



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

Satellite

Student Handbook

2025-2026

In Partnership with:

Gahanna-Jefferson Schools
Groveport Madison Schools
Pickerington Local Schools

New Albany-Plain Local Schools
Hamilton Township Local Schools
Teays Valley Local Schools

This handbook version supersedes all previous versions.

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Student-Parent Welcome

Dear Students and Parents:

Thank you for choosing to be part of the Eastland-Fairfield Career & Technical Schools (EFCTS) satellite program. This decision marks the beginning of an important partnership between you, your family, and our broader business community. We're excited to have you with us as we work together to create a successful and meaningful educational journey.

Our satellite sites offer state-of-the-art facilities, advanced technology, and experienced instructors dedicated to providing high-quality education. The entire EFCTS team is committed to supporting our students in every way possible. We believe in fostering a positive and engaging environment where students can thrive, and we work closely with both students and parents to ensure a unique and successful educational experience.

As part of our commitment to your success, we encourage you to familiarize yourself with the contents of our handbook. This resource contains essential information about our services, activities, student code of conduct, and other policies and procedures. Understanding these guidelines will help you make the most of your time with us and contribute to a safe and positive learning environment for everyone.

If you have any questions or concerns, whether it's about grading, curriculum, or the release of information, we're here to help. If you'd like to review any instructional materials used in our programs, please don't hesitate to contact me or any member of our team. We're here to support you every step of the way.

Thank you for choosing EFCTS. We look forward to an exciting and rewarding year ahead!

Warm regards,



Jackie Kuffel
Coordinator, Satellite Programming
Eastland-Fairfield Career & Technical Schools

Mission, Vision, Values

OUR VISION

To prepare and guide each student to pursue success through exceptional educational experiences

OUR MISSION

To engage, enrich, and equip students every day in every experience

OUR VALUES

Relationships / Passion for Learning

Innovation / Accountability



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Equal Educational Opportunities

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex (including sexual orientation and gender identity), economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity. ([Board Policy JB](#))

Student Rights and Responsibilities

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's/director's office. ([Board Policy JF](#))

Scope of Jurisdiction and First Warning

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off

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school district property but is connected to activities of incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. Student possession of these rules constitutes a first warning. No further warnings will be given.

Homeless Students and Students in Foster Care

Homeless students and students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided with free and appropriate public education (FAPE) in the same manner as other students served by the District. Homeless students are eligible to receive transportation services from the home school district, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. For additional information contact the liaison for Homeless and Foster Care Students.

Dwight Carter - Director of Educational Resources
4300 Amalgamated Place
Groveport, OH 43125
Phone: 614-837-4541

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Affiliate School Activities

Athletics

Students wishing to participate in varsity athletics may do so through their affiliate schools. All students are encouraged to support the affiliate school activities by attending events sponsored by the affiliate schools.

Commencement

The affiliate school conducts commencement exercises. Students will be notified by their home school as to where and when to order caps and gowns and other graduation materials. Students are encouraged to attend senior activities.

The EFCTS Satellite Programs will host a special Senior Recognition ceremony at the end of both the two-year programs and the Senior-Only programs. During this ceremony, each graduating student will receive a Career Passport containing their earned certifications and other program accomplishments. This event serves as a significant milestone, celebrating the hard work and achievements of the seniors as they embark on the next phase of their career journey.

Marching Band, Drill Team, Etc.

Every effort will be made to facilitate participation in affiliate school activities that can be scheduled into a student's day. Each case will be handled individually. Students are encouraged to continue these activities as they can be arranged.

National Honor Society

Students in the junior and senior classes are eligible for membership in the National Honor Society chapters of their affiliate schools. Students are selected based on scholarship, leadership, character, and service.

Pep Rally/Affiliate School Assemblies

The career center student body is not dismissed to attend pep rallies or affiliate school assemblies. Students participating in the rally or program should fill out an Early Dismissal/Special Excuse form found on the OneView parent portal.

On special occasions, the affiliate school principal may request that students be allowed to attend an affiliate school activity. On these special occasions, students wishing to attend the activity should complete the paperwork to attend. Students are reminded that they must follow affiliate school rules and regulations when attending an affiliate school activity.

Anti-Harassment

Nondiscrimination

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry,

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citizenship status, religion, sex (including sexual orientation and gender identity), economic status, age, disability, military status or legally acquired genetic information. ([Board Policy: AC](#))

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's compliance officer:

Dwight Carter, Director of Educational Resources
4300 Amalgamated Place, Groveport, Ohio 43125
dcarter@efcts.us
614-836-4530 ext 1510

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner. ([Board Policies: AC-R, ACAA, ACAA-R, ACB](#))

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. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. 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, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

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.

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Interim Measures and Responsive Action

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

Confidentiality

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Retaliation

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

Assessments

ACT/SAT Testing

State law requires districts to administer the state-funded ACT or SAT to all grade 11 students in the spring of the school year. Each associate school will determine their own testing dates, and the student will take this test at the associate school (not the host school).

End-of-Course Assessments

In addition to satisfying high school curriculum requirements, students in Ohio must meet one of the existing pathways to earn a high school diploma. Students may be required to take end-of-course assessments in specific courses to meet graduation pathway requirements. All end-of-course assessments are to be taken at the student's associate school (not the host school).

Industry Credentials/Certification Tests

Technology-related certification tests may be required in selected programs. Students must attempt to pass these tests in programs where a test is available. The assessment becomes part of the student's Career Passport upon program completion.

Pre & Post Tests (Program Specific)

Pre-tests and post-tests will be administered at the beginning and end of each course to determine student growth.

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WebXams (Program Specific)

WebXam assessments are required in most career-technical areas and serve as a tool to evaluate students' achievement and mastery of specific competencies within each program. The assessment results provide valuable information for students, parents, teachers, counselors, and administrators. This information helps stakeholders gauge a student's readiness for career opportunities and further education.

In addition, some career-technical programs may offer benefits such as Career-Technical Assurance Guides (C-TAG) credit, which can be used to earn college credits at participating postsecondary institutions.

Test Security Violations, and Penalties

No person shall release, cause to be released, reproduce, or cause to be reproduced any unauthorized test materials through any means or medium including, but not limited to, electronic, photographic, written, or oral. No unauthorized person shall be permitted in a testing room during any testing session or be permitted access to any secure test materials at any time such materials are in the school district.

Alleged test security violations shall be reported to the District Test Security Coordinator. The District Test Security Coordinator shall investigate all alleged test security violations and report findings to the District Superintendent.

Individuals accused of committing a test security violation shall be apprised of the alleged violation, in writing, and shall be afforded due process. Individuals will have three (3) working days to appeal the findings of the District Test Security Officer. The superintendent or designee shall hear appeals. The superintendent shall render a decision regarding such appeals within two (2) working days from the date of the appeal hearing.

Security violations by students may result in, but are not limited to: invalidating one or more students' complete answer sheets, invalidation of answers in one or more test areas of a student's answer sheet, imposition of the school discipline code for cheating, which may include, but is not limited to, in-school reassignment, out-of-school suspension, or expulsion.

Attendance

A Preface to the Eastland-Fairfield Career & Technical Schools Attendance Policy

Students Rights to an Education

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and again by Ohio law and the Ohio courts. Regardless of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education, including students who are married and/or pregnant.

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At the same time, however, the courts have also held that each student in the Ohio public school system has the responsibility to act in such a way as not to interfere with the rights of others in the same educational opportunities. A student may forfeit his/her rights when his/her conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights.

Students at the career center must remember that they are enrolled in two schools -- the career center and their affiliate school. While at the career center, they are subject to the Student Code of Conduct, and while on the property of the affiliate school, they are subject to the code of behavior of that school. Students must become familiar with both codes.

Attendance Defined

The Ohio Revised Code defines the compulsory education law. It requires the education of all children because education is fundamental to the advancement of a civilized society. The law is directed toward both children and the persons legally responsible for them. This places the primary responsibility for regular school attendance with the parents or guardians. Even so, the career center will share some of this responsibility by working cooperatively with parents/guardians on attendance concerns. The District will, however, comply with the Ohio Revised Code as it relates to House Bill 410.

Habitual Truancy:

Whenever any student under the age of eighteen (18) is absent without legitimate excuse for more than thirty (30) or more consecutive hours, forty-two (42) hours in one month, or seventy-two (72) hours in one school year, he/she shall be considered habitually truant. A student who has been adjudicated, as habitually truant and who violates the court order regarding such adjudication, may be further adjudicated a "delinquent child".

An absence intervention team will implement an absence intervention plan for each student who is absent from school for a number of days that exceeds the threshold for a habitual truant.

Student Attendance and Truancy

Ohio Revised Code 3321.191 addresses the importance of regular school attendance and the negative impact that excessive absences may have on a student's academic success. To support the academic advancement of our students, the District will partner with students and families to identify and reduce the barriers that may impact regular school attendance.

Habitual truant is defined as:

- a. Absent 30 or more consecutive hours without legitimate excuse;
- b. Absent 42 or more hours in one school month without legitimate excuse;
- c. Absent 72 or more hours in one school year without legitimate excuse;

A parent or guardian will be notified if a student has **excessive absences which are defined as:**

- d. Absent 38 hours or more in one school month with or without legitimate excuse; or
- e. Absent 65 or more hours in one school year with or without legitimate excuse.

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A student who exceeds the “habitual truant” thresholds will be assigned to an absence intervention team where members of the team will include the parent/guardian and designated school staff. The team will develop an intervention plan to address the attendance barriers. This plan will be monitored for progress. In the event progress is not made within a 60-day period of time, the absence team is required to file a complaint for truancy with the Franklin/Fairfield County Juvenile Court.

Excessive Absences:

Whenever any student under the age of eighteen (18) is absent with or without legitimate excuse for thirty-eight (38) or more hours in one month or sixty-five (65) or more hours in one school year, he or she shall be considered to have excessive absences. An absence intervention team may implement an absence intervention plan for each student who is absent from school for a number of days that exceeds the threshold for a habitual truant.

A lack of progress or continued excessive absences of students under eighteen (18) years of age within sixty-one (61) days of the implementation of the attendance intervention plan will force the District to comply with mandatory court filing requirements as mandated by House Bill 410 guidelines.

Continued excessive absence of students *over* eighteen (18) years of age may result in withdrawal from school.

EFCTS Satellite Attendance Policy

Eastland-Fairfield Career & Technical Schools’ Board of Education and staff believe that regular attendance is one of the essential requirements for success in career-technical education and job acquisition. Our goal is for a student to have a minimum of **95%** attendance rate over the course of the two-year program. This is equivalent to missing a total of 20 days (approximately 40 hours). The following guidelines have been established:

- A. When **Ten (10) Absences** of any kind (excused or unexcused) occur, a parent notification will be made to schedule an Attendance Intervention Team (AIT) meeting.
- B. **More than Fifteen (15) Absences** of any kind (excused or unexcused) may result in further actions determined by the AIT Team.

NOTE: The following are included in the overall attendance reporting but will be excluded from the 95% attendance guidelines:

- Extended Medical Absences (approved by AIT Team)
- Documented Court Absences
- Pre-Planned Home School Events and/or Calamity Days
- Pre-Planned College Visits (max of 3; must provide documentation)
- Recognized religious holiday

Attendance in the satellite program will be reported to the student’s home school based on instructional hours. Each home school is mandated to follow Ohio House Bill 410 which governs student truancy. Therefore, satellite attendance will be combined with any absences reported by the home school. Refer to your student’s home school attendance policy for additional guidelines.

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Absence Defined

At EFCTS, students must establish an attendance record that will enhance their opportunity for post secondary education and employment. The attendance rate for students enrolled in career-technical education should be 95% or above. ALL STUDENTS WILL FOLLOW EITHER THE **Gahanna, Groveport, Hamilton, New Albany, Pickerington, or Teays Valley** CALENDAR, NOT THE CALENDAR OF THEIR HOME SCHOOL or EFCTS.

There are two classifications of absence; excused and unexcused. Absence from school for any reason other than those listed below is not acceptable and will be classified as **unexcused from school**.

1. The following reasons for absences are seen as excused absences and legitimate reasons for a student being absent from school, they are at the Director's discretion:
 - a. personal illness/health-related appointments (a written physician's statement verifying the illness may be required)
 - b. illness in the family necessitating the presence of the child
 - c. quarantine of the home
 - d. death in the family
 - e. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
 - f. observation or celebration of a religious holiday
 - g. college visitation - will be limited to 3 visits per year
 - h. out-of-state travel (up to a maximum of twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student
 - i. such good cause as may be acceptable to the Superintendent
 - j. medically necessary leave for a pregnant student
 - k. service as a precinct officer at a primary, special, or general election in accordance with the program.
2. Medical absences - Absences verified by a written excuse from a doctor will not count toward accumulation of absences leading to disciplinary action **but will be** counted as absenteeism from school for official records or certification. All medical excuses must be submitted to the Satellite Attendance Secretary within one week after the student returns to school. However, no excuses will be accepted after this time period.
3. In case of inclement weather when the Satellite program remains open but the affiliate school is closed, it will be counted as an excused absence.
4. Excessive absenteeism may result in poor performance, limited job skills, lower grades, failure, loss of credit, and dismissal from the program. Every attempt will be made by the career center staff to determine the nature of the problem and arrive at a possible solution.
5. Teachers, counselors, and school administrators may contact by phone or hold a conference with parents or guardians in an effort to work together to improve the student's attendance. Parents of truant students may be required to participate in an educational program that targets encouraging their children to attend school regularly.
6. Unexcused absences or tardies may lead to reduced credit or require coordination with the instructor to complete missed work.

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7. Students will receive up to 100% credit for any work turned in during an out of school suspension. All work missed must be submitted within one day of return.
8. If a student has excused absences that prevent them from completing all assignments by the end of the grading period, an "Incomplete" (I) may be recorded on their report card. The timeframe for making up this incomplete work will be determined based on the teacher's assessment and the discretion of the Coordinator of Satellites, taking into consideration the reason for the incomplete grade. If the student does not complete the required work within the designated time, the grade will be calculated by factoring in the incomplete assignments as failing (F) grades.
9. It is the responsibility of the parent/guardian and student to arrange for satisfactorily making up work, and completing assignments and evaluations missed because of absences. All work not satisfactorily made up will be graded as zero (0) and included in the nine-week evaluation to determine the grade earned. Time limits on make-up work should be consistent with the amount of time missed. Absences exceeding three (3) days require individual arrangements with the instructor.
10. Absence for the purpose of vacation is unexcused; however, there will be no disciplinary penalty for this unexcused absence.

Reporting Absences

1. Parent(s)/guardian(s) must call the Satellite attendance office to report a son or daughter's absence. The telephone call can be made at any time of the day. Absences are considered unexcused if parents don't call within 2 days of absence. After the two days, a court or medical document must be provided after the student returns to school.
2. Teachers, counselors, and school administrators may contact parent(s)/guardian(s) by phone, email or conference to discuss student absences.
3. If absence from school is a result of illness or injury requiring doctor or dental care, proper documentation signed by the doctor or dentist must be presented upon return to school.
4. Students who are eighteen (18) years old or over and not living at home must complete a "Self Supporting Status Form." This form must be signed by the parent/guardian. These students are then responsible for reporting the reason for their absence to the school office. Determining whether the absence is excused or unexcused is the responsibility of the Director or his designees.

All permanent attendance records will be kept in the EFCTS District office.

All absences will be recorded by time.

Tardiness/Late Arrival to School

Students arriving late or leaving early for satellite classes must sign the attendance sheet in the instructor's lab.

Tardies may lead to reduced credit or require coordination with the instructor to complete missed work.

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Tardiness to Class or Assigned Area

1. A student is tardy to class if he/she is not in the classroom or assigned area when the bell rings signaling the beginning of class.
2. A student who is tardy shall report to the class where he/she is scheduled.
3. Teachers receiving a tardy student to their classes are to record the student as being tardy.
4. A student who is detained by a faculty member must be issued a pass by that teacher to be admitted to the student's next class. This student is not counted as tardy.
5. A student with excessive tardiness between classes may be required to have a conference with the Coordinator of Satellite Programming or designee to determine the disciplinary action to be taken.
6. Teachers, counselors, or school administrators may contact parents or guardians by phone or conference when excessive class tardiness or questionable reasons exist.

Skipping Class

All students are expected to be in their assigned classes daily and on time. Skipping class without permission may result in receiving a zero or partial credit for class missed along with being assigned a consequence including but not limited to parent contact, half-day ISR, full day ISR, detentions, removal from work-based learning, etc. If there is a legitimate reason to miss a class, the student must first inform that class teacher and obtain a pass.

Early Dismissal and Special Excuses

EARLY DISMISSAL AND SPECIAL EXCUSES, UNLESS FOR SCHOOL-RELATED ACTIVITIES, INTERRUPT THE EDUCATIONAL PROCESS AND ARE TO BE DISCOURAGED.

1. A student desiring to be dismissed early from school or to receive a special excuse from classes must complete an "Early Dismissal/Special Excuse" application from the Parent Portal and return the completed form to the instructor at least one (1) day prior to the day of absence. NO EARLY DISMISSALS FOR "NEEDED AT HOME" UNLESS PARENT AND/OR GUARDIAN PERSONALLY SIGNS STUDENT OUT. The need for emergency dismissals that require a change in this procedure will be considered on an individual basis. If the Director or designee determines that notification could have occurred one day prior to the appointment, the request may be denied.
2. The Coordinator of Satellite Programming or designee has the right to call to confirm and verify early dismissal or special excuse information and give final approval.
3. The student must make arrangements with their teachers to make up work/assignments that will be missed. All work not made up will be counted as a zero (0) in determining the grade earned.

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Hazing and Bullying

Harassment, Intimidation and Dating Violence

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.

The Procedure to be followed in the event of an allegation of a Bullying/Aggressive Behavior violation are outlined in [Board Policy JFCF-R](#) - Hazing and Bullying (Harassment, Intimidation, and Dating Violence).

Title IX Director
Dwight Carter - Director of Educational Resources
4300 Amalgamated Place Groveport OH 43125
614/836-4530 ([Board Policy: JFCF](#))

Career Center Activities

Field Trips

School transportation is arranged for all school activity trips when possible and practical. All students participating in school sponsored activities away from the school shall ride school transportation when provided. Students shall return by school transportation or with a parent or instructor. Driving by individual students on field trips is discouraged and the Principal must approve any variation. Students participating in field trips are subject to the same rules as when they are at school. Appropriate Field Trip Permission forms must be completed and signed by parent or guardian in order for a student to participate in a field trip.

Student Organizations

Student organizations at the career center offer a wide variety of experiences for members. These groups usually meet during school. However, some evening and weekend special activities are scheduled. Each organization has faculty advisors and all events are chaperoned.

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All students, as an integral part of their program, become members of one of the following Career Technical Student Organizations: Business Professionals of America (BPA), Distributive Education Clubs of America (DECA), Educators Rising, HOSA - Future Health Professionals, SkillsUSA.

The National Technical Honor Society (NTHS) is for students enrolled in an EFCTS Career Technical program and is based on outstanding scholarship, character, leadership, and service. To be inducted, you must have an outstanding attendance record, a high grade-point average, and recommendations from instructors and administrators.

Participation in local, regional, state and national co-curricular contests/events and extracurricular activities is a privilege, not a right. Student eligibility to represent the career center is contingent upon a positive recommendation from the club advisor. Failure to follow school rules/procedures may result in a student/contestant's removal from the contest/event.

Certificate Standards

The Eastland-Fairfield Career & Technical Schools award a Certificate of Completion. In order to be eligible, students must meet the conditions listed below. All fees/fines must be paid before the student may receive a certificate or participate in the recognition ceremony. Any student who has not successfully completed the program (failure) or has been removed via expulsion will not receive a certificate.

Eastland-Fairfield Certificate of Completion: All program course work and academics must be successfully completed.

Clery Act

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

The Eastland-Fairfield Career & Technical School campus security report can be found at www.eastlandfairfield.com.

College Credit Plus (CCP)

The primary objective of career and technical programs offered with the Eastland-Fairfield Career & Technical Schools is to prepare students for employment and/or enrollment in related college programs. Participation in the career and technical lab is critical to the development of competencies required for employment and/or advanced education. Therefore, students must maintain continuous enrollment in a full lab to be considered an Eastland-Fairfield Career & Technical School student.

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Work site-based experiences and/or enrollment in post-secondary technically related course work may be substituted for the lab experience with approval of the instructor. Students who fail to maintain continuous enrollment status will be withdrawn and/or transferred back to their affiliate school.

Students who would like to be considered for participation in College Credit Plus must meet the eligibility requirements and all of the College Credit Plus timelines. Students participating in College Credit Plus will not have financial responsibility for tuition, materials, textbooks or fees. These fees will be covered by the student's affiliate school district and/or the Eastland-Fairfield Career & Technical Schools.

College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options (PSEO) program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. This program is designed for students that have demonstrated college readiness and are looking to jumpstart their college experience. Upon successful completion, students will earn transcribed college credit as well as high school credit for the courses taken. Students admitted to the program will be required to perform at the same level as the college's regular students. Grades will be reflected in the high school GPA as well as the college transcript. Eastland-Fairfield Career & Technical School guidelines for CCP are as follows:

1. To participate in CCP Students must notify their counselor in writing of their intent to participate by April 1 or November 1 before the next terms or semester of participation. A meeting with counselors, parents and students is required to clarify all College Credit Plus guidelines.
2. Students may enroll in college courses that they are eligible for upon acceptance by the college/university of choice.
3. If the student fails to complete the course(s), the student/parent will be liable for any and all financial obligations.
4. Students must meet all the application and enrollment deadlines set by the college/university.
5. Texts and related supplemental materials purchased for the student are the property of the school. The student is responsible for returning texts and supplemental materials to the school at the conclusion of the course and for any fines associated with abuse of the text and related materials.
6. Transportation will be the responsibility of the student/parents.
7. Students enrolled in College Credit Plus classes will be issued a final grade that reflects the grading scale of the institution in which they are enrolled. Please note, this grading scale may differ from that of Eastland-Fairfield Career and Technical Schools. Grades posted at interim dates only reflect the student's progress.

Eastland-Fairfield Schools will seek reimbursement from students/families under the following two circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 10th calendar day after the particular course began (or date determined by the specific post-secondary institution) unless the student is identified as being economically disadvantaged in accordance with Ohio Administrative Code 3333-1-65.6(B)(2).

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Directory Information

The District has established the following information about each student as “directory information”: Name, address, telephone number; date and place of birth, major field of study; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. A student’s social security number will be provided to employers, the military, and/or postsecondary institutions when requested. If a parent chooses to block the release of information to the military, the school must also not release information to other outside agencies such as colleges. A copy of the Board of Education’s policy and the accompanying District regulations are available at 4300 Amalgamated Place, Suite 150, Groveport, Ohio. There are also people available to answer questions concerning the policy and regulations.

Dress Code

Dress and grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students’ attire can have a positive or negative effect on the learning process, contribute to students’ success and generate a safe and positive learning environment. While the satellite locations may have differing written guidelines, the overall nature of what is acceptable is consistent. The following are dress and grooming expectations:

- Clothing and accessories should not be distracting, disruptive or present a danger to the student’s health or safety.
- Personal articles or tattoos with writing or symbols that make a reference to sex, sexual innuendo, drugs, alcohol, profanity, tobacco, death, gang associated apparel, hate groups, violence, or illegal activities or that are disruptive to the education process are prohibited.

The following are not appropriate for the school setting:

- Tube tops, mesh shirts (when worn alone), muscle shirts or any top which does not appropriately cover the upper torso
- Bare midriffs (no skin should be visible between the blouse or shirt and the item covering the lower body)
- Extremely short shirts or shorts
- Exposed undergarments (bra straps, boxer shorts, etc.)
- Pants must be worn above the hip
- Stretch pants may not be seen through and must be worn as determined appropriate by the administration.
- Sleepwear is prohibited.
- Ripped and torn clothing that inappropriately exposes a student.
- Students must wear shoes; slippers are not considered shoes.

Except as may be necessitated by medical, physical or established religious reasons, hats and head coverings are not to be worn inside the school buildings during school days.

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Whenever there is a question regarding dress code policy, the final authority to make a determination rests with the host school or EFCTS administrative staff.

Eighteen-Year Old Students

Eighteen-year old students may determine that they want to be responsible for their own records. Under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), “When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student.” In order for this transfer to happen, students must notify the Coordinator of Satellite Programming. Students with eighteen-year old status must fully accept all rules and regulations of the school. Repeated or cumulative violations of school policy may result in discipline, including suspension or expulsion. All eighteen-year old students are encouraged to include their parents in their educational program.

Grading

Grades indicate the progress a student is or is not making in a course. Semester grades are calculated by averaging the grades from two quarters. Similarly, year-long course grades are calculated by averaging the grades from four quarters. This structure allows teachers and students to monitor progress and overall performance over an extended period.

Credit for courses completed will not be awarded until the class is completed. Any student removed from a year-long course via expulsion will not receive credit for that semester unless the expulsion takes place at least half way through quarter four. In that instance the student’s course grade at the time of expulsion will be entered as the final quarter grade, and a final semester grade will be calculated. Any student removed from a semester course via expulsion will not receive credit for the semester unless the expulsion takes place at least half way through quarter two or four. In that case, the grade at the time of expulsion will be entered as the final quarter grade, and a semester grade will be calculated.

The grading scale below is provided for the career center instructors as a guideline as they evaluate the progress of each student.

A 93-100 (4.0)	B- 80-82.9 (2.7)	D+ 67-69.9 (1.3)
A- 90-92.9 (3.7)	C+ 77-79.9 (2.3)	D 63-66.9 (1.0)
B+ 87-89.9 (3.3)	C 73-76.9 (2.0)	D- 60-62.9 (0.7)
B 83-86.9 (3.0)	C- 70-72.9 (1.7)	F <60 (0)

Promotion Policy

Students must successfully complete all career and technical course work to be eligible for the Certificate of Completion, which is awarded at the end of the senior year.

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Junior students will not be considered for promotion into the second year of a career and technical program unless they pass half of the lab courses covered and have covered essential skills necessary as determined by the instructor in the junior year. ([Board Policy IKE](#))

Report to Parents/Guardians

Report cards are available at the end of each grading period. Grades, attendance, and teacher comments are made on each of these reports. A master copy of each student's report card is kept in the office and shared with the student's home district for the transcript. Semester averages, final course grade, and credit issued are recorded in each student's cumulative record. Student progress will be available to all students and parents/guardians anytime through ProgressBook. Students and parents/guardians will receive login information at the start of each year. They may also call the career center with any questions or problems with ProgressBook.

Handicapped Student Education/Rights

The Eastland-Fairfield Career & Technical Schools does not discriminate against any student because of physical, mental, genetic, or emotional disabilities in accordance with Board of Education [Policy AC](#). Eastland-Fairfield career centers are in compliance with the Federal Handicapped Law No. 94-142, which includes mandates for building accessibility. Handicapped students are subject to the same rules outlined for all students in the Student Code of Conduct.

Notification of Parent/Student Rights In Identification, Evaluation and Placement ([Board Policy IGBA-R](#))

The following is a description of the rights granted by [Section 504 of the Rehabilitation Act of 1973](#) to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of the decisions made by the School District. You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have the School District advise you of your rights under Federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options.

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8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District.
9. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the School District to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Director of Student Support Systems.
15. Ask for payment of reasonable attorney fees if you are successful in your claim. 16. File a local grievance.

The District employee who is responsible for assuring that the District complies with Title IX, Title VI, and Section 504 is:

Dwight Carter - Director of Educational Resources

Eastland - Fairfield Career & Technical Schools 4300
Amalgamated Place
Groveport, OH 43125

Parent Bill of Rights

Board Policy: [IGBLA](#)

Board policy approved on April 10, 2025. Contact the district for a hard copy of this policy.

Insurance

School insurance is available for career center students. The necessary forms will be available to students upon their request. Students are encouraged to subscribe to this accident insurance program. The Eastland-Fairfield Career & Technical Schools does not carry insurance on students.

Make-Up Work

It is the student's responsibility to contact all of his/her teachers upon returning to school to arrange for satisfactorily making up work, and completing assignments and evaluations missed because of absences. Time limits on make-up work should be consistent with the amount of time missed.

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Motor Vehicles and Parking Regulations

The EFCTS and Host Schools' Boards of Education regard the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others. The Board will permit the use of motor vehicles by students provided that such students are licensed drivers, have successfully completed an approved course in driver education and have been granted permission by the building principal to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles that are lost, stolen or damaged.

1. Students are subject to all school regulations when entering school property.
2. Students must park in the designated student parking area.
3. The parking lot is off limits during the school day except with permission from a staff member.
4. Loitering in the parking lot or in cars is not permitted during the school day.
5. All state and local traffic laws must be obeyed.
6. When you drive to school you must accept the consequences for your inability to get to school on time. Mechanical breakdowns, train delays, and other similar incidents will not be acceptable reasons for excused tardiness.
7. Vehicles parked on school grounds may be subject to search by the school administrators at any time.
8. The High School Principal reserves the right to revoke a parking pass, at any time, based on student behavior, driving behavior on school property, attendance, and amount of tardies to school. Any student who loses driving privileges will not receive a refund.
9. If required by the local school, students may need to register the vehicle with the high school office and pay any associated parking permit fees.

Computer/Online Services

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District- owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege.

Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;

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4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/CEO/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District does maintain systems, such as a firewall, with URL & Application-Level filtering to limit inappropriate content as much as possible in accordance with CIPA Laws. These blocking measures protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District also has the ability to maintain a running log of internet activity, recording which sites or web-applications a particular user has visited, used, and/or downloaded.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/CEO/designee will develop a program to educate students on these issues

Annually, a student or staff member 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 annually. The District reserves the right to amend policies and regulations as necessary

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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 even when using said device outside of the internal district network. 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. ([Board Policy EDE-R](#))

Cellphones and Electronic Communication Devices

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cellphones by students during school hours should be limited.

The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cellphones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cellphone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability

This policy applies to the use of cellphones by students while on school property during school hours.

Use of Cellphones

Students are prohibited from using cellphones at all times.

Exception

Nothing in this policy prohibits a student from using a cellphone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cellphone to monitor or address a health concern.

Cellphone Storage

Students shall keep their cellphones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cellphone use is prohibited.

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Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- Give the student a verbal warning and require the student to store the student's cellphone in accordance with this policy
- Securely store the student's cellphone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Place the student's cellphone in the school's central office for the remainder of the school day.
- Place the student's cellphone in the school's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cellphone use.

The district will follow a progressive discipline model for students who are habitually noncompliant with this policy.

The district assumes no liability if a student's phone or electronic communication device is broken, lost or stolen. Cell Phones and electronic communication devices are the student's responsibility.

Board Policy: JFCK

Positive Behavioral Interventions and Supports

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/CEO/designee to develop a PBIS system/framework consistent with the components set forth in the State Board of Education's (SBOE) policy, State law and this policy. The District implements PBIS on a system wide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system. This policy is implemented in accordance with all applicable definitions set forth in State law. Please refer to *Board Policy JP* for a more detailed description.

[\(Board Policy JP\)](#)

Records

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the

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student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

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

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

The following rights exist:

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

Change of Address

A change of address or telephone number should be reported to your home school and the Career Center office immediately. When a request for a change of address is made, we must verify with the home school before we can update our database.

Emergency Medical Forms

As indicated by Ohio Revised Code 3313.712, an emergency medical form for each student must be completed and on file in the office by the end of the first week of school. Failure to comply with this request may result in a student being excluded from class. It is the parent or guardian's responsibility to ensure that the forms are up-to-date with current information.

Reporting Responsibility

Every individual within the school environment (students, visitors, staff, parents, etc.) have the responsibility to immediately report any information concerning any act, intention, discussion or thought pertaining to any past, present, or future actions of unwanted item, substance or activity on school property or at a school function or which might have an adverse effect on any student or school employee. Such reports may be made to the school administration, local law enforcement or anonymously to 1-844-SAFEROH (844-723-3764).

Safety and Protection

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Students are to learn and work in a safe environment. Students are required to follow the safety rules and regulations of each classroom, shop, laboratory area, or lab station. Teachers will instruct students on safe operation of tools and equipment within the shop and labs and the proper use of safety equipment and apparel. Students will be evaluated on safety instructional units and demonstrate safe practices and procedures before being allowed to participate in the instructional program. Students who violate safety rules and regulations are subject to the school discipline code and may be removed from the instructional program and recommended to an alternate educational environment.

Students should also exhibit safe behaviors throughout the school property, including but not limited to: cafeteria, hallways, restrooms, multipurpose room, sidewalks, driveways, and parking lots. A student who behaves in an unsafe manner will be subject to the student discipline code.

Bloodborne Pathogens

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious. ([Board Policy EBBC](#))

Communicable Diseases

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation. The Board directs the Superintendent/CEO to develop and implement communicable disease management protocols in consultation with appropriate health professionals, cannot require any less than is required by the county health department with jurisdiction over the school. ([Board Policy JHCC](#))

Illness/Injury

Students suffering from illness or injury while in school will receive appropriate basic care. Instructors will call for assistance and/or authorize students to go to the office for attention. Parents or guardians will be notified and advised of the student's condition if the situation warrants. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. It is the school's prerogative to decide if medical attention may include emergency treatment by local health authorities. Parents will be called if such action takes place. It is the responsibility of the parent/guardian to be certain that emergency medical information is kept up-to-date. Any expenses incurred in medical treatment are the responsibility of the parent/guardian.

Administering Medicines to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. A prescription drug 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.
2. Only employees of the Board who are licensed health professionals, or who are appointed by the

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Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Administering Over-the-Counter Drugs to Students

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

1. Emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;
2. Emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;
3. Emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;
4. Emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;
5. Diabetes care provided in accordance with an order signed by a student's treating practitioner;

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6. Emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. Emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal/director and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine auto-injector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal/director and, if one is assigned, the school nurse. In addition, the principal/director or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student. ([Board Policy JHCD](#))

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Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

School Closing Procedures

It is expected that students will attend each day the satellite program is in session unless the host school is closed due to bad weather. Host school disruptions such as broken water pipes or professional days will not cancel classes. Please refer to the school calendar for information about when classes are in session.

If the host school is closed **due to weather conditions**, all Satellite programs/classes will also be canceled, and no classes will take place. In this case, students should attend their associate school for academic classes at the scheduled time, provided the associate school is open. If the associate school is also closed, students should follow their school's closure policies for further instructions.

Students' schedules may vary due to delayed bell schedules at their associate schools. Their cases will be handled individually.

Communication regarding host school closures will be made by the host district. The information may be found on the host district's website, local radio, and television stations. If there are no satellite classes in session, yet the associate school is in session, you are expected to report to your associate school for academic classes.

Student Charges

Charges may be imposed upon students for loss, damage, or destruction of school property, books, tools, and equipment. Such charges must be paid in full in order to receive grades and credits. The District accepts payment by cash, check, money order or credit card at the Career Center. Another payment option offered through online payment by credit card, using PaySchools, which can be accessed from the District's website. There is no transaction fee assessed by the District for paying online.

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Policy on Delinquent Accounts

If a student/parent defaults on any payment arrangement or their financial obligation is not fulfilled for any reason, the account will be forwarded to the Ohio Attorney General's office for recovery. The student/parent will assume all costs involved in the collection process. This includes any collection charges issued for recovery, interest, attorney's fees, and court costs.

Policy on Returned Checks

If a check is returned for any reason, the returned check will be forwarded to a collection agency for recovery. The student/parent will be charged a returned check fee as permitted by law. The student/parent will assume all costs involved in the recovery process. This includes any collection charges issued for recovery, interest, attorney's fees, and court costs.

Student Code of Conduct

SCOPE OF JURISDICTION AND FIRST WARNING

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off school district property but is connected to activities of incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. Student possession of these rules constitutes a first warning. No further warnings will be given.

Conduct and Discipline Student Rights and Responsibilities

All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents/guardians in their educational program. In order to keep parents/guardians informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand deliver when appropriate.

In our society students have the right to educational opportunities regardless of sex, race, creed, pregnancy, marriage or parenthood; individual conscience in religious or patriotic observance; privacy for and accessibility (at age 18) to their records; due process. Any school, if it is to operate efficiently and in the best interest of the students, must have reasonable rules and regulations to guide the conduct of the students. At the Eastland-Fairfield Career & Technical Schools a student may be disciplined for violation of the student behavior code. Violation of the student behavior code may result in verbal or written warning or reprimand, referral to the school counselor, parental contact or

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conference, detention, emergency removal, community service, referral to law enforcement agencies, external counseling agencies at the student's expense, removal from school-sponsored clubs and activities, restitution for damages, suspension and/or expulsion.

Corrective action may be progressive for repeated violations.

The Coordinator of Satellite Programs or designated host school administrator may suspend a student from school for a period up to ten (10) days for violating the code of conduct. The Superintendent may expel a student from school for up to eighty (80) days, and in some cases, for an entire year. Expulsion may result in the loss of credit being taken at EFCTS, at any college or university, whether under PSEO or at student's own expense.

Students who are suspended out of school or expelled may not be present on school property, or participate or attend any school activities or contests, or be present at activities or on property controlled by the District. EFCTS will honor any suspension or expulsion from any Ohio district which has not expired.

It is understood that the Coordinator of Satellite Programs or his/her designee may request the assistance of law enforcement officials and that a canine unit may be summoned to assist in a search.

Students may be disciplined, including suspended or expelled, for violations cited in the EFCTS Behavior Code; however, this is not intended to be an all-inclusive list. Students attending Satellite programs may receive consequences as specified by the satellite host school.

EFCTS POSITION ON STUDENT CONDUCT

AS PER OHIO REVISED CODE 3313.661 Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of laws affecting students. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work achievement within the range of one's ability and display of personal standards of courtesy, decency and honesty shall be maintained in the schools of the district.

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The rules and provisions of the Student Code of Conduct shall govern student conduct. The Board shall require each student of this district to adhere to the Code of Conduct developed by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. Such rules shall require that students:

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- Conform to reasonable standards of socially acceptable behavior
- Respect the person and property
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others
- Obey constituted authority and respond to those who hold that authority

EFCTS Behavior Code

The Eastland-Fairfield Career & Technical Schools' Behavior Code includes misconduct by a student that occurs off property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District. It also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Therefore, a student, while on school premises, while on school transportation, while in the course of a school-related activity, while attending or participating in an extracurricular or co-curricular activity or while in the custody and control of the school shall not:

- A. Cause or attempt to cause damage (including damage to data storage) to school property, or private property, or school personnel's property; or fail to report damage of school property, or private property or school personnel's property;
- B. Be in possession of school property, or private property or school personnel's property without proper authorization; or fail to report the unauthorized possession of school property, or private property or school personnel's property;
- C. Cause or attempt to cause physical injury or harm to another person, or threaten, harass, embarrass or intimidate another person, or encourage others to participate in such misconduct, or personally participate in any manner; includes "cyber-bullying", use of a cellular telephone, computer, paper, personal communication device or other electronic means - whether on campus or off campus - that materially and substantially disrupts the educational environment and discipline of the school. (Section 3313.666 ORC) Note: Cyber Speech which is found to be defamation of another could result in civil liability for damages; A student shall not engage in, nor shall he/she urge others to engage in the use of violence, force, noise, coercion, threat, intimidation, fear, or any conduct which would cause substantial disruption of any lawful mission, process, or function of the school.

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- D. Possess, handle, transmit or conceal any firearm, look-alike firearm or weapon, knife, explosive, ammunition, smoke bomb, mace, kubaton or other dangerous object, or any object which might be considered a weapon or instrument of violence or harmful to the health of others (Section 2923.122 ORC);
- E. Possess, handle, transmit, conceal, exhibit symptoms of use of or show signs of any use of, be under the influence of or transmit any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, herbs and supplements, drug paraphernalia, inhalant or mind-altering substance, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement or be in the company of anyone while that person is smoking or otherwise ingesting or taking any of these substances. "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. Use of an over the counter medication or medication authorized by medical prescription from a licensed physician shall not be considered a violation of this rule so long as a completed EFCTS Non prescribed or Prescribed Medication Authorization form signed by both the parent/guardian and the physician prescribing (if applicable) the medication is presented to the Satellite associate director's Office prior to the administration of the medication. All medication shall be kept in the security of school personnel. "Under the influence" is defined as manifesting signs of drug, chemical or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student;
- F. Sell, offer to sell, or traffic, or conceal any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, counterfeit or look-alike drug, drug paraphernalia, inhalant or mind-altering substance, herbs, supplements, steroid, or any other harmful substance or intoxicant of any kind; or be involved in any manner with any of the foregoing items or assist anyone who has any involvement, or be involved in the company of anyone while that person is involved in the selling, offering to sell, or trafficking of any of the substances listed;
- G. Alcohol -Possession and/or use of alcoholic and/or nonalcoholic beer, wine, or beverages which are packaged or represented as alcohol/harmful substances.
In accordance with the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965, a student shall not possess, use or appear to have used, or conceal any narcotic drug, anabolic steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine tablets, counterfeit drugs, poisonous intoxicant, and intoxicating and/or alcoholic substance of any kind, at any time while on school grounds or at any school event, activity, or function off school grounds, or prior to coming to school.
Following suspension, each student may be referred to an appropriate community rehabilitation agency. Every effort should be made to involve parents/guardians in seeking professional help for the student.
- H. Use or copy the schoolwork of another or present it as his/her own without proper attribution, or cheat in any way, or falsify any document. Presenting someone else's work as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other students' assignments, quiz or test answers, and plagiarism. This also includes electronically transmitting or using the school's logo or name without authorization. Violation

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of this policy will result in zero credit for assignments or work involved;

- I. No student will engage in any sexual conduct, improper touching, or act and/or expose themselves to other students/staff members. This includes activity on school grounds, school property, nor at any school event, activity, or function off school grounds. This also includes using a cell phone or other electronic device to transmit pictures or videos of sexually explicit materials. The electronic transmission of sexual messages or pictures, usually through but not limited to cell phone messaging can lead to unwanted exposure of the message and images to others and could result in criminal violations related to the transmission or possession of child pornography.
- J. Fighting will not be tolerated. Fighting is described as mutual participation in an incident involving physical or reasonably implied violence.
- K. Physical aggression will not be tolerated. Physical aggression is described as participation in an incident involving physical or reasonably implied violence.
- L. A student shall not violate the cellphones/electronic communication devices policy as described in this handbook.
- M. Defy the valid authority of teachers, supervisors, administrators, or other school personnel; or be disrespectful of teachers, supervisors, administrators, or other school personnel; or fail to comply with the directions/policies of teachers, supervisors, administrators, or other school personnel;
- N. Possess or use tobacco products or look-alike tobacco products in any form; * *In addition to the disciplinary action taken by school officials, students possessing and/or using tobacco products will be reported to the appropriate law enforcement/juvenile court officials.*
- O. Be truant or absent from school or class without good cause, or be repeatedly and excessively tardy to school;
- P. Engage in any activity or manner of conduct, either passive or active, that would present a safety hazard or disrupt or interfere with the operation of the school or any part of the school process including curricular, extracurricular or co-curricular activities;
- Q. Use profanity, abusive language or obscene gestures not conducive to the school environment, or possess or transmit (personally or electronically) pornographic or any other offensive material;
- R. Cause, attempt to cause, or have any involvement with any false alarm or threat that might cause panic or disruption to the school;
- S. Plan, encourage or participate in hazing activities;
- T. Possess or transmit any underground publications, party promotions or any other unauthorized materials that could be disruptive to the school;
- U. Sexually or racially harass another person in any manner;
- V. Promote, participate in, identify with, or be involved in any manner with gang and/or hate-group related activities;
- W. Violate the Student Computer/Internet Use Policy; See District's Acceptable Use Policy EDE
- X. Violate the Student Dress Code; T. Repeatedly violate school rules.

Please realize that participating in an EFCTS program is a privilege and you are a guest at the host school. We request you remember that this is a privilege and you may be removed from the program if you violate policies outlined in this handbook or host school policies.

The associate school's behavior policy will apply while attending EFCTS programs. Also, satellite

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host school policies will be enforced.

Any infraction of a classroom, school or administrative policy may result in a discipline referral to the Coordinator of Satellite Programs, teacher-assigned detention or referral to the associate school principal. Excessive discipline referrals will result in removal from the EFCTS program.

The EFCTS Satellite Programs Behavior Code includes misconduct by a student that occurs off property owned or controlled by EFCTS and satellite host schools but that is connected to activities or incidents that have occurred on property owned or controlled by EFCTS and/or host schools. It also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Therefore, a student, while on EFCTS or host school premises, on school transportation, in the course of a school-related activity, attending or participating in an extracurricular or co-curricular activity or in the custody and control of the school shall comply with the student code of conduct.

Crime Control Act

The Crime Control Act of 1990 has created Gun-Free and Drug-Free School Zones. Now it is a Federal offense to possess guns or drugs on the grounds or within 1,000 feet of any public, private or parochial school. Penalties are imprisonment of up to five years, a fine of up to \$250,000, or both.

Drug-Free School & Community Program

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school related event. Drugs including any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-alike" controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Director or counseling officer whenever such help is needed.

Due Process

All students are subject to the same rules and procedures. Due process may include notification of charges, conference with administration to discuss incident with opportunity for student explanation, decision on the facts, and an appeals process described below:

The Right of Appeal

Students, who believe that their rights have been violated during the disciplinary process, or for any

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other reason through the action taken by school authorities, shall have the right to an appeal. The student, who may be accompanied by his/her parent/guardian, or other representative, shall make the appeal to the Principal if the suspension was issued by an assistant principal or the Superintendent/Designee if the suspension was issued by the principal within three (3) calendar days of the notice of suspension.

Any additional evidence or extenuating circumstances surrounding the alleged violation shall be presented at this time. Major disciplinary action (suspension and/or expulsion from school) is used only in the most serious disciplinary cases. Ohio law makes it legally possible for the Coordinator of Satellite Programming to suspend a student for not more than ten (10) school days. Only the Superintendent has the authority to expel a student. The expulsion cannot be for more than an eighty (80) day period. Unless a firearm/long knife is involved.

Note: Alleged violations of principles and/or regulation of Title VI of the Civil Rights Act of 1964, (race, color, nationality, origin), Title IX (gender), Section 504 (disability), or Age Discrimination Act of 1975 is handled through the Title IX and Section 504 Grievance Procedure. ([Board Policy JGD](#))

Interrogations and Searches

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. Vehicles parked on school grounds may be subject to search. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent/CEO to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy. ([Board Policy JFG](#), [Board Policy JFG-R](#))

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Student Services

Admission of Homeless Students

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth. ([Board Policy JECAA](#))

Transfer Procedure

A student enrolled at the career center is encouraged to attend for the first 10 days before a transfer back to the affiliate school is considered. During this time, if a student is not adjusting, a plan will be developed by the student, his/her parents/guardian, the affiliate school counselor, and career center personnel as to the best course of action for the particular student.

Students who must be out of school for an extended time (more than two weeks) due to a health or other reason, may not remain enrolled at the career center as Eastland-Fairfield cannot provide only academic courses to a student as the mission of career technical centers is to offer career technical education in preparation for an occupation (O.R.C. 3313.90). The career technical programs at Eastland-Fairfield are not offered online. In such a case, the student will be temporarily transferred to their home school. They may re-enroll at the career center when they are cleared to return to full-time school attendance.

Junior students who are not passing their career and technical program (semester average of "F" in lab and in at least one academic class) may be removed from their career and technical program and returned to the affiliate school at the end of the first semester. A student transferring back to the affiliate school will receive credit for all semester course work successfully completed. Semester averages for yearlong courses will be provided to the affiliate school. Decisions concerning the assignment of credit for work completed in year-long courses will be made by the affiliate school per local school policy.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any

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loss, theft, or damage to personal valuables.

Tools/Textbooks/Workbooks

Tools/Textbooks for many programs are provided free of charge by the board of education. Students are asked to keep in mind that these books/tools have been loaned to them and will be used again by other students. Students are financially responsible for loss or damage to the books/tools.

These materials provide valuable information to students as they prepare for the world of work. In many cases, these resources become the primary resource for students as they assume positions in business and industry.

Transportation Regulations

Bus transportation to and from the Satellite location is the responsibility of the student and/or parent. Students should register their vehicle with their host school as needed. Students riding the bus on field trips should be familiar with regulations that have been adopted to assure that students are transported safely, efficiently, and comfortably.

Worked-Based Learning

Work-Based Learning is designed to fit the needs and readiness of the individual student. The experience varies, depending on the program of study and the student. Based on the program, there are various types of work-based learning experiences available to students as determined by the instructor as well as student preparedness (i.e. knowledge, skills, academics, and attitude). Work-based learning as defined by The Ohio Department of Education includes the following experiences:

- **Off-Site Placement or Internship** - Paid or unpaid experience; occurs off-site and can take place during school hours or when school is not in session.
- **Apprenticeship/Pre-Apprenticeship** - Participates in a REGISTERED (Ohio State Apprenticeship Council) Apprenticeship/Pre-Apprenticeship program.
- **School-based Enterprise** - Student work cooperatively to operate a business or service often completed during the school day.
- **Entrepreneurship** - Student operates his/her own business
- **Remote or Virtual Placement** - Paid or unpaid intern for a business/community partner; takes place outside the physical location of the employer.
- **Simulated Work Environment** - Student works with a business mentor to perform skills (facility and equipment can be provided by the school); student should have interaction with customers/community members; work can be completed during school hours or when school is not in session.

Eastland-Fairfield students who would like to participate in any work placement program should begin establishing good attendance and academic success during junior year, as well as attitudes, behaviors, and interpersonal skills conducive to success at school and on the job. Participation in any work placement program is a privilege for students who are on pace for graduation and have shown readiness both in their career and technical lab and academic classes.

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In order to be approved for a work based learning experience in place of attending lab courses, students must meet established criteria in the areas of grades, attendance, behavior, progress toward graduation requirements, and course competencies. Lab instructors, school counselors, and building administrators all play a part in the approval process and continuation of work based learning privileges. Failure to meet the established criteria will result in denial of the work based learning experience. Failure to continue to meet the established criteria will result in a temporary or permanent suspension of the work based learning experience. Students on work based learning experiences will be expected to follow established procedures related to minimum hours of work, attendance reporting, behavior expectations, and communication. These requirements will be shared through a *Work Based Learning Student Procedures Guide* and training with a Work Based Learning Specialist and the Lab Instructor.

A student may arrange for job interviews during school time. The number of job interviews that can take place during the school day are determined by the instructional team. If approved by the program and academic instructors, the job interviews will not be counted as absent.

For more information regarding Work-Based Learning please contact your lab (program) instructor or Coordinator of Satellite Programming.

SAFE SCHOOL TIPLINE

1-844-723-3764

1-844-SAFEROH

**KEEP OUR SCHOOL A SAFE PLACE TO LEARN
YOUR NAME IS NEVER ASKED.**