



STUDENT HANDBOOK

Student Code of Conduct
2025-2026



8811 Career Drive
Piqua, OH 45356
937.778.1980 (P)
937.778.4677 (F)
www.uppervalleycc.org

Vision Statement

The Upper Valley Career Center will be a center for excellence in career and technical education, preparing students for success in a global society.

Mission Statement

The Upper Valley Career Center is dedicated to providing the highest quality and most technologically advanced educational opportunities for students in a professional, caring environment while networking with the communities we serve.

Core Values

Career-Based Learning, Collaborative Leadership, Student Success, Innovation, Relationships (built on Trust, Honesty, and Respect).

Equal Opportunity/Non-Discrimination Policy

The Upper Valley Career Center Board of Education and its staff are dedicated to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people without regard to race, color, age, military status, ancestry, national origin, sex, religion, or disability.

The Upper Valley Career Center is in compliance with the following Federal Laws: Title VI, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX, Section 504 of the Rehabilitation Act of 1973, and the 1986 Immigration Reform & Control Act.

The Upper Valley Career Center is in compliance with the Title IX regulations. The Title IX and Discrimination Coordinator, Alicia Johnson, is located at the Upper Valley Career Center Adult Technology Center, 8901 Looney Road, Piqua Ohio, johnsona@uppervalleycc.org, 937-778-1980, ext. 255.

The Section 504 Coordinator, Matt Meyer, is located at the Upper Valley Career Center Main Building, 8811 Career Drive, Piqua, Ohio, meyerem@uppervalleycc.org, 937-778-1980, ext. 212.



Jason Haak, Superintendent/CEO
Anthony S. Fraley, Treasurer/CFO

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www.uppervalleycc.org

Dear Students,

Welcome to the Upper Valley Career Center. The faculty and staff are looking forward to an excellent 2025-2026 school year as we work with you in preparation for a successful career and a rewarding post-high school education.

Over the years, the Upper Valley Career Center has built a tradition of excellence in career-technical education. The programs have been designed to serve students with a wide range of interests, abilities, and aspirations. In addition to delivering a high-quality educational program, our faculty and staff members strive to meet the needs of each student. Our goal is for you to have your most successful year ever in school.

Although you are provided with high quality facilities, excellent programming, and a dedicated faculty and staff, your enthusiasm and level of involvement in the educational process will determine to a great extent your success here. You must become actively involved in your education by taking your career-technical program and academic classes seriously, participating in school and program related activities, maintaining excellent attendance, and by being a good school citizen.

In addition to student handbook information, this publication contains a Student Code of Conduct, which has been established for the welfare of the student community. Please become familiar with the expectations we have for you as you develop into a young adult. We believe strongly that most students will find the Code of Conduct very easy to follow as it emphasizes the concept of "self-discipline". Individuals who practice "self-discipline" find it unnecessary to have someone else discipline them. Additional information about our high school and adult programming can be found on our website at www.uppervalleycc.org. Please refer to our board policy manual [linked here](#). The policy manual may be updated during the school year and policy revisions would supersede conflicting handbook language. When a specific board policy link is provided, students/parents are to review the linked policy.

During the coming school year, please take advantage of the educational opportunities that are available at Upper Valley Career Center. And remember, we are here to help you reach your educational and personal goals.

Sincerely,

A handwritten signature in blue ink that reads "Michelle L Brunson".

Michelle Brunson
Executive Director

A handwritten signature in blue ink that reads "Tim Cordonnier".

Timothy Cordonnier
Supervisor of Discipline and Safety



2025-2026 High School Student Calendar

July 2025							August 2025							September 2025							October 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31							
							31																				
November 2025							December 2025							January 2026							February 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31										
30																											
March 2026							April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1	2	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30										

<p>August</p> <p>20 Schedule Pick-Up Day 12-7pm</p> <p>22 Mandatory Apprenticeship Meeting - 8:23am-12pm</p> <p>25 Jump Start Day (new students only)</p> <p>26 All Students Report</p> <p>September</p> <p>1 Labor Day - No School for Students</p> <p>26 Midterm - 1st Grading Period</p> <p>October</p> <p>24 End of 1st Grading Period</p> <p>31 Professional Development - No School for Students</p> <p>November</p> <p>6 Parent-Teacher Conferences - 3:15-7pm</p> <p>11 Parent-Teacher Conferences - 3:15-7pm</p> <p>24-25 Junior High Tours</p> <p>25 Midterm - 2nd Grading Period</p> <p>26-28 Thanksgiving Break - No School for Students</p> <p>December</p> <p>2 Explore Careers Day (job shadow - do not report to UVCC)</p> <p>3 Open House 5:30-7pm</p> <p>4 50th Anniversary Event & Ribbon Cutting - 4-8:00pm</p> <p>22-1/2 Winter Break - No School for Students</p>	<p>January</p> <p>5 First Day Back from Break</p> <p>9 End of 2nd Grading Period</p> <p>19 Martin Luther King Jr. Day - No School for Students</p> <p>February</p> <p>12 Second Look Day</p> <p>13 Midterm - 3rd Grading Period</p> <p>16 President's Day - No School for Students</p> <p>March</p> <p>20 End of 3rd Grading Period</p> <p>April</p> <p>3-5 Spring Break - No School for Students</p> <p>6 Professional Development - No School for Students</p> <p>9 Meet the Teacher Night</p> <p>24 Midterm - 4th Grading Period</p> <p>28 Achievers Program, Hobart Arena 7pm</p> <p>May</p> <p>-- Senior's Last Day - TBA</p> <p>21 Last Day for Students - End of 4th Grading Period</p> <p>21 Convocation, Hobart Arena 7pm</p> <p>22 Last Day for Faculty</p> <p>25 Memorial Day</p>
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Please note:

- The Upper Valley Career Center calendar and the calendar of your associate school may differ; Students enrolled at the UVCC are to follow the UVCC calendar
- School begins at 8:23am and ends at 2:44pm
- In the event of a weather delay or closing, please follow your associate school calendar; if needed, calamity days will be added to the end of the school year

Upper Valley Career Center Student Handbook

Student Code of Conduct

2025-2026

Superintendent	Jason D. Haak
Executive Director	Michelle Brunson
Director of Student Services	Matt Meyer
Supervisor of Discipline and Safety	Tim Cordonnier
Supervisor of Technology	Jeff Shaffer
Supervisor of Instruction of Career-Tech Instruction	Ryan McCoart
Supervisor of Instruction of Career-Tech Instruction	Sara Plozay
Supervisor of Instruction of Career-Tech Instruction	Roger Voisard
Supervisor of Academics	Ryan Tremblay
Food Service Coordinator	Amber Banning
Career Placement Specialists	Naomi Baker, Rachel Schmitt
Apprenticeship Coordinator	Tony Trapp
Attendance Calls	937-778-4666, ext. 207
High School Office	937-778-1980
Student Services Center	937-778-1980, ext. 275
Safer Ohio Schools Tipline	1-844-SAFEROH
School Nurse	937-778-1980, ext. 210

[Click here for the complete staff directory.](#)

Upper Valley Career Center Associate Schools

Anna | Botkins | Bradford | Covington | Fairlawn
Fort Loramie | Houston | Jackson Center | Lehman
Newton | Piqua | Russia | Sidney | Troy

Career-Technical Programs

Ag and Power Technologies	First Responders Academy
Auto Collision Repair Technologies	HVAC/R Technologies
Auto Services	Interactive Media
Automotive Technologies	Landscape and Natural Resources
Building Maintenance	Launch
Computer Information Technologies	Manufacturing and Machining Technologies
Construction Technologies	Medical Careers Academy
Cosmetology/Nail Technologies	Pre-Engineering and Design Technologies
Culinary Arts	Robotics and Automation
Design and Digital Print Technologies	Sports Medicine
Explore	Teacher Academy
Early Childhood Education & Care	Veterinary Science
Electrical Trades	Welding Technologies

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Bell Schedule

	Normal Bell Schedule	2 Hour Delay Schedule
First Bell	8:20	10:20
1 st period	8:23 – 9:03	10:23 - 10:43
2 nd period	9:06 – 9:46	10:46 – 11:06
3 rd period	9:49 – 10:29	11:09 – 11:29
4 th period	10:32 – 11:11 Lunch 10:32 - 11:02 Homeroom 11:02 - 11:11	11:32 – 11:59 Lunch
5 th period	11:14-11:53 Lunch 11:14 - 11:44 Homeroom 11:44 - 11:53	12:02 – 12:29 Lunch
6 th period	11:56-12:35 Lunch 11:56 - 12:26 Homeroom 12:26 - 12:35	12:32 – 12:59 Lunch
7 th period	12:38 – 1:18 Lunch 12:38 – 1:08 Homeroom 1:08 – 1:18	1:02 – 1:34 Lunch
8 th period	1:21 – 2:01	1:37 – 2:09
9 th period	2:04 – 2:44	2:12 – 2:44

- During homeroom, we will conduct announcements and call downs.
- Students also will have access to the library and the Career Advancement Center for resume help and job searches.
- Student Building Hours: 7:50-3:15

Snow Days/Bad Weather/Delayed Start

If the associate school is delayed or closed because of extreme weather, the student will not be counted absent from the Upper Valley Career Center during the time the associate school is delayed or closed. An automated text and calling system will be activated to alert students to delays and closings for Upper Valley Career Center. Local TV stations announcing area school closings will also report Upper Valley Career Center delays and closings. After the fifth calamity day, students will be required to complete remote learning instruction and assignments for calamity days 6-8.

If the associate school is on a one-hour delay, the student is to arrive at the Upper Valley Career Center by 9:23 a.m. If the associate school is on a two-hour delay, the student is to arrive at the Upper Valley Career Center by 10:23 a.m. Students are to report to their regularly scheduled classes upon arrival regardless of the time. If the associate school is closed and the Upper Valley Career Center is open, the students may attend classes, if they have consulted with parents and can provide their own transportation.

Address/Name/Telephone Number Change

If an address, name, or telephone number has changed since the time of enrollment at the Upper Valley Career Center, or if it changes anytime during the school year, please notify the Student Services Center and the Attendance Office.

Associate School Announcements

Timely Upper Valley Career Center and associate school announcements will be made as needed. Announcements are posted on the associate school bulletin board, electronic bulletin boards throughout the building, and emailed to students daily. It is the responsibility of each student to keep current on associate school activities including early releases.

Athletic Eligibility

Upper Valley Career Center students are eligible, and encouraged, to participate in the athletic programs at their associate schools. Students must maintain the grade point average and credit requirements set by the associate school in order to remain eligible for competition. The Upper Valley Career Center cooperates with each associate school in the enforcement of athletic eligibility.

Breakfast and Lunch Free and Reduced Program

In compliance with federal legislation, the Upper Valley Career Center offers free and reduced price breakfast and lunch to those students with a household income that meets the federal guidelines. Information and applications can be obtained by contacting Amber Banning, Food Service Coordinator.

The district is committed to provide healthy meals to each and every student. In the event of a financial hardship, students would be permitted to charge up to five meals. An appropriate breakfast/lunch will be provided that meets the nutritional needs and guidelines. No a la carte charges will be permitted. The Food Service Coordinator will contact the student household to arrange payment of lunch charges as he/she deems necessary.

The parents, guardians and students are encouraged to make online deposits via PaySchools into the individual student meal accounts. The district will advise each student of their remaining account balances each time a purchase is made against their account. Cash or check deposits are acceptable in the cafeteria. The full amount of any check will be deposited with no change returned. Please contact Amber Banning at banninga@uppervalleycc.org if you have any questions.

Building/Equipment Care and Use

The Upper Valley Career Center building and equipment are of excellent quality. Take pride in the care and use of these fine facilities. It takes everyone's cooperation to keep everything in the best condition. Vandalism may result in disciplinary action including expulsion. *Visit the following link to reference board policy [ECAB](#).*

Career-Technical School Organization Policy (CTSO)

Any student unable to follow the Upper Valley Career Center rules, policies, or regulations may be removed from their CTSO office or position and may be restricted from participating in CTSO activities. Any student failing an Upper Valley Career Center course or having poor attendance may be restricted from participating in CTSO activities.

Enrollment Policy

Students from the fourteen associate districts will be given preference when applying for a program. The following acceptance timeline will be followed:

- February 1: Sophomore students from associate districts,
- March 1: Sophomore students from open enrolled, private, or home schooled
- April 1: Junior students from associate schools and then open enrolled, private, or home schooled.

Each student is required to enroll in an approved Upper Valley Career Center career-technical program. Level I students failing lab for the year are not eligible to return in the failed career-technical program. Level I students who fail the second semester in their career-technical program are not eligible to return to their lab without permission from the Director of Student Services. Level I students who have failed lab are eligible to enroll in another Level I program during Schedule Pick-up Day if there are openings in the program selected.

Student schedules for the upcoming year can be picked up at Schedule Pick Up Day. Any changes can be made at that time, with your guidance counselor.

The Upper Valley Career Center may temporarily deny admittance to any student who is otherwise entitled to be admitted to an Upper Valley Career Center program if the associate school has not provided complete records for enrollment, including, but not limited to, completed Upper Valley Career Center Online Enrollment Form, transcripts of previous school enrollment, birth certificate information, parent/legal guardian information, and (if a foster child) complete information regarding children services and judiciary jurisdiction. In addition, special needs students will not be enrolled in a class until the IEP team has met and determined that placement in an Upper Valley Career Center program is appropriate. In the case of a homeless student please contact UVCC's homeless liaison, the Director of Student Services.

The district may temporarily deny admittance to any student who is otherwise entitled to be admitted to an Upper Valley Career Center program if the student has been expelled from the schools of another district in the State of Ohio or an out-of-state district and if the period of expulsion has not expired. Students not attending a regular school due to placement in an alternative setting and/or program must be transitioned for their last quarter at their associate school. The student and parent/legal guardian may schedule a hearing before the superintendent/designee to determine the admittance or non-admittance of the student.

Those students who are English Learners will work with their counselor to determine the most appropriate services needed. *Visit the following links to reference board policies [JEC](#), [JECAA](#), and [JECAA-R](#).*

Change of Program Request/Withdrawal

If a student wants to stay at the Upper Valley Career Center but switch to a different program, he/she may make a schedule change **after the third day of school**. Schedule changes are subject to parental approval, class size, and administrative review. Changes may be made if they are consistent with a student's career plans, if there are openings for additional enrollment, and there is evidence that the student can be successful in the new program.

If there has been a mistake in a schedule, the counselor should be contacted at once. Only in extreme cases will any program change be made for any student after the third week of school. In cases where a student wishes to return to the associate school, a conference will be scheduled with parents, associate school officials, and Upper Valley Career Center representatives before any action is taken. Parental permission must be acquired.

Credit

1. **Credit:** Contact the Upper Valley Career Center counselor for more information.
2. **Credit Recovery:** If a student has deficiencies in either required credits or in the total number of credits necessary for graduation, he/she must make-up the work to be eligible for an associate school's diploma.

The Student Assistance Center is an option for those students to make up the credits. The student is to work through their guidance counselor to determine the appropriate path for them to obtain the needed credits.

Any/all extra course work must be approved by the associate school. The student should contact his/her Upper Valley Career Center counselor and his/her associate school principal or guidance counselor to obtain official approval **before** enrolling. *Visit the following links to reference board policies [IKF](#) and [IKFC](#).*

Work-Based Learning Programs

Purpose: Work-based learning programs at Upper Valley Career Center are business and industry-driven programs that build a formal working relationship between an employer and a student during which the student worker or apprentice learns a trade.

Programs:

- A. Apprenticeship/School-to-Work: Students work on a customized work and school schedule, based on their CTE program during the course of their Level 2 year. There will be a requirement from the employer to implement a follow-up training program beyond graduation for continuing education training. Students may qualify to begin this program at the end of their Level 1 year. For example: two-week rotation with at least 648 hours of on-the-job training along with related technical training of 144 hours.
- B. Advanced Placement: Students are released after their last academic class in the morning to report to a job related to their program. Students' training period shall be a minimum of fifteen hours per week. This opportunity begins the first semester of the Level 2 year.
- C. Early Placement: Students are released after their last academic class in the morning to report to a job related to their program. Students' training period shall be a minimum of fifteen hours per week. Early Placement begins the second semester of the Level 2 year.

Apprenticeship and Advanced Placement Prerequisites for Acceptance - Qualifications and preparation begin in the first semester of the senior year.

- A. Maintain 95% attendance since enrolling in a pre-approved career-technical program.
- B. Have a minimum 2.5 grade point average and must maintain a "C" or above in courses required for graduation.
- C. Be on-track for graduation.
- D. Have parent/guardian support and approval.
- E. Demonstrate good citizenship characteristics.
- F. Receive positive recommendations from all teachers.
- G. Have reliable transportation.

Early Placement Prerequisites for Acceptance - Qualifications and preparation begin first semester of senior year. Grades: 2.5 or above and students must maintain a "C" or above in courses required for graduation.

Disciplinary and Citizenship:

- A. All disciplinary actions are subject to review for approval.
- B. In-School Reassignment (ISR): Each full day in ISR will result in adding two days (two-to-one ratio) to the start date that is determined by the first semester grades.
- C. Out-of-school suspensions (OSS): Each full day OSS will result in adding three days (three-to-one ratio) to the start date that is determined by the first semester grades.

Attendance: Missed days during the first semester are added to the start date at a one-to-one ratio.

Outcomes: Apprenticeship, Advanced Placement, and Early Placement programs provide benefits to students including:

- A. Students are trained on-the-job to meet the needs of new and emerging technology and trades.
- B. Management representatives work with curriculum, students, and instructors.
- C. On-the-job training is directly connected to Upper Valley Career Center curriculum.
- D. Students list this experience on their resumes.
- E. Students have the opportunity to apply skills they have learned in the lab and earn while they learn at their jobs.

Contact Information: To learn more about these work experience programs and the eligibility requirements, talk to a Work-Based Learning Coordinator, in the Career Advancement Center, room 301. [Visit the following link to reference board policy IGADA.](#)

Convocation

Convocation at the Upper Valley Career Center is a formal ceremony. Career-technical certificates are presented to those seniors who have **successfully completed their career-technical program** and students earning various scholarships, honors, and awards are recognized. Students are to conduct themselves properly during this event. Appropriate dress for the ceremony is the student's associate school graduation gown. Caps will not be worn. If there is a problem securing a gown for convocation, please notify your Upper Valley Career Center guidance counselor.

Certificates and Diploma:

Diploma: Students may earn a diploma from the associate school and a certificate from Upper Valley Career Center. They will be eligible to enter most state-supported colleges or universities. Some colleges require courses that are acquired through summer school or post-secondary enrollment options. Consider these requirements if planning to attend college. Graduation plans are a shared document between the associate district and UVCC. The plans are monitored by your UVCC guidance counselor and any changes or updates are communicated to the associate district. Students graduating early shall request participation in the convocation and can only participate in the convocation in the year of program completion.

Career-Technical Certificate: Students earn a certificate by successfully completing their career-technical program. Grades and attendance are utilized to determine the level of career-technical certificate earned. [Visit the following link to reference board policy IKFB.](#)

Career-Technical Certificate

The level of proficiency and achievement a student reaches in a particular program is denoted on his/her career-technical certificate as described listed below.

A. Certificate of Career-Technical Achievement with Honors

*Has completed _____ year(s) of a **two-year** program of Career-Technical instruction as provided by the State Department of Education, Division of Career-Technical Education, and the Upper Valley Career Center Board of Education, while maintaining an attendance record of 95%, or higher, and earning a 3.5 or better grade average on a 4.0 scale.*

B. Certificate of Career-Technical Achievement

Has completed _____ year(s) of a **two-year** program of Career-Technical Instruction as provided by the State Department of Education, Division of Career-Technical Education, and the Upper Valley Career Center Board of Education, while maintaining an attendance record of 90%, or higher, and earning a 2.5 – 3.4 or better grade average on a 4.0 scale.

C. Career-Technical Certificate

Has completed _____ year(s) of a **two-year** program of Career-Technical instruction as provided by the State Department of Education, Division of Career-Technical Education, and the Upper Valley Career Center Board of Education, while maintaining an attendance record of 85%, or higher, and earning a 1.5 – 2.4 or better grade average on a 4.0 scale.

D. Certificate of Participation

Was enrolled _____ year(s) of a **two-year** program of Career-Technical instruction as provided by the State Department of Education, Division of Career-Technical Education, and the Upper Valley Board of Education, receiving a Certificate of Participation.

Honors

Awarded at our Achievers Program

1. **Certificate of Excellence:** Students who earn a 4.00 grade point average in all subjects, including CCP courses for the year.
2. **Certificate of Academic Achievement:** Seniors who earn all A's in all academics, including CCP courses each nine weeks for junior and senior year.
3. **Honor Pin:** Students who earn 98% or higher attendance and a 3.50 or better grade point average for the year. (Includes CCP courses)
4. **Perfect Attendance Award:** Students who earn one-year or two-year perfect attendance. Associate school activities will not be counted against student attendance.
5. **Student of the Quarter:** The Upper Valley Career Center recognizes students who demonstrate citizenship, leadership, exceptional participation, and/or outstanding improvement in career-technical education. Each grading period, at least one junior and one senior will be selected as student of the quarter.
6. **Top Scholar Nominees:** Senior with the highest four-year cumulative grade point average, calculated at the end of the seventh semester of the senior year on a non-weighted 4.0 scale. Each school district may have a nominee as long as the student meets the 3.5 minimum GPA requirement.
7. **Upper Valley Career Center Honor Society:** Students who earn a 98% or higher attendance, a 3.5 or better grade point average their junior year at Upper Valley Career Center, have a recommendation by their career-technical instructor, have good moral character, and maintain these qualifications their senior year will receive an Upper Valley Career Center certificate in the fall and an honor cord in the spring if their eligibility is maintained.

Awarded at Convocation

1. **Award of Distinction:** This award is presented to seniors ranking in the top ten percent (10%) of their career-technical program.
2. **Outstanding Job Placement:** This award is presented to seniors for outstanding job placement and job performance.
3. **Outstanding Senior Award:** One senior from each career-technical student organization (CTSO) will receive a plaque for being the most outstanding among their peers.
4. **Top Scholars:** Senior(s) with a 4.0 grade point average, calculated at the end of the seventh semester of the senior year on a non-weighted 4.0 scale.

Honor Roll: Students are eligible for honor roll membership at Upper Valley Career Center based on receiving all A's and B's. Students are also eligible for honor roll based on the associate schools' requirements.

Grading Procedures

The Upper Valley Career Center school year is divided into four 9-week grading periods, totaling 180 days of instruction. Grades denote progress and level of achievement. Students will receive a numerical average, which is denoted by a letter grade each nine-week grading period. Grade scale can be found below:

Visit the following links to reference board policies [JK](#) and [JKA](#).

A (90-100%) B (80-89%) C (70-79%)	D (65-69%) F (Below 65%)
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ProgressBook

Parents and students may view grades, report cards and attendance at any time during the school year by accessing ProgressBook via the link found on the [Upper Valley Career Center](#) website. If you have questions about ProgressBook or understanding the grade or attendance reports, you are encouraged to click on the Frequently Asked Questions link located at the bottom of the ProgressBook login page. If the answer isn't found on the Frequently Asked Questions page(s), please email the question(s) to gradebook@uppervalleycc.org. Please allow up to four business days for a response.

Academic Support

Any student in need of extra academic support should see their counselor who may refer them to the Student Assistance Center (SAC) for assistance and intervention.

College Credit Plus (CCP)

Students and parents will be notified about the CCP requirements and resources by February 1 via the district website, including details of current agreements with partnering colleges. Students and/or parent(s) are required to submit a written notice of intent to participate to the school by April 1 or November 1 of the student's intent to participate in the program in the next semester or term. Any student who provides notification by April 1 may be approved to participate in the program the next full school year. Any student who provides notification by November 1 may be approved to participate in the program for the next semester or term only. Failure to inform the appropriate administrator of intent to participate by the April 1 or November 1 deadline shall result in the student having to secure written permission from the appropriate administrator in order to participate in the program. If the administrator denies a student's request for written permission, the student may appeal to the Superintendent. Students wishing to participate in CCP must meet all statutory eligibility requirements - see policy for detailed requirements and financial responsibilities

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirement

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parents also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program. The student and his/her parents also must sign and include in their application to the college, the permission slip developed by ODEW and ODHE regarding the potential for mature subject matter in a course taken through CCP.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

Students may enroll only in eligible courses as defined in rules adopted by ODHE. Upon receipt of the notice of pre-term admission, the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses, the school notifies the student and their parents that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.

College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Students wishing to participate in CCP must meet all statutory eligibility requirements. Questions regarding CCP should be directed to your guidance counselor. *Visit the following links to reference board policies [IGCH](#) and [IGCH-R](#).*

Emergency Procedures

1. **Fire and Tornado Alarms:** Emergency drills will be conducted in accordance with state law. Evacuation plans are posted in each room. The teacher and students are to stay together as a class. Walk quickly to the nearest exit (fire alarm) or designated area (tornado alarm) and proceed from there as directed by the teacher to a safe area. If an exit is blocked, the nearest alternate route should be taken.
2. **Emergency Lockdown Drills:** Emergency drills will be conducted in accordance with state law.

For everyone's safety, it is essential that drills be conducted in a quiet and orderly fashion. A signal for return to classes will be given when the building is clear to re-enter.

Guardianship Policy

The parent or guardian listed on the application will be considered the primary guardian. Requests for change in guardianship must be accompanied by a legal transcript, power of attorney, or affidavit. Grandparent guardianship must be accompanied by power of attorney or legal affidavit.

Family Education Rights and Privacy Act (FERPA) Policy

Parents/guardians of students under the age of 18 and students over 18 years of age have the right to access their school records and to challenge the content of the records. Records may be accessed through Upper Valley Career Center Student Services. Any amendments to the records or discrepancies to be corrected will be presented to the Director of Student Services for review and disposition.

This handbook provides notice to parents and eligible students, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the Upper Valley Career Center to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right of a parent(s) to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. the right of any person to file a complaint with the Department of Education if the District violates FERPA and
5. the procedure that a student parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained. *Visit the following link to reference board policy [JO-R](#).*

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information":

1. Student's name
2. Student's address
3. Telephone number(s)
4. Participation in officially recognized activities and sports
5. Student's achievement awards or honors
6. Major field of study
7. Dates of attendance ("from and to" dates of enrollment)

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law. *Visit the following links to reference board policies [JO](#) and [JO-R](#).*

Military recruiters: Names, addresses, school email addresses and telephone listings of secondary school students must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information. Parents and students (age 18 or older) may submit a written request not to release such information.

Parents will be notified of their right to inspect and opt out of certain categories of student surveys in accordance with the board policy JOA. *Visit the following link to reference board policy [JOA](#).*

In an effort to promote positive efforts of Upper Valley Career Center students, news articles, flyers and school related materials may contain photographs of Upper Valley Career Center students. If you are opposed to having your student's photo or directory information used, please contact the Student Service Center to request the appropriate paperwork.

Fees

1. **Lab/Leadership/Materials Fees:** Every career-technical program at the Upper Valley Career Center has a lab/leadership/materials fee. Fees vary depending on the program. Lab/leadership/materials fee must be paid on or before December 1 unless special arrangements have been made because of financial hardship. Career-technical certificates may not be released until all fees or other financial obligations are met. All lab fees and charges are to be paid at the front office or online via PaySchools Central.

Students enrolled are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established annually and may vary as the cost of materials and supplies fluctuates. Parents may review any and all textbook and materials upon request.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District provides fee waivers for students who have completed the required documentation provided by the District and are eligible for free lunch under the National School Lunch Act or Child Nutrition Act. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction. Under Ohio Revised Code (ORC), not all fees are eligible to be waived. Students whose fees are waived will still be charged for tools, equipment, and materials that are included in the fees for each program and that will be kept by the student.

Students who withdraw from the career center that have already paid their fees will be given a proportional refund according to the length of time they attended the career center.

2. **Special Supplies:** In some programs, students may be required to purchase special supplies.
3. **Tools:** At the Upper Valley Career Center, we strive to prepare students for skilled employment. Students will need tools to work in the lab. Tools may be purchased from the vendor of choice in all programs except Cosmetology.

In order to meet the needs of students and their families, the following options are available for securing the tools needed at the Upper Valley Career Center:

- **Option 1: Buy**
 - Students must buy the tools on their own for some programs. The Upper Valley Career Center does **not** sell tools. A list of tools needed in the program will be provided.
- **Option 2: Rent**
 - Tool kits for some programs are available for rent in the warehouse in the event of financial hardship or special situations. The non-returnable \$50.00 rental fee must be paid before tools will be issued. Students who have a rental kit are responsible for any tool loss.

Insurance: Student tool kits are not insured for loss by the Upper Valley Career Center unless there is forced entry into the provided locked storage cabinet. Students should take care of their tool kit and be responsible for its security.

4. **Workbooks:** Some career-technical programs require the use of workbooks, code or reference books, or other important resource materials. When purchased, these books become the property of the student and may not be returned for refund or credit.
5. **Fines:** When school property, equipment, or supplies are damaged, lost, or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

Lunch Fees: Any unpaid lunch debt will be added to student fees. [Visit the following link to reference board policy JN.](#)

Financial Hardship

No student experiencing financial hardship will be denied access to any career-technical program or related services offered by the Upper Valley Career Center. Any student burdened by financial hardship should contact the Upper Valley Career Center Director of Student Services, 937-778-1980, to provide information necessary to identify the level of assistance needed. Financial assistance may include scholarships or grants, delayed payment, or if a student qualifies, a waiver of fees.

Field/Study Trip Policy

Field/study trips are planned for educational purposes to meet classroom and laboratory objectives. These objectives may include specific curricular activities and/or a celebration of accomplishments. Attendance on field/study trips is a privilege. Students may be excluded from participating on the basis of attendance, dress, grades, and behavior. Students not permitted to attend a scheduled field/study trip must report to in-school reassignment for the duration of the trip. Students must have a parental permission/release form on file and a copy of their emergency medical form. Students are to conduct themselves in an appropriate manner while attending a field/study trip. Students attending overnight field/study trips are to be in and remain in assigned rooms by assigned curfew. The Upper Valley Career Center Student Code of Conduct applies and will be enforced during all field/study trips. Students in violation of the Upper Valley Career Center Student Code of Conduct while attending a school-sponsored field/study trip may result in being sent home at a cost to the parent/student. The student is responsible for maintaining the qualifications to participate on field/study trips. If a student is failing a class or does not maintain initial field/study trip qualifications, participation may be denied. [Visit the following link to reference policy JICA](#)

Health Services

The school obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the school to provide health care services.

School Nurse/Clinic: A school nurse is available during posted office hours. The clinic is equipped to handle minor injuries and illnesses and has cots for students who are ill and need to rest for a short time. If it is determined that a student is incapable of performing normal scholastic activity, the student will be sent home. The nurse will contact the instructor in the event that the student is unable to report to class.

The school nurse must be informed if a student is under physician orders to take medication or is subject to any medical problems.

Allergies: In the case of severe allergies or allergic reactions, please contact the school nurse before the beginning of school.

Immunizations: Students without required immunizations or an excusal form may be withheld from attendance. Immunization records will be tracked by the school nurse. Please see the school nurse for proper forms.

Emergency Medical Authorization (EMA) Form: This form must be completed and updated so that a student's parent/guardian may be contacted in an emergency. Students will not be allowed to participate in the lab unless the EMA is on file. A medical history should be completed so that the nurse, emergency responders, and teachers may be informed of allergies and medical conditions that must be addressed in order to provide safe care and accommodations for the student's education.

Mental Health: Professional mental health counseling through New Creation Counseling Center of Tipp City is available on campus, five days a week. Please contact your UVCC counselor to access this resource.

Medications: To maintain a drug-free school, it is best that no medications are brought to school. Most medications can be scheduled around school hours. However, if medications are needed during the school day, the procedures listed below must be followed: (ORC3313.716/3313.14)

- Forms:
 - All prescription and over-the-counter medication taken during school hours must have medication permission forms completed and filed in the clinic.
 - Prescription Medication Authorization Forms and Medical History/Over-the-Counter Medication Forms are available in the Clinic or in the Student Services Center.
- Prescription Medications:
 - A prescription medication is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription and include but are not limited to items such as inhalers, Epi-pens, insulin, or seizure medications.
 - Prescription medications must be brought to school in the original container as dispensed by a pharmacist or physician.
 - All medications are stored in the clinic until the student reports at the designated time to take the medicine. It is the student's responsibility to remember to report to the clinic to take her/his medication.
 - Students are not permitted to keep medications in their possession during the school day, except for asthma inhalers, Epinephrine, insulin, or seizure medications with written approval from the student's physician and parent or other caretaker filed with the school nurse according to board policy.
 - Epinephrine for severe allergies may be carried by the student if ordered by the student's physician. Additional backup Epinephrine should be kept in the clinic. EMS must be notified when epinephrine is used. (126 SB 164)
 - On occasion, a doctor may prescribe a narcotic or muscle relaxant for pain relief. Students are NOT to be under the influence of these medications while at school because they can interfere with the student's ability to concentrate or safely operate lab equipment. If pain is so severe as to require prescription narcotic pain relief, the student may need to stay home.
- Over-the Counter Medications
 - An over-the-counter medication is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.
 - If your student requires an over-the-counter medication for headaches, menstrual cramps, stomach problems, or some other condition, an unopened bottle of the medication with the student's name and permission for the nurse to administer may be kept in the clinic medication cabinet.

Please Note: If medication is needed daily for a chronic condition such as headaches and the student has not been seen by a physician for this complaint, a complete physical exam by a health care provider is recommended. The American Academy of Pediatrics recommends a yearly physical for all adolescents, including an update of immunizations.

Illness: If a student becomes ill during the school day, a student shall obtain a pass from the teacher or student services to see the nurse. If a parent needs to be called for an illness, the call should **only** be made from the clinic or the Student Services Center only. Students are not to phone home prior to going to the clinic. If a student is ill and needs to be sent home or off-campus for medical attention, the Attendance Office and parents/legal guardians of minors will be notified. For the safety of the student, a minor student must be signed out or given permission to sign out by one of the persons indicated on the Medical Authorization Form. Standard attendance policy will be enforced concerning excused and unexcused absences.

EMS: If in the event that the nurse or administration determines it would be in the best interest of the student to be attended to or transported by an emergency medical technician, local emergency services will be contacted with or without parent permission. Every effort will be made to contact the parent/guardian prior to such actions.

Lice, Nit, and Bed Bug Policy: Trained school personnel will examine students that are suspected of having head lice/bed bugs. Head lice/bed bugs do not carry disease and are therefore not considered a health risk. They are, however, considered a nuisance issue in a school setting and require management guidelines. Students identified as having live lice may be sent home with instructions for treatment and removal of lice and nits.

The following guidelines will assist with the management of head lice:

- If a student is suspected of having lice, nits, or bed bugs, the school nurse will examine that student to make a determination.
- If lice, nits, or bed bugs are confirmed, the parent/guardian or his/her designee (in the case of a minor) may be contacted and the identified student may be asked to leave school. A letter of instruction regarding treatment and removal of lice, nits, or bed bugs will be sent with the student.
- Upon returning to school, the school nurse may recheck the student for lice, nits, or bed bugs. If live lice, nits, or bed bugs are found, the student will again be sent home for further treatment.
- Families may consult their doctor or buy an over-the-counter lice treatment product.
- Maintenance/housekeeping will be notified if classroom clean-up is indicated.
- The school nurse will keep administration informed of on-going difficult head lice, nits, or bedbug cases and community resources will be involved as indicated by circumstances.
- If a student is not allowed to re-enter school because of lice, nit, or bed bug identification, the absence will be coded as excused for no more than two consecutive days. The absences will be marked unexcused beginning with the third consecutive day.
- Continued lice, nit, or bedbug infestation will result in referral to Children Services Board (CSB) or other agencies and possible legal action.

Pandemic/Health Emergency: In the event of a pandemic/epidemic, the school will take into consideration best practice guidelines and recommendations set by the ODH, CDC, health department, or any government mandates. In the event a student does become afflicted with an infectious agent, the student will have to provide documentation of the illness upon return to school for said illness. Students will be excused from school for the duration of the school's recommended time frame. If the student remains sick and is unable to return after the return date, the student must present the school with physician documentation for the extended absence to remain excused.

Visit the following links to reference board policies [JHC](#), [JHCD](#), [JHCD-R-1](#), [JHCD-R-2](#), [JHCD-R-3](#).

Insurance

The Upper Valley Career Center does not serve as an insurance vendor for students.

1. **Student Insurance:** Student Accident Insurance is provided by the Upper Valley Career Center at no cost to students enrolled at the Career Center. In the event of accidental injury during school hours or a school-sponsored event, this policy may provide payment of medical bills in the absence of primary medical insurance. If the student is covered by other medical insurance, the Upper Valley Career Center's policy may provide coverage for out of pocket expenses or unpaid plan deductibles.

Accidents that occur at school must be reported to the teacher and the school nurse for documentation. Insurance claim forms are issued and signed by the school nurse. The parent or guardian is responsible for filing accident claims with the third-party provider.

The Upper Valley Career Center is not responsible for payment of doctor or hospital bills resulting from an accident to a student at the Upper Valley Career Center.

2. **Tool Insurance:** The student, parent/guardian are responsible for insurance coverage on all tools or tool kits, personal or rented, against theft or loss. Parents should include coverage of tool kits in their insurance plans. Completion of the tool kit rental form means that you accept complete responsibility for the tool kit in the event of loss or theft

3. **Vehicle Insurance:** If you drive to school, you are responsible for meeting the Ohio liability laws in case of vehicular accident. The Upper Valley Career Center is not responsible for theft or damage to vehicles or contents on the Upper Valley Career Center property.

Lost and Found

A lost and found department is maintained in the Discipline Office. All lost and found articles are to be turned in or claimed there.

Moment of Silence

During the school year, certain circumstances may warrant a school-wide moment of silence and reflection. An announcement will be made for a moment of silence, followed by an announcement to resume the normal school schedule. *Visit the following link to reference board policy [IND/INDA](#).*

Pledge of Allegiance Regulations

Upper Valley Career Center encourages reciting of the pledge on a regular basis as determined by the classroom teacher or administration. Daily recitation of the Pledge of Allegiance is not required; however, appreciation of our country is promoted by the recitation of the Pledge of Allegiance as a reminder of our freedom and civic responsibilities. In addition, recitation of the Pledge of Allegiance will be a part of special occasions, such as convocation and leadership club activities. It is recognized that some persons may hold beliefs that prohibit participation in the recitation of the Pledge of Allegiance and those persons are therefore excused. *Visit the following link to reference board policy [IND/INDA](#).*

Positive Behavior/Interventions and Support (PBIS)

Positive Behavior Intervention and Supports (PBIS) is a process schools use to create a consistent approach for teaching and supporting positive behavior. PBIS is designed for all students and applied in all areas of the school. PBIS helps to prevent or reduce challenging and unsafe behaviors. At UVCC, our PBIS program is entitled CREW (Career Ready, Responsible, Engaged, Work Ethic). To encourage students to be part of the CREW, UVCC has a three-tiered approach designed to meet the needs of all students. *Visit the following link to reference board policy [JP](#).*

Parent-Teacher Conferences

Parents are encouraged to communicate with Upper Valley Career Center instructors. If parents wish to speak with a staff member, they should call the main campus at 937-778-1980 and make arrangements for a conference. Parent-Teacher Conferences are scheduled from 3:15-7:00 p.m. (See school calendar for dates) Parents are encouraged to attend. Student grade reports will be distributed at conferences. *Visit the following link to reference board policy [IKAB](#).*

Student Staff Relations

The relationship between Upper Valley Career Center staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated. *Visit the following link to reference board policy [GBH](#).*

Nondiscrimination Reports and Complaints of Unlawful Discrimination/Harassment

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. The Board has developed complaint procedures, which are made available at AC and AC-R. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, the Office for Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission. *Visit the following links to reference board policies [AC](#) and [AC-R](#).*

The compliance officer is: Matt Meyer
(937) 778-1980 ext.212, Upper Valley Career Center, 8811 Career Drive, Piqua, OH 45356
meyerm@uppervalleycc.org

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Sexual Harassment and Grievance Process

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Alicia Johnson
(937) 778-1980 ext.255,
johnsonalycia@uppervalleycc.org
Upper Valley Career Center, Adult Technology Center,
8901 Looney Road, Piqua, OH 45356

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. *Please reference the full board policy on sexual harassment [ACAA](#) and board policy [ACCA-R](#) for sexual harassment grievance process.*

School Security School Resource Officer

Upper Valley Career Center contracts with the Miami County Sheriff's Department to employ a full-time deputy as School Resource Officer (SRO) during school hours. The SRO's duties include, but are not limited to, student safety and security, instructional duties, and maintaining a safe and disciplined educational environment. The SRO will interact with students on a daily basis.

In the event that a minor student is suspected of violating a state law, an attempt to contact that student's parents will be made prior to questioning. Interrogations and searches are in accordance with board policy JFG-R. The SRO will have access to student education records for legitimate educational purposes as defined in policy JO-R. *Visit the following links to reference board policies [JFG-R](#) and [JO-R](#).*

Surveillance

Various locations of the Upper Valley Career Center are video-recorded 24 hours a day, including parking lots, hallways, lobbies, laboratories, and other selected locations.

Surveillance Equipment: Upper Valley Career Center recognizes its responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. Surveillance equipment must be in compliance with law to protect the privacy rights of students and staff.

1. **Cameras:** Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.
2. **Metal Detectors:** The administration is authorized to use stationary or mobile metal detectors at its discretion. Any search of a student's person as a result of activation of the detector is conducted in private.
3. **Vape Detectors:** Vaping and the possession of vaping equipment is a violation of the Upper Valley Career Center Student Code of Conduct. The health and safety of our students is a top priority. Therefore, to assist our efforts in preventing vaping in our schools, the District has purchased and installed vape detectors throughout the school. If a student chooses to vape in our schools, the detectors will alarm, and students may be referred to the office for consequences. *Visit the following links to reference board policies [ECA](#) and [ECA-R](#).*

Visitors

For the safety of our students and staff, all visitors are required to sign in at the main office to obtain permission to be in the building. Visitors are required to display a visitor's pass at all times. Instructors and the Upper Valley Career Center staff may request to see a visitor's pass.

Students who visit the Upper Valley Career Center for orientation/ enrollment purposes must have the visit arranged through the Student Services Center. Arrangements for an enrollment visit are made by the associate school counselor and coordinated through Upper Valley Career Center student services.

All visits to teachers must be pre-arranged. The front office must be notified by the teacher prior to the visit.

Attendance

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

1. **Absent or Tardy:** Students who arrive at school after the school day has begun through the first 30 minutes of their school day will be counted tardy to school. If a student arrives more than 15 minutes late to a class without proper documentation or fails to attend, the student will be counted absent for that class. Time of school missed due to tardies may be applied to accumulated number of hours of unexcused absence

Absenteeism and tardiness can be considered excused or unexcused. Credit can be earned for an excused absence only if the work is made up within the time allotted.

Tardiness due to transportation problems, other than associate school bus problems, is unexcused. If a student anticipates transportation problems, ride the bus.

Reasons for which students may be **medically excused** included, but are not limited to:

- Personal illness of the student;
- Illness in the student's family necessitating the presence of the child;
- Quarantine for contagious disease or
- Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral, or dental appointments.

Reasons for which students may be **non-medically excused** include, but are not limited to:

- Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applied to students over 14 years of age only when all statutory obligations have been met for such excusal);
- Death in the family (applied to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
- Students are allowed up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04. (Examples include but are not limited to Eid, Good Friday, Rosh Hashanah, Yom Kippur, and Passover) *Please reference board policy JEDC.*
- Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applied to absences of up to 24 school hours);
- Post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
- Pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;
- Absences of a student of a military family for purposes of visiting their parent, legal guardian, or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
- Absences due to a student's placement in foster care of change in foster care placement or any court proceedings related to their foster care status;
- Absences due to a student being homeless;
- Approved activities at the student's associate school and
- As determined by the Superintendent.
Please reference board policies JED, and JEDC.

2. **Absence Procedures:** The following procedures apply to verify whether a student absence will be classified as an excused, medically excused, or unexcused absence. All absence or tardiness shall be explained to the Attendance secretary. If a student is absent, the Attendance Office must be notified by 10:00 a.m. by calling (937) 778-4666.

A written note of explanation of each day's absence from a student's parent/guardian is required for an absence to be excused if the attendance office was not notified with a call. After ten absences, a physician's excuse, dentist's excuse, documentation from court or other official documentation other than a note from the parent/guardian is required before the absence will be excused. Blanket excuses from doctors will only be accepted with the approval of the Director of Student Services or the Supervisor of Discipline and Safety. Failure to furnish an explanation for absence within two (2) school days of absence will result in an

unexcused absence. Doctor notes and other professional documentation are to be provided within 5 days of absences. Additional time may be granted by administration.

Students returning from an absence must use their student ID to scan/check-in at the Attendance Office and have their absence entered excused or unexcused by the attendance secretary prior to 8:25 a.m. on the day of their return. Failure to scan/check-in may result in unexcused absences and possible discipline.

Parents requesting the privilege of taking a student from school for any purpose should understand that the time away will be counted as an absence. It is possible to be absent *unexcused* even though the parent/guardian gives permission for the absence. By Ohio law, the Upper Valley Career Center administration has the authority to determine if an absence is excused or unexcused.

3. **Associate School Activities:** Students are encouraged to participate in associate school activities. Incidental early releases will be granted for required activities relating to OHSAA-approved sports of the season, band, choir, school organizations, and other such events. A request for early release of the student must be signed by the coach or adviser and co-signed by an associate school administrator. Long-term early releases will not be granted for activities such as sports conditioning.

The associate school principal will notify the Student Services Center of the time, duration and names of students involved in the associate school activity. In certain circumstances a student's absences could affect his/her grade.

Students who have been approved to arrive late or leave early must:

- Obtain a dated pass from the Attendance Office.
- Present the pass to the student's teacher.
- Scan in or out at the Attendance Office.
- Obtain all make-up work from their teacher(s).

Students will only be dismissed for a portion of first or ninth period. Students participating in morning activities at the associate school must report to the Upper Valley Career Center by 9:00 a.m. Students participating in afternoon activities may leave as early as 2:38 p.m. with proper permission.

Late arrival or early dismissal privileges will be revoked for any of the following:

- Failure to maintain grade standards
- Failure to follow school rules and regulations
- Failure to follow associate school rules and regulations
- Discontinued participation in activity
- Sharing rides with other students

Students participating in athletic contests, band contests or other special extra-curricular events will be released at the time specified by the associate school administration. Students will not be released early for sports conditioning.

4. **Early Dismissal:** Students are not to leave the school building or school property at any time during the school day without permission from the administration, or from the Attendance Office. Furthermore, students must also have their parent or guardian's permission. Students leaving school without proper authorization are subject to discipline.

Appointments: If a student must be excused for a medical, behavioral or dental appointment, court appearances, a job interview, a meeting at an associate school, or other required appointment(s), a student must obtain permission from the attendance secretary *prior to the day of* the designated appointment. To obtain permission from the attendance secretary, the student must:

- Present a parent permission slip or call (giving the place and time of appointment) to the attendance secretary at least one (1) day prior to the appointment, requesting a pass to leave the school grounds. The appointment may be verified

- The attendance secretary will authorize the student to sign out at a time that will allow for travel to the appointment.
- A student must present a verification note from the physician, dentist, court or other responsible party immediately upon return from the appointment.
- Job interviews are to be pre-arranged through the career advancement coordinator, who will notify the attendance secretary.

Work Based Learning Students: Many students leave the Upper Valley Career Center during the day to get additional on-the-job training in their career-technical area. Early placement students may eat lunch at the Upper Valley Career Center but are to leave the school grounds as soon as they finish their lunch. If they do not eat at the UVCC, they are to leave the building and/or school grounds at the conclusion of their last class.

Job Interviews/Military Enlistment: When a student is ready for employment or enlistment, the student may need to make arrangements for job interviews or military enlistment during the school day. If appointments are arranged through the Student Services Center or Career Advancement Center prior to the interview, the student will not be counted absent.

Early Release for Work: Students will not be permitted an early release for work. Students are reminded their first responsibility is to their school commitment. Requests to leave early for work will be denied. Only related work through a state-approved work program will be permitted.

5. **Vacation/Planned Absence:** Vacation forms are to be obtained, completed and returned to the Attendance Office at least one week prior to dates of absences. Vacation forms serve as instructor notification only and are not permission forms. Vacations should be limited to one per school year and no more than five days in length. Vacation days will not be permitted five days prior to the end of any grading period without just cause.

Individual instructors will determine availability of make-up work as some classes are participation-based and no make-up is available. Depending upon a student's academic standing, the administration reserves the right to approve or deny the request.

6. **Assignments During Absence:** A student should contact their teachers for any assignments missed. For planned absences prior arrangements should be made at least one day in advance of the absence(s).
7. **Make-Up Work:** Responsibility for requesting and making up all missed work lies entirely with the student. A student may receive credit for make-up work as follows:
 - For each day of excused absence, the student will have one day to turn in missed assignments.
 - All make-up work must be completed within the time allotment. A participation grade may be imposed.
 - A student will not receive grades for missed work for an unexcused absence or any absence deemed unexcused by the administration. In the event of a suspension the student will be able to make up the work and receive up to 60% credit.
 - If the absence is due to required Upper Valley Career Center or associate school activities, the student can earn full credit.
 - Please note that make-up work will not include a participation grade and that some career-technical labs are based primarily on participation. In some instances, make-up work may not be possible.

8. Tardiness

Excused Tardiness: Arriving late to school will not result in being counted tardy if the student:

- Rode an associate school bus that was running late.
- Was excused in advance (and the Upper Valley Career Center notified) by the associate school principal for a meeting or special event.

Late to School Procedures: When late for school, a student is to report to the Attendance Office with his/her student ID to scan/sign in. Failure to scan/sign in may result in a full day unexcused absence and possible discipline. Failure to bring the student ID to the Attendance Office as directed on two or more occasions in a quarter may result in a ½ day in-school reassignment. Continued failure to report with ID may result in additional in-school re-assignments.

Late to Class: If a student arrives late to class, he/she will be admitted and counted tardy. The student must have a note explaining the tardy to be excused. The instructor will determine if the tardy is excused or unexcused.

Tardy Penalty: Classroom instructors may assign detentions, ISR, or reduced grade for tardies concurrent with classroom rules. Students with five tardies to school or any class in a quarter may receive a half-day in-school reassignment. Students with seven tardies to school or any class may receive one day of in-school reassignment. Students with nine or more tardies to school or any class are subject to additional in-school reassignment. Students habitually tardy to school will be subject to the consequences for truancy.

Incomplete Grades: In some situations, the timeline for absence with permission to make up work may extend beyond the end of a nine week grading period; in which case, the teacher can record an incomplete. An "I" on the report card indicates that all work has not been turned in.

If a student receives an Incomplete on his/her grade card, the student should contact that teacher regarding any/all assignments not turned in. All incomplete work must be turned in within **a maximum of two weeks** to receive credit.

- College Days:** If a student plans to attend college or technical school, he/she is allowed a combined maximum of three college visit days during the junior and senior years. A student will not be counted absent if the appointment(s) with the appropriate college official(s) are made through Upper Valley Career Center Student Services Center.

Arrangements must be made at least one week prior to the day of the visitation and the attendance secretary must be notified at least one (1) day before the visitation. Students should contact their guidance counselor for details. Passing grades in all classes, a grade average of C or higher, at least 90 percent attendance, plus evidence of good behavior must be verified before approval will be granted.

- Attendance Award Eligibility:** To be eligible for the "annual attendance award" drawing at the end of each school year, **a student must have 100% or perfect attendance. The only absences that will be excused will be those related to associate school activities.** Only students enrolled on the Upper Valley Career Center main campus are eligible for the drawing.
- Daily Attendance Automated Calling System:** Each school day after the morning attendance has been compiled, an automated calling system will call the homes within 120 minutes of the start of the school day of those students not reported in attendance at that time. For additional information, contact the Upper Valley Career Center attendance secretary, 937-778-4666, between 7:45 a.m. and 3:15 p.m. It is the parent/guardians' responsibility to inform the Attendance Office of any phone number changes.
- Truancy:** When a student has been truant and the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the school to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

When it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant. A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, must send notice requiring the child's parent to attend a parental education program.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

- Providing a truancy intervention plan meeting. State law requirements for any student who is excessively absent from school
- Providing counseling for a habitual truant
- Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs
- Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs
- Taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

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

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

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication.

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

Filing a Complaint with Juvenile Court: The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

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

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

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

Please reference board policy [JEDA](#).

Upper Valley Career Center Summary of Attendance Stages:

- **Stage 1:** 18 hours of excused or unexcused absence: Written notification to parent or guardian.
- **Stage 2:** Absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year : Written warning to parent or guardian.
- **Stage 3:** 30 hours consecutive, 42 hours/month, or 72 hours/year unexcused absence: Convening of an absence intervention team to implement an intervention plan. Failure to follow intervention plan will result in referral to county truancy officer for truancy charges or County Children Services.

Visit the following links to reference board policies [JED](#), [JEDA](#), [JEDC](#), and [JEDB](#).

One-to-One Device Program

Upper Valley Career Center strongly feels that the appropriate use of technology greatly enhances the learning environment. The purpose of the one-to-one device program is to:

- Provide digital access for all students
- Prepare students with essential digital literacy skills to choose and use technology for learning
- Create interdisciplinary connections through rigorous, engaging, and meaningful instructional strategies
- Promote and facilitate student critical thinking, creativity and innovation for lifelong learning
- Cultivate leadership, collaboration and teamwork through digital communication and productivity tools

All on-campus high school students in a career-technical program are required to have a one-to-one device computer as this device is an integral part of our instructional process. The district supplies this device for student use. Students and their parents/guardian are financially liable for any damage done to the laptop/chromebook or the loss or theft of the laptop/chromebook.

Computer/Technology Policies

The Upper Valley Career Center provides a variety of electronic learning resources including access to the internet, messaging, and communication applications. However, access to electronic learning resources is a privilege not a **right**.

A student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form in One View. Students are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline. *Visit the following links to reference board policies [EDE](#), [EDE-R](#), [EHC](#), and [JFCK](#).*

One-to-One Device Incentive Program

Upper Valley Career Center wants to recognize those students that strive to achieve above and beyond. The Upper Valley Board of Education has adopted a device reward program that may make you eligible to earn a Chromebook at the end of your senior year. You can earn a Chromebook if you meet at least one of the following criteria:

- **Minimum 95% attendance senior year and no form of out-of-school reassignment, suspension, or expulsion**
- **Minimum 3.0 GPA senior year and no form of out of out-of-school reassignment, suspension, or expulsion**

All senior devices will be collected towards the end of the school year. Any student that has earned a Chromebook will receive a notification letter at Convocation along with instructions on when and where to pick up their device.

Please be advised that all student fees must be paid prior to obtaining the one-to-one device. If you have any questions or need any further clarification, please ask Mr. Shaffer in the tech office, Room 305.

Student Code of Conduct

The Student Code of Conduct has been developed with input from the faculty and student body and adopted by the Upper Valley Career Center Board of Education. Included in this Code of Conduct are the established rules and regulations of Upper Valley Career Center. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion. ***The Code of Conduct applies at all school-sponsored, school-related activities, and at school functions on and off school property.***

This Code of Conduct includes misconduct of students that occurs off school district property and is connected to activities or incidents that have occurred on school district property or misconduct directed at an Upper Valley Career Center employee on or off Upper Valley Career Center property.

If a student violates any section of this code, is discourteous and uncooperative or otherwise offensive, the student is subject to disciplinary consequences and may be denied the privilege of attending the Upper Valley Career Center. Students are not to engage in any conduct which interferes with class, disrupts or interferes with the educational process of the school, disrupts or interferes with extra-curricular or school-related activities, or endangers the health or safety of students or others.

The following Code of Conduct contains school rules representative of the behavior expectations of students. It is not meant to be all-inclusive. ***Any action judged by school officials to involve misconduct, insubordination, or disruption of the educational process that is not specifically mentioned in this Code of Conduct will result in consequences deemed appropriate for the misbehavior.*** [*Visit the following link to reference board policy JG.*](#)

Due Process

The administration will keep a discipline record on each student who violates a school rule or regulation. Procedural requirements will be implemented in conjunction with suspension, expulsion, or emergency removal (in-school reassignment excluded).

1. The administrator will hold an informal hearing with the student to discuss the misconduct and to permit the student to explain his/her actions.
2. The administrator will review and give a written "Intent to Suspend" notice to the student being considered for out-of-school suspension and/or expulsion which states the reason(s) for the intended action.
3. The parent/guardian will be notified in writing of the disciplinary action. An attempt will be made to notify the parent/guardian by phone. A conference may be arranged to discuss the seriousness of the misconduct and the action taken by the school

4. The parent/guardian may request a hearing with the superintendent to discuss the action taken and to determine if due process procedures were followed in disciplining the student.
5. Appeal procedures that follow Ohio Revised Code and board regulations are indicated on the suspension notices. *Visit the following link to reference board policy [JFA](#).*

Suspension

The standard of proof in suspension hearings before the administration (or designee) is preponderance of the evidence. After investigating the facts and hearing the student's explanation or statements, if an administrator believes, more than disbelieves, that the student violated the Code of Conduct, the student will be disciplined. The student need not confess. The following manners of discipline may be administered for violation of the student code of conduct.

Detentions: Teachers have the right to teach, and students have the right to learn without unnecessary disruptions to the process. Students causing classroom disruptions or problems and those with excessive tardies are subject to teacher assigned after school or before school detentions. Refusal to serve a detention after reasonable accommodations have been made by the teacher may result in further disciplinary action.

It is the student and parent's responsibility to see that the detention is served in order to avoid more severe disciplinary action. Morning detentions will be served from 7:50-8:20 a.m. Afternoon detentions will be served from 2:45-3:15 p.m.

Emergency Removal: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the administration may remove the student from the premises. Students with odors of illegal substances or alcohol on their person will be immediately removed from the regular school schedule. *Visit the following link to reference board policy [JGDA](#).*

Out-Of-School Suspension: **Out-of-school suspension duration will be three (3) to ten (10) days, depending upon the severity of the action warranting suspension.** Generally, out-of-school suspension is enacted for more serious offenses, repeat offenders, or after in-school reassignment has been tried without success. Students are permitted to make up missed work while serving an out-of-school suspension at 60% of given grade, although some career-technical courses do not allow make-up. *Visit the following link to reference board policy [JGD](#).*

Suspension from Activities: Violation of the Student Code of Conduct may result in suspension from intra-curricular and extra-curricular activities, convocation, and other ceremonies and programs. Suspension from activities may be imposed by administrators or supervisors. Students serving suspensions are not permitted to attend any Upper Valley Career Center or associate school-related function or to be on either property. In addition, these activities may be denied due to non-payment of financial obligations.

In-School Reassignment: In-school reassignment ranges from one (1) to ten (10) days: Students report to the in-school reassignment room supervisor. A student's privileges during any suspension period are greatly restricted. When serving in-school reassignment, a student will be required to complete a series of educational assignments/work packets. Students may not return to their regular scheduled classes until the work packets are completed. After the work-packets are completed, the student is expected to work on regular school assignments. Students are expected to bring a pen or pencil, paper and schoolbooks to the in-school reassignment room. ***In-school reassignment cannot be appealed.***

Failure to work on the work packets or assignments or refusal to cooperate with the in-school reassignment monitor may result in additional disciplinary action including but not limited to additional in-school reassignment or out-of-school suspension with the in-school reassignment to be served upon return to school and prior to returning to the regular school schedule. For each day of in-school reassignment, the student has one (1) day to make-up the schoolwork. However, the highest grade a student can earn is 80% of the grade attained. If the student does not attempt to make up schoolwork within the allotted time frame, he/she will be given a failing grade or 0 for the missed work. Students are to inquire as to availability of make-up work from their instructors. In some instances, make-up work may not be available.

Expulsion: If a student has been suspended out-of-school on two (2) separate occasions or if the seriousness of the problem requires the student to be removed from school, the superintendent and Board of Education may find it necessary to expel the student. Assistance may be available to the student during the period of the expulsion. The superintendent has the right to grant or deny credit opportunities of expelled students. The superintendent has the option to hold the expulsion in abeyance, with certain criteria agreed upon in the expulsion hearing. *Visit the following link to reference board policy [JGE](#).*

Permanent Exclusion: Upper Valley Career Center may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function: 1) illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or 2) aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee. In addition, complicity in any of the above acts may be the basis for permanent exclusion. *Visit the following link to reference board policy [JEGA](#).*

Expulsions for Imminent and Severe Endangerment:

The Board authorizes the Superintendent to expel a student for an initial period of up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion. When issuing expulsions under these provisions, the Superintendent complies with all other applicable requirements of this expulsion policy and State law including, but not limited to, notices and hearings. *Expulsions for Imminent and Severe Endangerment will be carried out according to board policy [JEGA](#).*

Student Contracts

Student Behavior Contracts: Students who have repeatedly violated the Student Code of Conduct may be placed on a behavior contract indicating behavior expected for that student to be successful. A behavior contract may be written for a specific class or for general behavior. Behavior contracts indicate the consequences (often long-term suspension or recommendation for expulsion) if the contract is violated.

It is the student's responsibility to attend school and progress toward graduation. In the event that a student has poor attendance, repeated discipline referrals, or is not progressing toward graduation, the student may be placed on a contract or withdrawn to their associate school.

18 Year Old Students: Eighteen-year old students are expected to follow the same rules, regulations and policies as minor students, and are subject to the same consequences for poor behavior.

Disruption of School

A student shall not, by the use of violence, force, coercion, threat, harassment, insubordination, failure to obey the *instructions of school personnel*, or repeatedly failing to comply with school rules, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. ***A student involved in disruptions may be suspended or expelled.***

A student shall not lead, incite, or encourage disruptive behavior by other students. Students organizing disruption or participating in organized disruption may be suspended or expelled. A student shall not by any action induce panic at school, on social media, or at any school related or school sponsored activity.

Zero Tolerance Policy

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. Students also must review and comply with their associate district student code of conduct and are subject to such code when on the property of or participating in activities of the associate school.

Upper Valley Career Center has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, school transportation and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Supervisor of Discipline and Safety develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Upper Valley Career Center properties including, but not limited to, school vehicles, project/job site property, land labs and the main campus are considered “school safety zones” for all Ohio Revised Code purposes.

A student cannot be suspended, expelled, or removed from school solely because of unexcused absences but may be returned to their associate school.

Students and parents receive, at the beginning of each school year or upon enrolling in the District during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The administration makes all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate administration. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student’s mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available electronically to students and parents and is posted in the office of the Supervisor of Discipline and Safety. *Visit the following link to reference board policy JFC.*
Legal Refs: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662, 3313.668

Safer Ohio School Tipline (844-SAFEROH)

The Upper Valley Career Center subscribes to the Safer Ohio School Tipline. This service is available for students to use anonymously to relay concerns or information. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours-a-day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student.

Alcohol, Drugs, or Look-A-Like Drugs

1. Policy Statement

The Upper Valley Career Center Board of Education believes that personal use of mind-altering chemicals (drugs/alcohol) is inappropriate behavior that interferes with the educational process and jeopardizes the health and safety of students and school personnel. *Visit the following link to reference board policy [JFCH/JFCI on Alcohol Use by Students/Student Drug Abuse](#).*

The Upper Valley Career Center Board of Education wishes to work cooperatively with students, staff, parents/guardians, and the community to prevent use and abuse of drugs and alcohol.

Drugs and Alcohol: No student shall possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, package, acquire, offer to buy, represent, make, apply, or exhibit evidence of use of any illegal drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering chemical, or any counterfeit-controlled substance, designer or look-a-like drug of any kind, in, around, or prior to school or any school activity, or while on school transportation.

No student shall possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy, offer to buy, or make any instrument used for drug abuse or actual paraphernalia (including but not limited to hypodermic needles, syringes, pipes or other inhaling devices, roach clips, and rolling papers) in or around school or any school activity, or while on school-related transportation.

2. Terminology

Evidence of Use: Is defined as the manifesting signs of chemical/drug use as detected by an odor about the person and/or an odor on the person's breath. A chemical-use monitoring device may be used to confirm evidence of use. A student showing evidence of use of chemicals/drugs may or may not display one or more additional signs of such use like staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

Chemical/drug use odors are deemed to be disruptive to the educational process. Unapparent effects of chemical/drug use may pose a danger to the student or others. Students suspected of chemical use are subject to removal from the regular school schedule and investigation by school authorities.

A physical coordination test(s) as well as a chemical-use monitoring device may be used to confirm evidence use.

- a. **Prescription Drug:** The term prescription drug is defined as a drug authorized by a medical prescription (including nicotine patches) from a licensed physician and shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and/or prescription label is presented to the school nurse. Such medication shall be kept and administered by the school nurse.
- b. **Counterfeit Drug:**
 1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark is considered a counterfeit drug.

2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it is considered a counterfeit drug.
3. Any substance that is represented to be a controlled substance but it is not a controlled substance or is a different controlled substance is considered a counterfeit drug.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale is considered a counterfeit drug. This includes CBD products.

3. Violations and Consequences for Possession/Use of Alcohol and Other Drugs

a. Procedures for Evidence of Use/Possession (Including Paraphernalia):

1. Immediate removal from the regular school schedule.
2. 3-10 days out-of-school suspension with possible recommendation for expulsion.
3. Notify parent/guardian by certified mail, and, if possible, by phone.
4. Referral to appropriate law enforcement agency (or other appropriate criminal justice agencies)

-Storing -Use -Making -Giving	-Consumption -Selling -Offer of buy -Handling	-Concealing -Offering to sell -Buying -Counterfeit	-Dealing -Supplying
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*Paraphernalia includes but not limited to: hypodermic needles, syringes, pipes and other inhaling devices, roach clips, rolling papers, any other device or mechanism used for chemical abuse.

4. Intent to Cooperate

It is the intent of the Upper Valley Career Center Board of Education employees to cooperate with law enforcement agencies, children services, and other governmental agencies, with regard to the following:

- The preservation and submission of physical evidence to investigating officers.
- The prompt provision of written statements of observations and discoveries by school employees to investigating officers.
- The availability of school employees to testify, if necessary, in subsequent proceedings.
- Student witnesses may be interviewed by investigating authorities. Safeguards will be followed if there is any potential for self-incrimination.

Automobile/Other Vehicle Use

1. **Vehicle Registration:** Students are encouraged to use bus transportation provided by the associate schools. If it is necessary for a student to drive to and from school, the student's vehicle must be registered through the Attendance Office. All vehicles parked on campus must be registered and display a parking permit.
2. **Vehicle Registration Procedures:**
 - a. Beginning the third week of school, if a student drives to the Upper Valley Career Center, he/she must display a parking permit as required from the rearview mirror.
 - b. To be issued a parking permit, a student must show evidence of **parental permission** and complete a vehicle registration card. The necessary forms may be obtained in the Attendance Office.
 - c. Each driver will be given a parking permit. If a student must drive a vehicle that is not registered, a "temporary parking permit" will be issued upon request. Students must go to the Attendance Office for the parking permit.

- d. Refusal to obtain or display a parking permit may result in a suspension and/or loss of driving privileges and possible tow.

3. Parking Lot:

- a. Student drivers may park only in the designated student parking lot (south lot east of the building). Parking in any other lot, not following orders of the parking lot monitors, not observing posted driving regulations, or driving unsafely may result in loss of driving privileges.
- b. When students arrive at school they are required to park their vehicle in the student parking lot and immediately enter the school building. Students are not permitted to sit in vehicles or loiter in the parking lot after arriving at school.

If a student needs to return to his/her car or the parking lot for any reason during school time (including lunch), **he/she must have permission from the administration or student services.** If a student fails to obtain such authorization, he/she is subject to suspension.

- a. On occasion, students in career-technical programs that feature patronage service (e.g., auto technology, auto collision repair, ag and power technology) need to go to the parking lot. If a student needs to go to the parking lot for patronage purposes, he/she must have a pass from the instructor.
- b. Vehicles operated or parked on school premises may not display decals, stickers, emblems, ornaments, or any related items, which are offensive and/or have the potential of inciting disruption or student unrest. The school administration will determine the appropriateness of such items.
- c. Driving/Parking on Upper Valley Career Center property is a privilege, which may be revoked by the school administration or parking lot monitors due to violation of policies in this section.
- d. Any vehicle found in violation of this policy may be towed at the owner's expense.
- e. Although the parking lot is monitored at various times of the day, protection of vehicles and vehicle contents is not implied. The Upper Valley Career Center Board of Education is not responsible for the safety of occupants, vehicles, or their contents on any school property or at any school-sponsored function.
- f. Video surveillance of the student parking lot is maintained for Upper Valley Career Center security purposes.

Bomb Threat

Bomb threats are against State and Federal law. In addition to school disciplinary actions, any person making a bomb threat will be charged with a felony of the 2nd degree. If there is a bomb threat endangering the health and safety of students and staff, causing a delay at the start of school or dismissal of school, **time lost due to such a threat may be made up.**

Bookbags/Carrying Cases/Coats

Due to recent events in schools, it is imperative that steps be taken to prevent problems associated with items that may be carried in school. Upon arrival at school, students are to place all large book bags, coats, and other outer garments in their assigned lockers. Large book bags and coats are not to be carried or worn during the school day. Book bags small enough to fit under student desks and not obstruct egress **may** be permitted by the instructor. Any items large enough to have their own carrying cases or containers (i.e., musical instruments) are to be checked in at the Discipline Office.

Cell Phones/Other Electronic Equipment

Student cell phones may be used prior to 8:23, after 2:44, and during lunch and passing periods. They are to be turned off and put away during the class school day. Teachers may allow students to use portable electronic devices during class instruction for educational purposes. Students are not to use external speakers without permission. For further guidelines, students are referred to the Acceptable Use Policy. The Upper Valley Career Center will not be responsible for any theft, loss, or vandalism of any electronic equipment brought on Upper Valley Career Center property. Due to safety concerns, laser lights and similar devices are prohibited. Students violating District procedures for use of cell phones/electronic devices may have their device confiscated and may be subject to discipline.

Any type of audio/visual recording or photography is to be done with school-approved equipment or with permission only. Unless instructed, students are not to take pictures or videos with their cell phones or other personal devices.

Emergency communication devices such as fire and EMT pagers or radios are not to be carried in school.

School personnel will attempt to provide prompt student notification in case of emergency.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise offensive or illegal images or photographs, electronically or otherwise (texting, emailing, sexting, etc.) may constitute a violation of state and/or federal law. Participants in such activities are subject to suspension, expulsion, and possible prosecution. Students shall not take photos or videos of others without his/her consent.

Repeated misuse of Cell Phones/Other Electronic Equipment will result in a discipline referral due to Violation of the Student Handbook. The device may be confiscated and discipline will be up to the discretion of the Supervisor of Discipline, which could result in a Warning, Detention, ISR, or OSS. *Please see board policy [JFCK](#).*

Electronic Device Discipline Plan

1. First Infraction: Sent to Mr. Cordonnier – Phone confiscated until end of school day
 - a. Warning
 - b. Call Home
2. Second Infraction: Sent to Mr. Cordonnier – Phone confiscated until the end of day
 - a. ISR for that Period the next day
 - b. Call Home
3. Third Infraction: Sent to Mr. Cordonnier – Phone confiscated until the end of day
 - a. ISR ½ day during lab the next day
 - b. Call Home
4. Fourth Infraction: Sent to Mr. Cordonnier – Phone Confiscated until end of day
 - a. Will turn in phone to Mr. Cordonnier for the next 5 days
 - b. Full Day ISR the next day
 - c. Call Home
5. Fifth Infraction: Sent to Mr. Cordonnier – Phone Confiscated until end of day
 - a. Will turn in phone to Mr. Cordonnier for the next 5 days – May result in up to 3 Days Out of School Suspension
 - b. Call Home
 - c. Meeting with Executive Director
6. Sixth Infraction: Clearly we can't learn and the student will turn the device into Mr. Cordonnier every morning.
 - a. Failure to turn in the device every morning could result in more discipline/suspension or expulsion.
 - b. Call Home *Please see board policy [JFCK](#).*

Dress Code/Career-Technical Attire

Upper Valley Career Center students are required to be in uniform every day. The uniform requirements vary from program to program, but the Upper Valley Career Center logo must be worn on the student's top layer of clothing and be **visible** at all times. Career Tech lab instructors will communicate specific uniform requirements for each program. Hats and coats are to be placed in a locker prior to the start of the school day. Visit the Upper Valley Career Center website for more information.

Students are to dress in an appropriate professional manner to promote success in their career-technical field of study. In an effort to prepare students for the world of work, all students are to wear Upper Valley Career Center approved uniform on a daily basis, Upper Valley Career Center polo type shirt, Upper Valley Career Center sweatshirt, fleece, or program specific attire including shirt, pant and correct type of shoe. Clothing is to be worn in a professional manner at all times, pants are to be worn at waist level. Hoodies are not to be worn above the collar.

On specific days or special occasions, students will be permitted to wear casual clothing. When considering school clothing on those special occasions, be sure that printed messages, pictures, or designs do not interfere with or detract from the educational efforts of other students and the educational process. No messages on clothing and apparel such as belt buckles, etc. unless it is a shirt from your associate school, UVCC program, or CTSO. Other designs that have been identified as having inappropriate, obscene, or segregating messages are prohibited. Any apparel with cult or gang symbols or markings or suggestions of illegal, inappropriate, or offensive products or actions is inappropriate.

Muscle shirts, sleeveless shirts, tank tops, halters, miniskirts, spandex or lycra outfits, yoga type, Capri type pants, sweat suits, running suits and like pants, excessively frayed, ripped, torn, patched, and/or knotted jeans and shirts are not acceptable. Under garments are to be covered by outerwear at all times. The waistband of pants must be worn above the hips. Students failing to wear the waistband of their pants above hips will be removed immediately to in-school reassignment for the remainder of the day. Due to safety and appearance concerns, shorts, clothing with excessive belts, straps or material, are **not** appropriate dress for school. There will be some special "shorts days" announced by the administration.

Head bands, bandannas, and leg bands are not to be worn at school. Slippers, flip-flops, roller-shoes, and sandals are not permitted. Pajama-style clothing is not permitted. In certain career-technical settings, open-toe dress shoes or dress sandals may be permitted with approval from instructor and program supervisor. Chains and chain billfolds are prohibited. Hemp or rope type necklaces are prohibited. All hats are to be removed upon entering the building and placed in lockers and are not to be carried in the hallways or during lunch. In some programs, hats may be worn during **lab only** with instructor and supervisor approval.

Appearance, grooming, and hygiene make strong and lasting impressions. Personal appearance, including clothing and accessories, (both in material and style) should be appropriate for the student's area. Extremes of any kind including make-up will be considered inappropriate. Clothing should be clean and in good taste. Please be aware that while certain forms of dress are acceptable outside of school, they are not necessarily considered appropriate school wear. Participants in associate school activities such as athletes, cheerleaders, etc. may wear their designated jersey, uniform (cheerleader), apparel, as other participants wear at the associate school once a week on event day or as announced.

The school administration has the right to determine the appropriateness of school wear. Dress, appearance, or hygiene concerns will result in removal of the student from classes (until the problem can be resolved) and/or disciplinary action.

Visit the following link to reference board policy [JFCA](#).

Hair Protection

In some career-technical labs, there is a mandatory hair-protection rule in which longer hair must be controlled by hair netting or use of a hat, Rule 4121: 1-5-17 c/o Safety Requirements of the Industrial Commission of Ohio.

Hair long enough to be pulled back into a ponytail must be pulled back (into a ponytail, held with an elastic band) and tucked into a hat or hair net.

False Alarms

False alarms are against the law and prohibited. Students should **not** participate in any false emergency activity. State and federal laws are very specific about legal action taken against any person(s) who cause/set false alarms, e.g., fire alarm, tornado alarm. The Upper Valley Career Center may prosecute any person(s) who deliberately cause a false alarm.

Fighting

Fighting is prohibited and is defined as hitting or any unauthorized touching. A fight occurs when two or more students are involved in a physical altercation. Fighting is **not** an acceptable way to settle anything. At the Upper Valley Career Center, fighting is treated as an offense warranting suspension and possible expulsion of all involved. Students involved in fighting are subject to out-of-school suspension no matter what the circumstances of the fight or the events leading up to it. In certain instances when the administration or designee deems necessary, those involved will have charges filed against them through local law enforcement agencies.

Fire

Students are not to cause a fire to occur or be involved in unauthorized use of fire on any school property or at any school-related activity on or off school grounds. Fireworks, smoke bombs, and any other incendiary devices are prohibited and may be considered “dangerous weapons” for disciplinary purposes. In addition to school discipline, a student causing an unauthorized fire may be reported to fire and law enforcement officials.

Hall Conduct/Behavior

Students are responsible for their own conduct and actions. Students should not talk loudly, make unnecessary noises, congregate, sit, loiter, or hang out in the halls or locker bays. Students should treat people with respect.

Excessive displays of affection between couples are considered inappropriate on school property. Hugging, holding, kissing, and related activities are not acceptable in a school setting. Students violating these rules will be subject to disciplinary action.

Students must have a properly signed hall pass to be in a hallway during class. Students without their hall pass will be considered out of class (lab) without permission and subject to disciplinary actions.

Hazing and Bullying Policy

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Upper Valley Career Center provides information on dating violence to students including recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

School Personnel Responsibilities and Complaint Procedures: Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
 - a. Posting slurs on websites, social networking sites, blogs or personal online journals;
 - b. Sending abusive or threatening emails, website postings or comments and instant messages
 - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
 - d. Using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students

6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff: Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other certified employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

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

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

a. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the applicable nondiscrimination grievance procedures are implemented where applicable.

b. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

c. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

d. Anonymous Complaints

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

Report to the Custodial Parent or Guardian of the Perpetrator: If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Custodial Parent or Guardian: If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services: In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies. *Visit the following links to reference board policies [JFCF](#) and [JFCF-R](#).*

Hitting, Touching, or Threats

Students are not permitted to behave in such a way that threatens physical injury or causes physical injury to faculty or school staff, other students, or visitors while under jurisdiction of the school. Each student involved in a physical situation is subject to out-of-school suspension with possible expulsion and charges filed with the appropriate authorities.

No student shall threaten, harm, or cause fear of harm to any student, staff member, staff member's family, school property, or staff member's property. No student shall bring any item included in the weapons section of this code onto school property. Students violating this policy are subject to suspension and/or expulsion and notification of law enforcement agencies and charges filed.

Insubordination

Students are to follow the directions, requests, or orders of administrators, teachers, or any other school personnel. Failure to obey the instructions of any school personnel may result in in-school reassignment, out-of-school suspension, or expulsion.

Purposefully providing false information will be considered insubordination.

Students who repeatedly violate the Student Code of Conduct or have multiple violations of classroom rules or policies are deemed insubordinate and are subject to suspension and/or expulsion.

Cheating/Plagiarism

A student shall not engage in any misconduct including, but not limited to, cheating, any action designed to unfairly change a grade or score, plagiarism (either printed or electronically obtained), forgery or possession/transmission of unauthorized information (e.g. tests). Students caught cheating/plagiarizing will receive a zero (0) for the assignment. Repeat offenders will be considered insubordinate.

Lockers

School lockers are the property of the Upper Valley Career Center Board of Education. They are to be used for legal purposes only. **Student lockers and the contents thereof are subject to a random search at any time.** The administration or designee(s) has the authority and will make searches of student lockers and contents any time there is a reasonable suspicion that the lockers contain evidence of a rule violation or illegal activity.

If a student puts a personal lock on a locker or other personal item (such as a tool kit) and a search is necessary, the lock will be cut off.

Searches/Investigations

It is the policy of the Upper Valley Career Center to treat each student with all the respect and dignity due a young adult. However, students at times put themselves in situations, which suggest that laws or school rules are being violated. *Searches and investigations will be conducted according to [JFG](#) and [JFG-R](#).*

Lunch Period

The Upper Valley Career Center has a **closed lunch period**. Students are required to eat in the Stickley Dining Commons. Food and beverages are not to be taken out of the dining commons except to designated eating areas or with permission. Students arriving late are not permitted to bring food or beverage items (for self or others) onto the school grounds or into the school building. **Students are not to have food deliveries by any means.**

Profanity

Inappropriate language, profanity, obscenity, and degrading or inappropriate gestures are prohibited. Students are to treat each other, school personnel, and visitors with respect. Students using profanity or other inappropriate behaviors may be suspended.

Safety Glasses

Wearing safety glasses in some labs is a requirement. It's the law. ***Not wearing or refusing to wear safety glasses is a suspendable offense.*** Students should contact their program instructors if they need to purchase safety glasses. Safety glasses must meet all safety requirements of the American National Safety Institute (ANSI) and the OSHA Z87.1 standards.

Student Publications

Official student publications (i.e., newsletters, magazines, etc.) are a part of the school curriculum. Editorial control remains in care of school authorities. Any written material that is inappropriate for school, obscene, implies obscenity, or otherwise invades the rights of others and/or causes disruption of school is prohibited. Posting or distribution of any publication is subject to review by school officials.

School authorities reserve editorial control over student speeches/presentations at any school activity or function.

Visit the following link to reference board policy [IGDB](#).

Poster/Advertisement Guidelines

Only school-related posters and advertisements will be allowed to be posted in the Upper Valley Career Center. Signs are to be neat in appearance, and grammatically correct with acceptable wording. Signs should be placed on bulletin boards when available or on block walls with tape that will not remove paint from the surface. The program supervisor and public relations coordinator must approve postings.

Theft/Vandalism

Theft, vandalism, damage, or destruction of school or personal property will not be tolerated. Incidents should be immediately reported to the Supervisor of Safety and Discipline. Students involved in this type of activity are subject to out-of-school suspension. Expulsion is possible. In most cases, the appropriate law enforcement agency will be notified. ***By law, students and their parents/guardians are monetarily liable for damages caused by theft or destruction of school property.***

Students are encouraged to carry minimal amounts of money for such items as school fees, lunch, and personal needs. The Upper Valley Career Center is not responsible for monetary loss or theft of personal property.

Tobacco and Electronic Tobacco Use/Possession

ORC 3313.175 Prohibits the use, sale, or possession of any tobacco product or nicotine-producing product on school premises, buses, or school-related activity. Health professionals have determined the use of nicotine products is detrimental to one's health. The Board of Education wishes to encourage good health practices among the students, faculty, and staff of this district. State and federal law prohibits use of nicotine products on school property. State law specifically prohibits the use, possession, purchase or sale of nicotine products within the State of Ohio by anyone under the age of twenty-one (21) years of age. Therefore, the Upper Valley Career Center prohibits smoking, use or possession of tobacco in any form by any student in any area under the control of the school district or at any activity supervised by the school. Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. Students using nicotine reduction products are to follow medication procedures which are found in the Health Service Section. **Students with said products in their hands or mouth or observed disposing of the product are considered using the product and are subject to the Board of Education adopted consequences.**

The following penalties apply.

1st offense	Three (3) days out-of-school suspension. In the interest of the well-being of students, Upper Valley Career Center offers a cessation course that parents may choose to have their child attend. Agreeing to attend the course reduces the OSS to a 3 day in-school suspension.
2nd offense	Five (5) days out-of-school suspension and participation in a school-provided cessation intervention program (student/parent option).
3rd offense	Ten (10) days out-of-school suspension with recommendation for expulsion.

Possession of any tobacco or nicotine-producing product may result in in-school reassignment and/or out-of-school suspension.

In addition to the consequences listed above, students may be reported to the appropriate prosecutor’s office for action. All confiscated contraband will be disposed of and will not be returned. *Visit the following link to reference board policy JFCG.*

Weapons

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student’s mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The only exceptions to this policy are the possession and/or use of any knife provided for career-technical laboratory use or specified in student tool kits for use during the time the student is involved in the career-technical laboratory which are to be stored in that lab.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District’s student code of conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. *Visit the following links to reference board policies [JFCJ](#) and [JGE](#).*

Level 1 Examples of Classroom Discipline Procedures	
<p><u>Violations</u> Tardy to class (1-4 times) procedures Classroom disruptions Failure to participate Failure to be prepared Minor insubordination cheating Sleeping in class Refusal to work in class Safety violation</p>	<p><u>Consequences</u> Classroom discipline Detention Referral to administrator Removal to ISR</p>

Level 2 Examples of Disciplines Referred to Administration	
<p><u>Violations</u> Repeated Level 1 violations Unruly conduct Defacing property Disorderly conduct Harassment Truancy, cutting class Student handbook violations Tardy to class violations Insubordination In a restricted area Disrespect Gambling Fraud, Forgery Leaving school without permission Use of profanity, obscenity, or threatening remarks toward staff/students</p>	<p><u>Consequences</u> Reduction in grade points In-school reassignment Out-of-school suspension Arrest Expulsion</p>

Level 3 Discipline Examples	
<p><u>Violations</u> Continued Level 1 or 2 violations Violation of state law Fighting Assault Theft/possession of stolen property Violent disorderly conduct Destruction of property Sexual misconduct Violation of drug policy Possession/use of tobacco Possession of a weapon, instrument, or explosive device Robbery, extortion Computer misuse with reference to pornography Profanity directed toward staff member</p>	<p><u>Consequences</u> Out-of-school suspension Alternative placement Expulsion Permanent exclusion Arrest</p>

Recommended Infraction Consequences	
<p>Repeated classroom offenses Failure to work in class Sleeping in class Safety violations Tardy to class Insubordination Cutting class Truancy In a restricted area or parking lot Inappropriate language Use of profanity Use of profanity toward staff Computer misuse/improper use Computer misuse with pornography Major computer violation Leaving school without permission Gambling Student handbook violation Repeated ISR offenses</p>	<p>1-3 days ISR Removal to ISR Removal to ISR Removal to ISR Per handbook 3 days ISR 1 day ISR 3 days ISR 1 day ISR 1-3 days ISR 1-3 days ISR Suspension 1-3 days ISR/OSS Send to administration Send to administration 2 days ISR 1-3 days ISR ½ day ISR 3-5 days OSS</p>
<p>Recommended Infraction Consequences</p> <p>The administration has the discretion to require mandatory counseling, intervention and/or testing of students suspected of or violating school policy. Out-of-school suspensions (OSS) are at the discretion of the administration and may be progressive in nature, consisting of 3 day, 5 day, 10 day and/or refer to the superintendent for expulsion.</p>	