in the school environment or the making of suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member or other person associated with the District.

**C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced contact with a fellow student, staff member, or other person associated with the District.

**D. Online Communication or Activity:**

Use of modern communication to embarrass, humiliate, threaten or harm another. Cyber-bullying is: Abusive behavior including, but not limited to, taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones, Internet websites, and/or any other electronic devices.

**E. Sexual Harassment:**

Engaging in any of the forms of Harassment/Bullying/Cyber Bullying cited in Items A, B, C or D above, but of a sexual nature, sexually motivated, or with a sexual component.

**F. Sexting:**

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

Harassment, Intimidation or Bullying also mean electronically transmitted acts, i.e., Internet, cell phone, or any electronic device that a student has exhibited toward another particular student more than once and in the behavior both: Causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

**G. Relational Aggression:**

Relational aggression is emotional bullying. Relational aggression is behavior with the intent to harm, humiliate and exclude. It takes aim at social relationships and hurts by damaging others' opinions of (and relationship to) its victims. Relational aggression manipulates how others view a particular individual by isolating them, spreading (or posting) vicious rumors and lies about their private lives, exposing secrets, and creating situations of public humiliation that involve them.

**GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT/SEXUAL  
ORIENTATION/GENDER IDENTITY HARASSMENT**

**A. Verbal:**

1. Written or verbal innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

**B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

**C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that they are the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the District should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's teacher, the affected student should, as soon as possible after the incident, contact their teacher.
- B. If the alleged harasser is the student's teacher, the affected student should, as soon as possible after the incident, contact a high school administrator.
- C. Bullying and harassment that happens outside of school but has an impact on the educational process may be disciplined by the school.

All discipline may apply.

## 19. HAZING

A student or group of students will not subject any other student to any act or participate in any act that injures, degrades, disgraces or tends to injure, degrade, or disgrace any student.

Consequences:

- One (1) – Ten (10) days out-of-school suspension with recommendation for expulsion.

## 20. HORSEPLAY

Any inappropriate behaviors deemed serious by an administrator due to the nature or repetition of the act, or excessive horseplay including but not limited to horseplay with bodily contact. All discipline may apply.

## 21. INAPPROPRIATE SHOW OF AFFECTION

Anything other than holding hands will be considered inappropriate.

## 22. INCITING/SUPPORTING INAPPROPRIATE BEHAVIOR

A student shall not commit complicity by assisting or instigating students to violate the Student Code of Conduct.

## 23. INSUBORDINATION

No student shall fail to follow the directions, reasonable requests, or directives of teachers, school officials, substitute teachers, or other authorized school personnel. Students talking back to, arguing with, or making disrespectful comments and/or gestures directed at staff members, or about staff members, will be considered insubordinate and will be disciplined.

## 24. LITTERING

Students shall not litter anywhere inside the Medina County Career Center or outside on the Medina County Career Center property.

Consequences may include:

- One (1) in-school restriction assignment to out-of-school suspension.

## 25. PROFANITY/INAPPROPRIATE/HATE SPEECH/LANGUAGE

- A. Use of profane, indecent, inappropriate or obscene language in written or verbal communication, including the use of obscene gestures, pictures, signs or clothing that **is not directed toward or about an individual**, will result in the following disciplinary action:

Consequences may include:

1. One (1) warning
2. Detention and parent/guardian contact to suspension. Repeated offenses may result in recommendation for expulsion.
3. Referral to counseling with 3 days in-school restriction room.
4. Suspension with parent/guardian contact and continued counseling.

- B. Repeated violations can lead to out-of-school suspension and/or expulsion. Use of profane, indecent, inappropriate or obscene language in written or verbal communication, including use of obscene gestures, pictures, signs or clothing that is directed toward or about an individual will result in the following disciplinary action:

Consequences may include:

1. In-school restriction, referral to counseling or parent/guardian contact.
2. Tuesday/Thursday detention, parent/guardian contact or suspension.
3. Repeated offenses may result in recommendation for expulsion.

- C. Use of profane, indecent, inappropriate or obscene language in written or verbal communication including the use of obscene gestures, pictures, signs or clothing that **is directed toward or about any school personnel or adult visitor will result in immediate out-of-school suspension(s), parent/guardian contact and up to ten (10) days and/or recommendation for expulsion.**

## **26. SEVERE CLAUSE**

**Any student guilty of using or possessing dangerous objects, a knife, unauthorized use of fire, raising false alarm or false claims, vandalizing, stealing, insubordination, and/or engaging in harassment, intentionally and/or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm, will be subject to a suspension and/or expulsion hearing and/or assessment and participation in an insight group. Violations of safety procedures and regulations, immoral and unbecoming behavior, arson, or other acts of misconduct will be disposed of based on the seriousness of the infraction. Repeated violation of the severe clause will result in recommendation for expulsion.**

## **27. SEXUAL MISCONDUCT**

Students will not engage in any sexual conduct or sexual contact while on school premises, under school authority (including buses), or while at any school-sponsored activity, function or event.

Consequences may include:

- Ten (10) days out-of-school suspension with recommendation for expulsion.

## **28. STEALING/THEFT OF PROPERTY**

A student will not take or attempt to take into his or her possession, the property of the school district or property of another student, teacher, visitor, or employee of the school district without permission. This permission includes the theft of information, copyright infringements and unauthorized duplication of materials.

Consequences may include:

- Two-and-one-half hour detention to ten (10) days out-of-school suspension, depending on the magnitude of the theft, with possible recommendation for expulsion.

## **29. SUBSTITUTE TEACHERS**

Students are expected to cooperate fully with all substitute teachers. Failure to do so will result in a student being disciplined by the regular classroom teacher (upon their return) and/or by the assistant principal. Violations of the Student Conduct Code while under a substitute teacher assignment may result in doubled discipline.

### **30. TARDIES TO CLASS**

#### Rules

Students are to report directly to class. Students who are detained for some reason should have a pass from the teacher that detained them. Otherwise, students will be subject to all discipline up to and including the following:

Warning, conferencing

- After school detention, conferencing, parent/guardian contact
- One 2.5-hour Tuesday or Thursday detention, parent/guardian contact – administrator
- Will result in more extreme disciplinary action by administrator

### **31. TARDIES TO SCHOOL (FOR THE YEAR)**

#### Rules

Students are to be in their first period class by 8:05 a.m.

Students will be subject to all discipline up to and including the following:

#### Tardy 1-2:

No penalty for first two tardies of each quarter, i.e., students will be allowed two (2) tardies per quarter without penalty.

#### Tardy 3-4:

After school detention (40 minutes) for each.

#### Tardy 5-6:

2.5-hour Tuesday or Thursday detention for each one, and parent/guardian contact. Failure to serve a 2.5-hour detention may result in the loss of driving privileges/permit. Students may purchase a new permit after one week, if available.

#### Tardy 7+:

Will result in more severe discipline that may include loss of driving privilege/permit, in-school restriction and out-of-school suspension.

Teachers will permit work to be made up and turned in for credit on the first two tardies of each quarter. No make-up is permitted after the second tardy of the quarter.

### **32. TECHNOLOGY USE VIOLATIONS**

Use of Board and/or student owned technologies that include, but are not limited to, computer hardware, multimedia hardware, video equipment, computer software, documentation, communications support, on-line account administration, support services, Internet access and instructional materials is governed by Board Approved Technology: Computer Technology and Networks and Acceptable Use Procedure.

Board owned technology is provided to students for educational purposes only. Users should have no expectation of privacy when using school owned technology regardless of where and when the usage occurs. Administration has the right to search these devices if they suspect inappropriate use.

Students who choose to violate the rules submit themselves to all discipline up to and including the following:

1. One in-school restriction and possible loss of access to Board owned technology.
2. Three in-school restriction and possible loss of access to Board owned technology.
3. Out-of-school suspension.
4. Will result in more severe discipline.

### **33. TOBACCO, VAPES, NICOTINE PRODUCTS OR TOBACCO-LIKE/LOOK-ALIKE PRODUCTS**

#### Rules

Possession or use of the above is prohibited on the grounds of the Medina County Career Center, or any activity sponsored or under the direction of the Medina County Career Center.

A written warning or ticket may be issued at the discretion of the School Resource Officer (S.R.O.) and a student will be subject to all discipline, up to and including the following:

One (1) to ten (10) days out-of-school suspension(s) and a cleaning charge may be added to the student's obligations if indicated, with possible recommendation for expulsion.

### **34. TRUANCY FROM CLASS/CLASS ATTENDANCE**

Students are expected to attend all classes during the school day.

Students who choose to violate the rules submit themselves to all discipline up to and including the following:

1. 2.5-hour Tuesday or Thursday detention parent/guardian contact, loss of driving privileges for one week for all student passengers as well as the driver. Up to ten (10) days out-of-school suspension with recommendation for expulsion.
2. Students under 18 – Excessive truancy may, at the discretion of the administration, be turned over to the courts.

### **35. TRUANCY/LEAVING SCHOOL WITHOUT PERMISSION**

#### Rules

1. Students must have written permission from the office before leaving school, regardless of age.
2. Students must be in school unless excused for illness, death in the family, doctor or dental appointment, or religious holidays.

Students who choose to violate the rules submit themselves to all discipline, up to and including the following:

1. 2.5-hour Tuesday or Thursday detention, parent/guardian contact, loss of driving privileges for one week for all student passengers, as well as the driver.
2. Out-of-school suspension(s) – up to ten (10) days out-of-school suspension with recommendation for expulsion.
3. Students under 18 – Excessive truancy may, at the discretion of the administration, be turned over to the courts.
4. Students over 18 – Excessive truancy may, at the discretion of the administration, be recommended for expulsion from school.

### **36. UNAUTHORIZED AREA**

A student shall not be in an unauthorized or unsupervised area without staff member permission.

### **37. VANDALISM OR CRIMINAL MISCHIEF - DAMAGE TO, UNAUTHORIZED POSSESSION OF AND/OR THE USE OF PROPERTY OF ANOTHER IS PROHIBITED**

Students will be expected to respect the property owned by students, staff and the Medina County Career Center Board of Education. A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface the property of others.

Consequences may include:

- One (1) – ten (10) days out-of-school suspension and restitution, with recommendation for expulsion.

### **38. VIOLENT CONDUCT**

If a student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. Would be a criminal offense if committed by an adult; and
- b. Results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6),

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

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

- a. For students identified as disabled under the IDEIA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs, or
- b. Other extenuating circumstances.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

### **39. VIOLATION OF LAB SAFETY**

All discipline may apply.

### **40. OTHER TYPES OF MISCONDUCT**

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth but which disrupts the educational process will be at the discretion of the administrator and disposed of based upon the seriousness of the infraction.



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Acknowledgement to the following staff for their suggestions, contributions and efforts to make the Medina County Career Center a quality school.

Members of the Conduct Code Review Committee for 2023-2024 are:

Staff Members

Kristy Dobes, Assistant Principal (Chair)	Jeffrey Hicks, Principal
Aniko Allen, Administrative Assistant to Principal	David Knapp, Assistant Principal
Kellie Ellis, Associate Principal	Sean Krosse, Instructor
Mari Engelhart, Director of Technology	Lisa Lalli, Instructor
Kelli Esakov, School Counselor	Kerrin McGill, Administrative Assistant
Tad Fitch, Director of Student Services	Misty Perry, Instructor
Michael Foore, Instructor	Patrick Shaughnessy, School Counselor
Monica Froelich, School Counselor	Michael Snider, School Resource Officer

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