

Southern Hills Career & Technical Center
Student Handbook
2026-2027

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2026-2027 SCHOOL YEAR CALENDAR

August 12, 2026	Teacher In-service	
August 12, 2026	Open House	4:00 p.m. – 7:00 p.m.
August 13, 2026	First day for Juniors	
August 14, 2026	First day for Seniors	
September 7, 2026	Labor Day	No School
September 10, 2026	Parent Teacher Conference	4:00 p.m. – 7:00 p.m.
Sept. 28- Oct. 2, 2026	Brown County Fair	No School
October 16, 2026	End of first quarter	Student Days: 41
November 3, 2026	County In-service	No School
November 23, 2026	Parent Teacher Conference	4:00 p.m. – 7:00 p.m.
November 25, 2026	Parent Teacher Conference Comp Day	No School
November 26-27, 2026	Thanksgiving Break	No School
December 18, 2026	End of second quarter	Student Days: 41
December 21, 2026 – January 1, 2027	Christmas Break	No School
January 4, 2027	Students return	
January 18, 2027	Martin Luther King Jr. Day	No School
January 22, 2027	Parent Teacher Conference	4:00 p.m. – 7:00 p.m.
February 15, 2027	Presidents' Day	No School
March 12, 2027	End of third quarter	Student Days: 48
March 19, 2027	Teacher In-service	No School
March 26–March 29, 2027	Spring Break	No School
May 19, 2027	Completion Ceremony	
May 21, 2027	End of fourth quarter/Last day for students	Student Days: 47

"The Southern Hills Joint Vocational School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Scouts and other designated youth groups."

BELL SCHEDULE

Class Period	Start Time	End Time
1	8:05 AM	8:45 AM
2	8:45 AM	9:25 AM
3	9:25 AM	10:05 AM
4	10:05 AM	10:45 AM
Lunch 1	10:45 AM	11:15 AM
Lunch 2	11:15 AM	11:45 AM
5	11:45 AM	12:25 PM
6	12:25 PM	1:05 PM
7	1:05 PM	1:45 PM
8	1:45 PM	2:25 PM

When the school day is delayed due to bad weather or other unforeseen circumstances, the following schedules will be in effect:

Two-Hour Delay Schedule

Bell	Start Time	End Time
Warning Bell	10:05 AM	10:05 AM
1st Bell	10:05 AM	10:30 AM
2nd Bell	10:30 AM	10:55 AM
3rd Bell	10:55 AM	11:20 AM
4th Bell	11:20 AM	11:45 AM
Lunch 1	11:45 AM	12:15 PM
Careers 2	11:45 AM	12:15 PM
Lunch 2	12:15 PM	12:45 PM
Careers 1	12:15 PM	12:41 PM
5th Bell	12:45 PM	1:10 PM
6th Bell	1:10 PM	1:35 PM
7th Bell	1:35 PM	2:00 PM
8th Bell	2:00 PM	2:25 PM

AFFILIATED SCHOOLS

Southern Hills Career & Technical Center is comprised of students from the Eastern, Fayetteville, Georgetown, Ripley, Western Brown, and Bright Local School Districts.

Students have the opportunity to participate in extracurricular activities such as music, athletics, etc. at the home school. Also, when invited, students are encouraged to attend pep rallies, class meetings, and other school functions.

ACTIVITIES AT THE CAREER CENTER

Many activities, including the following, are available to students:

- Southern Hills Career & Technical Center's Honor Society
- FCCLA (Family, Career and Community Leaders of America)
- SKILLS USA
- FFA (Future Farmers of America)
- DFCA - Drug Free Club of America
- PBIS - Positive Behavior Intervention Support
- E-Sports

FIELD TRIPS

Field trips are planned to enrich the regular school curriculum. Students must have written permission from a parent or guardian on file to participate in field trips. In order for students to participate in scheduled class field trips the student's academics, attendance, and discipline will be taken into consideration by staff and administration.

SCHOLARSHIPS

Students have the opportunity to apply for scholarships both available at their home districts as well as those specific to Southern Hills Career and Technical Center. For more information regarding scholarships, please contact the School Counselor or visit SHCTC website for specific scholarships and deadlines available to students.

COLLEGE CREDITS

Career-Technical Education not only prepares students for the workforce but also allows them to start on their post-secondary path. There are several options for providing students opportunities to earn accelerated and dual enrollment credit: Career-Tech Assurance Guides, bilateral agreements, and College Credit Plus in the state of Ohio.

CTAGs provide free direct college transcript credit for the associated equivalent college course at any in-state, public university upon matriculation. CTAGs are attached to specific CTE courses in the pathway.

Bilateral agreements are established with specific partner universities to provide credit for any agreed upon coursework.

CCP courses, like CTAGs, provide transcript credit for the college course at any in-state, public university upon matriculation.

For further information regarding any college credit opportunities offered at SHCTC please reach out to a member of Student Services for further evaluation of these opportunities.

APPEARANCE AND LAB DRESS

Southern Hills Career & Technical Center requires a uniform to instill a professional appearance. **This attire is to be worn the entire school day**, fastened as designated (buttoned, zipped, snapped, etc.). Shirts may be required to be tucked neatly into slacks during lab for professional appearance and safety issues. This will be determined by the Career Tech instructor. Shirts that are designed to be tucked in; for example, shirts with long tails will need to be tucked in. Career Technical program uniforms are assigned by the Career Technical Instructor.

Shoes must meet health and safety standards. In addition, some programs may require two pairs of shoes, one for the lab area and one to be worn for the remainder of the day. Both pairs must be professional in appearance for someone in that line of work. Flip flops are not acceptable footwear.

Smocks and /or other protective lab attire, a state law for licensing purposes in some labs, will be worn.

Shorts (including Bermuda shorts), halter, midriff, tube, crop tops, see-through blouses, net, cut-off, muscle, open or sleeveless shirts; going shirtless are not proper attire. Excessively large clothing (sagging or baggy pants, oversize shirts, etc.) will not be permitted. Pajama items are not appropriate, nor are leggings. Tops and bottoms must overlap at all times, including when arms are raised. Confederate wear, including hats, belts, belt buckles or clothing, is not permitted.

Accessories such as bandannas, sunglasses, chained wallets, or other chained items are not permitted. Earrings are permitted; however, in areas where safety necessitates, they may have to be removed. Student piercings must be in line with the industry standard of the student's career tech lab and must not be a safety concern. This also goes for ear gauges and nose rings. The district's business and industry advisory council partners have emphasized the importance of proper dress and appearance in promoting employability in our students. All OSHA standards are also to be followed.

The administration reserves the right to review individual situations where staff may feel the attire and/or appearance of a particular student is inappropriate or unsafe.

ACCEPTABLE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

We in the Southern Hills Joint Vocational District are pleased to be able to offer our students, staff, and guests' access to computer technology, including access to the Internet, certain online services, and the Southern Hills technology network. Southern Hills students are encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other SHCTC policies, this policy is intended to respect the rights and obligations of academic freedom. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our

students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts, and do not permit unauthorized persons to access SHCTC network.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.

Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Students, Faculty, and staff shall receive appropriate training in hardware, software, and network use, or demonstrate acceptable levels of proficiency prior to access. They will also be required to participate in internet safety training as required by CIPA.
2. Observing all district Internet filters and posted network security practices.
3. Reporting security risks or violations to a teacher or network administrator.
4. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
5. Conserving, protecting, and sharing these resources with other users.
6. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.

7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

- Design and post web pages and other material from school resources.
- Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
- Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
- Use the resources for any educational purpose.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring:

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability:

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Abuse of the acceptable use agreement may lead to the suspension and/or termination of the student's mobile device use and/or other disciplinary action.

GRADING SCALE/EVALUATION OF EFFORTS

Students will be graded on the following grade scale:

- A: 90 - 100
- B: 80 - 89
- C: 70 - 79
- D: 60 - 69
- F: 0 - 59

Grades will be posted for students and families via ProgressBook at the conclusion of each quarter.

Report cards will be printed and issued to students at the end of each semester.

As determined by the student's specific program, up to eight credits may be earned by students who successfully complete the course of study. A student who drastically fails the second semester shall fail the subject for the year. A last nine-week failure may be considered a drastic failure. First year students who fail laboratory requirements shall not continue instruction in the same program the second year.

Grades due to attendance: SHCTC believes that regular attendance is crucial for students to actively participate in the learning process and succeed academically. To reinforce the significance of attendance, if a student accumulates more than 18 hours of unexcused absences within a quarter, they will be assigned Saturday school as a requirement to make up for the missed time. It is the student's responsibility to attend Saturday school and fulfill the required hours. Failure to complete the makeup hours will result in a grade of 59 (F) being assigned to all classes. We urge students and parents/guardians to familiarize themselves with the Attendance Policy section in this handbook for further details and to ensure compliance with attendance requirements.

INELIGIBLE TO RETURN TO SHCTC DUE TO GRADES

To be eligible to return for their senior year, students are expected to demonstrate satisfactory performance in their Career Technical lab area during their junior year. If a student does not meet this expectation, a meeting will be arranged with the administration, students, and guardians to discuss the situation and explore potential solutions. The goal of this meeting is to ensure that every student has the opportunity to succeed and make informed decisions about their educational future at Southern Hills Career and Technical Center.

VIRTUAL LEARNING

Southern Hills offers virtual learning through PLP (Personal Learning Platform), and currently it accommodates students who complete their academics in a virtual manner rather than in

person. This platform also supports students who are credit deficient or have medical concerns or conditions. Students are required to complete five lessons per week and are closely monitored through our virtual learning coordinator to assure timely success.

CERTIFICATION OF COMPLETION

2 Year Certificate:

- Attain occupationally – specified skills sufficient for employment in a cluster of specific occupations
- Maintain a record of attendance which satisfies the attendance requirements set by the district
- Attend the program for 2 years and successfully complete all four courses of Career Tech program

1 Year Certificate:

- Attain occupationally – specified skills sufficient for employment in a cluster of specific occupations
- Maintain a record of attendance which satisfies the attendance requirements set by the district
- Attend the program for 1 year and successfully complete two courses of Career Tech program

CREDIT FLEXIBILITY

Overview and Guidelines:

- Ohio high school students are eligible to earn credits in three ways:
- By attending class and completing traditional coursework,
- By testing out of a class or otherwise demonstrating achievement of the course content,
- By pursuing an educational option through an approved learning plan.
- SHCTC has adopted a flexible credit policy. Please access credit flexibility information on SHCTC's website.

TESTING

Students attending SHCTC will be given various types of assessments/tests both in preparation for their career field and to meet the Ohio Department of Education's assessment/testing requirements for graduation. More Information about the specific assessments/testing administered can be found on the district's website.

SAFETY EQUIPMENT

All heavy trades' labs require safety glasses to be worn in designated areas. Other safety equipment such as hard hats, steel-toe shoes, etc. may be required for certain programs.

CHANGE OF ADDRESS

Families are to notify Student Services of any changes of address, telephone numbers, or home school districts during the year. This can be done via FinalForms at <https://shctc-oh.finalforms.com/>.

NOTICE OF CUSTODY

Student is to notify Student Services with written evidence of court orders or other legal documentation that affects his/her education or physical well-being. **Each student will be assumed to be the responsibility of the natural parents unless written evidence is provided to the contrary.**

EIGHTEEN-YEAR-OLD STUDENTS

In order to be recognized as an adult and to control your records and release of information, you and your parents/guardians must sign the proper forms indicating;

- you are 18 years of age
- you live separately from your parent or guardian and have provided proof of a separate address
- you support yourself by your own means or independently from your parent/guardian and have provided proof of supporting yourself (i.e., electric bill or water bill in your name.)

SCHOOL CLOSING/DELAYS

If the school schedule is affected by bad weather or other unforeseen circumstances, Southern Hills administration will contact local and regional news media with the information. Students will also be notified through our automated phone system (Thrillshare/Alerts). Students will be asked to submit phone numbers at the beginning of the school year for the automated phone system via FinalForms. **SOUTHERN HILLS CTC students are to follow SHCTC school calendar except when weather dictates.**

STUDENT USE OF AUTOMOBILES

The administration of Southern Hills Career & Technical Center urges students to use the transportation provided by home school buses. However, driving personal vehicles to school is a privilege offered to students by Southern Hills. Driving privileges may be revoked at the discretion of the administration for failure to follow school rules.

All students who drive to school must sign and agree to the following driving rules and purchase a parking sticker. Parking stickers are \$5 for the school year. Any student who cannot agree to these conditions will not be permitted to drive.

DRIVING RULES

- All vehicles must go through inspection, purchase a parking sticker (\$5 for the school year), and display that parking sticker.
- Students driving to school must enter the school grounds by the drive nearest to U.S. 68 only.
- When exiting, students turning right toward U.S. 68 must use the exit nearest U.S. 68. If students are turning left on Hamer, students are to drive slowly (10 mph) in front of the school and use the east exit.
- Students must park in the Student Parking lot only, rows 2, 3, and 4. Row 1 will be used by students with special circumstances with prior approval by administration. Row 4 is for pickup trucks and vans only. Back in facing the school. Keep the back wheels on the blacktop.
- Any items displayed on vehicles must be in good taste, non-offensive, and in line with other rules at SHCTC.

PRESCRIPTION DRUGS

If possible, all medication should be given by the parent at home if this is not possible, it will be done in compliance with the following:

- Student Services will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. No medicine can be brought to school on the bus, the parent or guardian will need to drop medicines off to school.
- **Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.**
- The designated person must receive and retain a statement which complies with state law and is signed by the physician who prescribed the drug.
- The parent, guardian or other person having care and charge of the student must agree to submit a revised statement signed by the physician or other licensed individual if any of the information originally provided by the physician or licensed individual changes.
- No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable for civil damages for administering or failing to administer the drug unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under the policy. The Board shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions.

TELEPHONE CALLS

Students will not be called from class for telephone calls unless the call is an emergency. Messages will be taken for students. School phones are to be used for school-related business ONLY.

EMERGENCY PROCEDURES

SHCTC observes all emergency drills. During the school year Fire, Tornado and Emergency Drills are practiced. There is an emergency management procedure handbook which details each emergency drill. The safety of our Students and Staff is a priority here at Southern Hills. SHCTC has taken multiple steps to uphold this mission and provide a safe environment for learning.

CHILD NUTRITION SERVICES

SHCTC participates in the National School Lunch and Breakfast Programs. This program entitles the child nutrition department to purchase government commodities at a reduced cost and receive reimbursement on all student meals served. This enables the meal prices to stay lower than commercial rates.

Offer vs. Serve Breakfast:

Four food components are offered with each reimbursable breakfast;

- 1 serving of low fat white or fat free flavored milk
- 1 serving of fruit or vegetable
- 1 serving of grain

- 1 serving of meat or meat alternative

A student must take at least three of the four components offered. One component taken must be a fruit or vegetable. Breakfast is priced as a meal and students will be charged the same price whether three or four components are taken.

Offer vs. Serve Lunch:

Five food components are offered with each reimbursable lunch;

- 1 serving of low fat white or fat free flavored milk
- 1 serving of fruit
- 1 serving of vegetable
- 1 serving of grain
- 1 serving of meat or meat alternative

A student must take at least three of the five components offered. One component taken must be a fruit or vegetable. Lunch is priced as a meal and students will be charged the same price whether three, four, or five components are taken.

Meal Prices for 2026-2027

Student Breakfast	Free*
Additional Breakfast	\$1.75
Milk	\$.60
Staff Breakfast	\$2.85

*Includes 1 entrée, fruit or juice, and milk. You must take at least one fruit with a student breakfast

Student Lunch	Free*
Extra Entrée	\$2.50
Snacks	\$1.00
Milk	\$.60
Staff Lunch	\$4.75

*Includes 1 entrée, fruit or juice, and milk. You must take at least one fruit with a student lunch.

Advance Pay and Charging:

Students are issued an ID# to be used with the POS system. This system allows each student to maintain their own account. Students may prepay on their account or pay daily for cafeteria purchases. Prepayments may be made during breakfast and lunch times. **Extra Meals and A la carte items cannot be charged.**

Complete and dated accountability of all items purchased is available for each student if needed. Students may see their account balance daily as they reach the cashier station. Parents/guardians may obtain account information by contacting the Child Nutrition Department, or login to <https://schoolpaymentportal.com/>

Meal Benefits

Southern Hills CTC will operate under the Community Eligibility Provision (CEP) and will provide one breakfast and one lunch each day to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. We will be sending home OHIO Household income forms for any other programs that the students may qualify for.

Meal Alternatives

If desired, the student may bring meals from home. Milk and other items can be purchased in the cafeteria to supplement the meal.

Closed Lunch

Southern Hills Career & Technical Center is a closed campus facility. Students may bring meals from home or purchase them from the school food service cafeteria. Students may not leave the school premises for meals or have food delivered to the school from establishments. Visitors are not permitted during lunch time.

SCHOOL EXPENSES

Textbooks - are the property of Southern Hills JVSD and are on loan to students. Students will pay for any damages other than normal wear while the book is in their possession.

Student Fees - Students must pay a lab fee for necessary expendable supplies in their program. When required, students will purchase workbooks, tool kits, uniforms, safety glasses, etc. since these items are personally consumed or used by the students. Students driving to school are required to purchase a parking pass each year. **Junior year fees must be paid before starting Job Placement. All fees must be paid to participate in the Completion Ceremony.**

Insurance - Students are encouraged to purchase accident insurance through a home policy or insurance forms available in Student Services.

ELECTRONICS

Southern Hills Career & Technical Center will provide electronic devices as needed. All personal devices are discouraged at SHCTC unless approved by SHCTC administration. Students are permitted to have cell phones. In keeping with industry standards, cell phones should not cause a distraction to the workplace or educational environment. The administration reserves the right to confiscate and hold the student's device until the end of the school day and parents are notified. Home use of Southern Hills electronics are available through requests and approval. Student/Parent will accept responsibility and liability of device while in their possession. Any device not returned or damaged will be added to the fees of that student.

ATTENDANCE

Attendance at Southern Hills Career & Technical Center (SHCTC) is a key component of preparing students for career success. Consistent attendance builds work ethic, professionalism, and accountability—traits essential to post-secondary and workforce readiness.

Students are expected to follow the SHCTC school calendar unless otherwise

directed due to weather or emergencies. If a student's home school is not in session, students are still required to follow the SHCTC schedule, except during weather-related closings. The parent/guardian is still required to send in a note or call, or the absence will be counted as an unexcused absence.

Call in Procedure:

- Parent/Guardian Notification: Notify the school as early as possible on the day of absence. Call 937-378-6131 ext. 380 or email monica.hauck@shctc.us to reach the Attendance Coordinator.
- Call Timing: Make the call between 7:00 a.m. and 8:15 a.m. to report their absence. This ensures timely notification.
- Lack of Notification: If no notification is received by 9:30 a.m., an automated phone system will attempt to contact the parents.
- Student Communication: Students should also inform their career tech instructors about their absence.

Procedures for Tardy Students:

- Arrival Time: Students must be in their first-period classroom no later than 8:05 a.m.
- Warning Bell: At 8:00 a.m., a bell will remind students that class starts at 8:05 a.m.
- Late Arrival: Students arriving after the 8:05 a.m. bell should go directly to Student Services to sign in. Until they complete an admit slip, they will be marked absent for the period.
- Breakfast Line: Breakfast is served from 7:45 a.m. to 8:05 a.m.

Attendance Categories & Definitions

Southern Hills Policy: Students with more than 18 hours of unexcused absences in a 9-week period are subject to academic consequences, including potential grade reduction to 59 (F). For students on half-time Work-Based Learning/CCP, the 18-hour threshold will be prorated to reflect their scheduled attendance hours.

Medically Excused Absence - Absences due to illness, injury, or a medical condition are considered medically excused when documented by a licensed medical professional. These absences do not count against the 18-hour threshold. Examples include:

- Personal illness (with doctor's note)
- Illness in the family requiring the student's presence (with doctor's note)
- Medical, dental, or mental health appointments (with documentation)
- Quarantine or contagious condition (per public health guidance)

Students will have an opportunity to make up all missing work.

Excused Absence-The following non-medical absences are considered excused when proper documentation is submitted and prior approval is obtained, if applicable:

- Death in the family
- Court appearance
- Religious holiday or observance (notify school in advance)
- College, career, or military visit (see Section 7)
- Family emergency (prior approval by administration)
- Enrichment or extracurricular travel (prior approval by administration)
- Military Leave

These absences do not count toward the 18-hour unexcused threshold. Students will have an opportunity to make up all missing work.

Unexcused Absence - An unexcused absence is any absence without a legitimate, documented excuse as defined by SHCTC. Examples include but are not limited to:

- Missing school
- Skipping class
- Non-compliance with the school's attendance policy
- Vacation days not pre-approved

A parent call does not automatically excuse an absence. While a call may provide context, documentation is required to excuse the absence.

Tardy - If a student arrives later than 8:05 a.m. or leaves before 2:25 p.m., their missed hours will be recorded as a tardy and reflected in their attendance record. Only medical, court, funeral, or religious holiday tardies will be excused.

Non-Penalty Absence - Students are expected to follow the SHCTC school calendar unless otherwise directed due to weather or emergencies.

Non-penalty absences **do not** count toward absence totals or perfect attendance:

- School-related absences, including SHCTC-authorized field trips, athletic contests, competitions, or SHCTC activities.
- Associate School Closures – **If a student's home school is out of session, students are still required to follow the SHCTC schedule, except during weather-related closings.**
- SHCTC Delays – When SHCTC is on a 2-hour delay, placement students and students who only report for morning or afternoon lab will be counted as no penalty.
- Placement students should follow their regular work schedule.

Family Vacations

- Written request must be submitted one week in advance
- Work must be completed within 3 school days of return

These are excused but count toward total absence hours

Military & School Visits

- Must complete Off-Campus Visit Approval Form and provide proof (brochure, email, ect)
- A student can work in collaboration with the military, SHCTC, and their home district on military leave that would occur before a student is officially graduated.
- Each district maintains graduation policies that will need reviewed before a student can leave for military obligations. If a student is approved to leave for the military before officially graduating, SHCTC will make the appropriate attendance accommodation for the student in collaboration with their home district.

These are excused but count toward total absence hours

House Bill 410

Districts must establish an absence intervention team to be deployed only when a student is deemed habitually truant. Intervention teams for students excessively absent are at the discretion of the local district.

Definition of truancy and excessive absences

- Chronic Absenteeism - 10% of total hours either excused or unexcused
- Excessive Absences
 - a. 38 excused or unexcused hours absent unless the absence is medically excused (Hours Per School Month)
 - b. 65 excused or unexcused hours absent unless the absence is medically excused (Hours Per Year)
- Habitual Truancy
 - a. 30 hours without a legitimate excuse for the consecutive absences (Consecutive Hours)
 - b. 42 hours without legitimate excuses for absences (Hours Per School Month)
 - c. 72 hours without legitimate excuses for absences (Hours Per Year)

Truancy: The Attendance Coordinator will file a complaint with the Brown County Prosecutor, R.C. 2919.24 contributing to the **Delinquency or Unruliness of a Child** on the parent/guardian, if a truancy threshold is met.

Extenuating circumstances: Parents/guardians should contact building administration if a serious or unexpected situation arises. All extenuating absences will be reviewed on a case-by-case basis. Documentation should be submitted promptly to Student Services.

SHCTC's Student consequences for poor attendance:

Students who exceed three or more absences during a nine-week period, discounting excused absences may not be permitted to take field trips nor participate in college visits at the discretion of school administration. The first quarter of the last school year will be based upon the last quarter of the previous school year for returning seniors.

Suspensions or Expulsions: If a student is suspended out of school or expelled, he/she will receive makeup credit at 100% for any day missed. Out-of-school suspension days do not count in the total number of days toward truancy. If a student is suspended from their home school, it will count as a suspension from SHCTC. If a student is suspended off of the home school bus, it is the student/parent's responsibility to get to school. If the student is not in school, it will count as an unexcused absence.

Exceptions to the Attendance Policy may be made only by the Principal and Attendance Coordinator in the event of exceptional or catastrophic circumstances. Students may be required to attend Saturday schools to make up for missed hours.

OFF CAMPUS VISIT POLICY

To ensure a clear understanding of the classification of off-campus visits as excused absences, please follow the steps below:

1. Eligibility and Absence Classification: Juniors and seniors are eligible to take up to 2 days and 3 days, respectively, for off-campus visits. Please note that these absences are considered excused.
2. Off-Campus Visit Approval Request: Prior to the off-campus visit, students must complete the Off-Campus Visit Approval Request Form available in the Student Services Office.
3. Submission of Form: The completed Off-Campus Visit Approval Request Form, including all required signatures, must be submitted to the Student Services Office before the scheduled visit.
4. Approval and Excused Absence: Once all signatures are obtained and the form is submitted to Student Services, it will be reviewed, approved, and designated as an excused absence by the Attendance Coordinator.
5. Submission of Visit Proof: After attending the off-campus visit, students must submit one additional form of site visit proof to the Student Services Office. Examples of site visit proof include a college campus brochure, confirmation email from the college, signed letter from the employer or college faculty verifying the visit, etc.
6. Record Storage: The proof of the visit will be submitted to the Attendance Department and stored for the student's records.

SENIOR PLACEMENT

Final Approval for Placement will be determined by the Principal. Appeals must go to the Principal and the Placement Coordinator.

Objectives

Provide students with experience on specialized equipment not available in school in the student's field of study.

Provide opportunities for successful transition from school to work. Provide incentive for students to remain under school supervision for an adequate training period in order to be successful in the selected occupation.

Eligibility Requirements

- A student must be graduation ready in order to qualify for placement. Graduation ready means a student is prepared for graduation through one of the many pathways identified by the Ohio Department of Education.
 - There must be an appropriate job placement available.
 - Candidate will meet or exceed instructor expectations in all the following areas: work habits, appearance, attitude, technical ability, skills and understanding, and conduct.
- Students may appeal job placement denial to the principal.

WORK PERMITS

By State law, work permits are required for every student under 18 years of age before beginning work. Southern Hills Career & Technical Center will issue applications for work permits through the Student Services office.

WORK BASED LEARNING

Southern Hills is in accordance with work based learning for the 2026-2027 Graduation Requirements from the Ohio Department of Education.

Southern Hills Technical Honor Society

1. **Induction and Selection:** Induction and selection occurs once a year during the first semester.
2. **Eligibility:** Students must be members of the junior or senior class at the Career Center to be eligible for consideration.
3. **Academic Requirement:** A minimum cumulative GPA of 3.0 for their total high school career is required. All relevant information is retrieved from permanent records.
4. **Application Process:** Each student must complete the online Honor Society application available on the SHCTC's Honor Society website, which is linked from our school website.
5. **Application Requirements:** Applicants must fulfill all requirements of the application process, including an online application, a personal essay, and a teacher recommendation.
6. **Selection Criteria:** The advisor(s) and an administrator will determine membership based on GPA and the submitted application materials.
7. **Membership Standards:** Students who accept membership in the Southern Hills Career & Technical Center's Honor Society must maintain the established standards for membership.
8. **Participation:** Once inducted, members are required to participate in the designated number of events and activities as determined by the advisor(s).

HONOR ROLL REQUIREMENTS

A student must maintain an 80% or higher in each class and carry a minimum of six credits.

IN HOUSE INTERN PROGRAM

Seniors can receive credit by being an intern in the junior labs. Students must be selected by the lab instructor to be an intern and be graduation ready. In addition, any intern not performing at an "A" grade standard will be removed from the program. There will be a maximum of 2 interns per period.

ANTI-HARASSMENT POLICY

The Southern Hills JVSD Board of Education actively endorses equality in employment and in education without regard to sex, color, race, national origin, religion, age, or disability in accordance with applicable federal, state, and local laws. The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, the Board prohibits harassment based on sex, color, race, national origin, religion, age, or disability.

Each employee and student have a responsibility to maintain a workplace and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physical, oral, or written, which is directed at an individual's sex, color, race, national origin, religion, age, or handicap.

In an effort to stop the offensive behavior, an employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to calmly inform the offender that the behavior is unacceptable. Any employee or student who believes or has reason to believe he/she or another individual has been harassed as described in this policy must report the alleged harassment to the administrator appointed by the Superintendent, to process allegations of harassment under this policy.

After receiving a report of alleged harassment/bullying, the appointed administrator will determine whether the matter can be resolved informally. The allegations must be affirmed in a written complaint and a prompt, appropriate investigation will be made to determine the appropriate corrective action to be taken, if any.

Reports of alleged harassment will be handled confidentially to the extent possible and allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action as provided herein.

Corrective action for employees may include disciplinary action up to and including discharge consistent with the applicable collective bargaining agreement, Board policy and law. Corrective action for students may include disciplinary action up to and including suspension/expulsion consistent with the applicable Student Code of Conduct, Board Policy, and law.

All parties shall have the right to appeal to the next administrative level up to the Superintendent.

The Superintendent shall issue procedures as may be needed to execute the policy. The Superintendent shall review this policy periodically.

SEXUAL/RACIAL HARASSMENT: harassment by school employees, students, or third parties reporting harassment. Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

SEXUAL HARASSMENT

- A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the district, or by third parties.
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the district, or by third parties.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the district, or by third parties.

RACE, COLOR, NATIONAL ORIGIN AND DISABILITY HARASSMENT

- A. Verbal: Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the district, or by third parties.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other person associated with the district, or by third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such action taken by another student, staff member, or other person associated with the district, or by third parties should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the Principal, the affected student or his/her parents/guardians should, as soon as possible after the incident, contact the principal. (The principal must immediately send the Title IX Coordinator a copy of the alleged harassment complaint.)
- B. If the alleged harasser is the Principal, the affected student or his/her parents/guardians should, as soon as possible after the incident, contact the district's Title IX Coordinator or, if the student is disabled, their Section 504 Coordinator at the school's administrative board office.

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the district's Title IX / Section 504 Coordinator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. Protect the confidentiality of the student who files a complaint;

2. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
3. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members or others associated with the district or third parties.

DISTRICT HOMELESS LIASON

Mr. Don Rabold, Brown County ESC
9231 Hamer Rd.
Georgetown, OH 45121

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Students' Alleged Discrimination Grievance Procedures: In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Southern Hills JVS District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal level. An informal grievance with the above-mentioned administrator does not require parents/guardians to be present.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

Step 1: Any alleged formal discrimination grievance complaint should first be made by the student or parent/guardian to the principal within five school days of the date the incident occurred. A copy of the alleged grievance must be forwarded to the district Title IX Coordinator immediately.

Step 2: If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days.

Step 3: If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level, within five days.

Step 4: If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611

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

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

This guideline does not negate the requirement for reporting suspected child abuse to the proper authorities in compliance with AG8462.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with state law.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Section 504	Title IX
Mrs. Shannon Sweet 9193 Hamer Road Georgetown, OH 45121	Mrs. Angela Gray 9193 Hamer Rd. Georgetown, OH 45121

GENERAL CONDUCT

Because Southern Hills Career & Technical Center students are preparing for work and life responsibilities, the staff endeavors to treat all students as mature individuals. Students are expected to show a respectful attitude toward the school, faculty, and other students. It is also important for students to respect themselves and their potential in the working world.

Students are responsible to any teacher, staff, or administrative person at Southern Hills. Southern Hills students attending home school activities, or on home school property, are responsible for obeying the home school's Student Code of Conduct, as well as the Southern Hills Code of Conduct.

Many times, disciplinary situations will develop that are completely different because of the individuals and situations involved; therefore, each situation requires special consideration as to how it will be handled. In most cases, the discipline administered for one situation will be the same as in another. Administration will make every effort to review each problem on its own merits.

STUDENT SEARCHES

The Board has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. The administration has developed district regulations to be followed in the case of searches and law enforcement interviews.

The right to inspect students' school lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards.

Administration will employ procedural safeguards to protect the well-being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in the education process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. This policy will be posted in every building.

Student owned or operated automobiles parked on or in proximity to school property and/or parked at or used during school activities held off school grounds may be searched by school personnel when such personnel have reasonable suspicion or reasonable cause to believe that an automobile contains illegal or unauthorized contraband or is involved or associated with illegal or unauthorized behavior.

Students' vehicles parked on or in close proximity to school property are subject to routine patrol and school officials may look through vehicle windows for any contraband lying in plain view.

Interviews of students by law enforcement agencies and other authorities outside the district are extremely disruptive to a student's educational process. Additionally, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators on a case-by-case basis. In the event it is determined to allow such interrogation by law enforcement agencies, a school administrator shall be present at all times.

The Board authorizes use of canines trained in detecting the presence of drugs. The Principal and/or Superintendent may employ such trained canines when he or she has reasonable suspicion or cause to believe that illegal drugs may be present in school, on school grounds, or at a school sponsored activity. Canine detection shall be used to determine the presence of drugs in locker areas, automobiles, and other places on school property where such substances could be concealed. Canine detection will be conducted in collaboration with law enforcement authorities and will not be used to search individual students unless search warrants or probable cause have been obtained or established prior to search.

Southern Hills administration uses cameras as part of the discipline process and security system.

DETENTION

Students are to report directly to detention at the designated time and location. Students are responsible to bring all books, assignments, class materials, along with a writing instrument and paper. Detention is intended to provide a structured environment for students to complete academic work while addressing disciplinary concerns.

Rules for detention are as follows:

1. No sleeping
2. No food or beverage

3. No talking
4. On-task (school-related work only)
5. Respectful behavior toward staff and fellow students
6. Remain seated and in the assigned area unless given permission by staff.
7. Follow all directions provided by detention staff.
8. Cell phones are to be kept by the monitor until the end of the day.

Failure to comply with detention expectations may result in additional disciplinary consequences, including additional detention time or referral to administration.

STUDENT CODE OF CONDUCT

Ohio Revised Code #3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct;

(3) specific rules of the Student code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel. A student or his parents may appeal any decision of the Southern Hills Joint Vocational School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and their parents may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to Brown County Court of Common Pleas.

It is the policy of Southern Hills Joint Vocational School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Southern Hills Joint Vocational School District pursuant to Sections 3316.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Southern Hills Career & Technical Center.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Insubordination or failure to follow reasonable directions of school personnel.
2. Disrespect to any SHJVSD employee or other authority.
3. Abusive, obscene, profane, discriminatory, or degrading language or conduct.
4. Chronic misbehavior or repeated violations of the Student Code of Conduct.
5. Refusing to take detention or other properly administered discipline.
6. Failure to attend or complete assigned disciplinary consequences.
7. Truancy, tardiness, unauthorized absence, or leaving school property without permission.
8. Loitering in or being present in unauthorized areas of school property without permission.
9. Academic dishonesty, including cheating, plagiarism, or other forms of academic misconduct.
10. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
11. Forgery of school or school-related documents.
12. Gambling
13. Theft, attempted theft, possession of stolen property, misuse, vandalism, damage, or destruction of school property or the property of others.
14. Willfully aiding another person to violate school regulations.
15. Posting, displaying, or distributing materials on school property without authorization.
16. Violation of student parking or driving regulations.
17. Possession or use of electronic devices in violation of school rules or staff directions.
18. Violation of the Board's technology, internet, network, or digital resource acceptable use policies.
19. Assault, harassment, bullying, intimidation, or threats toward a student, employee, or other person, whether in person, electronically, or through social media.
20. Fighting
21. Extortion of a student or school personnel.
22. Hazing or any act intended to intimidate, humiliate, or degrade another person.
23. Failure to report known threats, planned acts of violence, or potential harm to persons or property.
24. Making false emergency reports, alarms, or threats.
25. Arson or other improper use of fire
26. Possession, use, transfer, conveyance, or attempted conveyance of dangerous weapons, dangerous ordnance, or look-alike weapons.
27. Commission of a criminal offense in violation of federal, state, or local law.
28. Buying, selling, transferring, using, or possessing tobacco, nicotine products, vape devices, or related paraphernalia.
29. Possession, use, distribution, sale, transfer, or being under the influence of controlled substances, counterfeit substances, marijuana, inhalants, unauthorized medications, alcohol, or drug-related paraphernalia.
30. Failure to comply with dress code, appearance, safety, or uniform requirements.

31. Indecent exposure
32. Engaging in sexual acts, displaying excessive affection, or other inappropriate sexual behavior.
33. Possession, creation, sharing, or publication of obscene, pornographic, or libelous material.
34. Demonstrations by individuals or groups causing disruption to the school program.

Consequences - Utilizing the Assertive Discipline plan and depending on the severity of the offense, students who are found to be in violation of the above regulations are subject to one or more of the following disciplinary actions:

- Friday/Saturday School
- Loss of driving privileges
- In-school detention/suspension
- Out-of-school suspension (up to 10 days)
- Expulsion from school
- Revoking of student work permit

-Alternatives to expulsion maybe considered at the discretion of the Superintendent

DRUGS AND ALCOHOL

Southern Hills has adopted a zero tolerance towards the possession and/or use of drugs and alcohol.

STUDENT SUSPENSION

Credit for class time and work missed during in-school detention should be made up.

Credit for class time and work missed during out-of-school suspension should be made up and credit will be 100% of normal value. For days of out-of-school suspension, the student does not fail due to excessive absences, but will receive no credit for time out of class.