

**Buckeye Hills Career Center
2017-18**

Student Handbook



**AWARD WINNING
BUCKEYE HILLS
CAREER CENTER**

"Creating Successful Lives"

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VISION

The vision of the Gallia-Jackson-Vinton JVSD is to create successful lives.

PHILOSOPHY

Education in this District is designed to facilitate the development of career-technical education of each student and adult learner to the fullest. The school staff shall seek to recognize individual differences and to facilitate achievement and progress, not only in technical and academic skills, but also in the ability to think independently and critically. Moreover, the District has a commitment to educating, upgrading, and retraining of adult learners.

The school staff shall be concerned with helping young people and adults to understand what the American way of life means: to believe in it and to act democratically in their relationships with others; to develop in themselves attitudes of respect and helpfulness towards others; to want and to be able to perform well some portion of the work of the world and to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

GOALS

As a base against which to assess school needs and set objectives for the educational program, the Board of Education adopts the following educational outcome goals for every student in the District:

1. To acquire entry-level skills and to provide the educational opportunities necessary to prepare for post-secondary education.
2. To acquire the knowledge, skills, and understanding that permits him/her to play a satisfying and responsible role as both producer and consumer.
3. To develop an understanding of his/her own worth, abilities, potentialities, and limitations.
4. To acquire the understanding of and the ability to form responsible relations with a wide range of other people, including, but not limited to, those with social and cultural characteristics different from his/her own.
5. To acquire basic skills in the academic areas, obtain information, solve problems, think critically, and communicate effectively.
6. To acquire an understanding of ethical principles and values and to apply them to his/her life.
7. To become an effective and responsible contributor to the decision-making process of the political and other institutions of the community, state, country, and world.
8. To acquire the knowledge, habits, and attitudes promoting public health, both physical and mental.
9. To provide a complete educational program for all. Since education is a continuous process, it is important that the Adult Education Program be an integral part of the Gallia-Jackson-Vinton Joint Vocational School District. Adult Education serves those who are unemployed, those in need of retraining, those desiring to upgrade their skills, and those interested in enriching their leisure hours.
10. To acquire the capacities for playing satisfying and responsible roles in family life.
11. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.
12. To acquire the ability and the desire to express himself/herself creatively and in one or more of the arts, and to appreciate the aesthetic expressions of other people.

SECTION I – GENERAL PROCEDURES

I-1 ACADEMIC COURSES

All students enrolled at the Buckeye Hills Career Center will take appropriate academic course work. All classes required for graduation will be presented to all students enrolled in a two-year program. Other academic courses may be offered to students according to the nature and type of the career-technical program.

I-2 SCHOOL DAY

Students should plan to arrive no earlier than 8:05 AM each day.

SCHEDULE A	(Morning Lab)	SCHEDULE B	(Afternoon Labs)
8:20-11:16 am	Lab (Periods 1-4)	8:20- 9:10 am	1 st Period
11:18-11:58 am	5 th Period	9:12- 9:52 am	2 nd Period
11:58-12:28 pm	LUNCH (2 nd)	9:54-10:34 am	3 rd Period
12:28- 1:08 pm	6 th Period	10:36-11:16 am	4 th Period
1:10- 1:50 pm	7 th Period	11:16-11:46 am	LUNCH (1 st)
1:52- 2:32 pm	8 th Period	11:46- 2:32 pm	Lab (Periods 5-8)

I-3 ANNOUNCEMENTS

Announcements will be given by teachers the first and/or last period of the day to help keep students informed about participating school activities. In case of short notice, the public address system will be utilized.

I-4 CLOSED LUNCH PERIOD

The Buckeye Hills Career Center has a closed lunch period. This means that students will not be permitted to leave the school grounds during the lunch period except those excused for specific reasons, i.e., illness, co-op students, etc. Students bringing their lunch or purchasing food from the lunch areas are to eat in the cafeteria. It is the students' responsibility to dispose of cans and other trash in the provided receptacles. After students are finished eating, they may go outside. However, sitting in cars or going to the parking lot during the lunch period will not be permitted. Delivery of food to the campus is prohibited. Lunches/extras can be prepaid by putting money on the individual student account in the cafeteria.

I-5 FIELD TRIPS

Field trips will be arranged for educational purposes throughout the school year. These trips will be scheduled during regular school hours.

No student will be permitted to participate in a field trip unless written parental approval is on file in the Student Services Office. Students are not permitted to travel on a field trip in a private vehicle unless such arrangements are approved in advance by the Director. Late students who have missed the bus, van, etc. are not to attempt to catch the group en route. They are to return to school on school days or return home on non-school days.

Students not participating in a field trip, due to late arrival or lack of parental permission, may be supervised by the In-school Suspension monitor while the field trip is out.

I-6 ADVANCED AND EARLY PLACEMENT/SHADOWING AND INTERNSHIP

With proper adult supervision, students who meet the criteria may be placed on the job in business or industry during the last eighteen (18) weeks for advanced placement and during the last nine (9) weeks for early placement. These placements will be made during laboratory time and with teacher supervision.

Shadowing is an unpaid experience that provides the opportunity for students to spend from one-half day to five days observing a trained worker on the job, and could include some of the actual work involved in that job. The Shadowing Program also provides students' observation and experiences to apply technical tasks learned in the career-technical classroom and laboratory and assist in the transition from school to work.

Internships are placements that afford students opportunities to develop skills in their career-technical program area. These skills are directly associated with the student's program, extending their program competencies.

I-7 MEDICATIONS

In cases where a physician prescribes medication - either prescription or over-the-counter - which is to be taken during school hours, the General Medication Administration Record (MAR) and the Medication Drop-Off and Pick-up Instruction form must be completed with the proper physician and parent/guardian signatures. The forms and the medication must be turned in to the Attendance Office by the parent/guardian or an agreed-upon designee. The medication must be in a prescription container or in the original unopened over-the-counter container and must indicate who, when, and how much. No medication is to be in the possession of students at any time at school or any school sponsored events. Any variation to this procedure must be at the approval of the Director.

In cases where a parent/guardian deems it necessary for over-the-counter medication to be taken during school hours, the medication must be in the original unopened over-the-counter container and the appropriate permission form completed and signed. The school reserves the right to require a completed "MAR" form at its discretion. The parent/guardian or 18 year-old/older student must pick up medication by the last day of school. Failure to do so will result in the medication being properly discarded.

I-8 STUDENT EMERGENCY MEDICAL AUTHORIZATION

In accordance with Section 3313.712 of the Ohio Revised Code, an Emergency Medical Authorization Form is provided to the parent/guardian for every student enrolled in the school. The Emergency Medical Form will be provided on the first day of school. It is to be completed by the parent/guardian and returned to the school for filing by the end of the first week of school. At least one alternate point of contact must be specified besides the parent/guardian on the emergency medical form. We encourage having several alternatives.

Any person picking up a student must be listed on the Emergency Medical Form and will be required to show positive ID. Any student not returning a signed emergency medical form with at least two emergency contacts specified will not be permitted to participate in any program activities (e.g. lab, field trips) until the form is returned.

I-9 STUDENT WITHDRAWALS AND PROGRAM CHANGES

Students wishing to return to their participating school within the first two weeks of school must have a personal conference with Student Services. This conference should be initiated by the student as soon as possible after school begins. A special withdrawal form must be completed by the student and signed and approved by the student, parent/guardian, and school officials.

Student transfers back to the participating schools will be allowed only during the second week of school. After the second week, transfers to the participating high schools are not considered feasible. In addition, students will not be considered withdrawn by virtue of their having turned in their books, tools, etc. They will have to withdraw officially by contacting the Student Services office and by following the prescribed withdrawal procedures. It should be noted that all grades and credits will be withheld until all fees and charges owed by the student have been paid and other obligations are met.

Students are encouraged to remain in their selected program choice. Only in a rare or unusual situation will program transfers be considered. It will be necessary to arrange a conference with the Student Services Staff to discuss a program transfer.

I-10 STUDENT SERVICES

Guidance, career advising, and counseling services have been established at the Buckeye Hills Career Center for the benefit of all students. These services are provided to assist students in better understanding themselves and the opportunities available to them.

The Student Services' Office will be available to students at all times, including before, during and after school. Walk-in conferences with the counselors will be possible only before school, during lunch, or after school. If the counselors are busy, students should leave their name with the Student Services Secretary. As soon as possible, one of the counselors will make contact with the student. During classroom time, students are to make appointments with the counselor or career advisor through their instructor.

The following are some examples of situations which might prompt you to visit your counselor or career advisor:

1. Concerns regarding your program
2. Personal problems
3. Future career plans
4. Future educational training for college, career-technical, military, etc.
5. Credit checks
6. Placement services

The career-technical school counselors will also periodically talk to all students about future concerns and/or possible current problems.

I-11 FURTHER EDUCATIONAL TESTING

The Student Services Office will have information regarding the Scholastic Aptitude Test (SAT) and the American College Test (ACT) for students interested in attending college or a technical school. These two tests are the ones most widely used by college and technical schools. Results of these tests will be sent to the student's participating school. Students interested in taking one of these tests should contact the Student Services Office. Individual and/or small group tests may be administered by the counselors on a "need" basis. State mandated testing will be offered at the Career Center and appropriately coordinated with home school personnel.

I-12 MEDIA CENTER

A Media Center is located in the Red Building to use as a research facility by both students and staff. Books, reference materials, videos, magazines, audio-visual equipment, and computer workstations are available. Students are invited to use the Media Center when supervised by their instructor. Students will be responsible for lost/damaged materials if such damage is beyond reasonable use.

I-13 PROGRESS REPORTS

Students will be informed of their progress each nine (9) weeks by a formal grade card, mailed to the student's parent/guardian. All students will receive a mid-term progress report notifying the parent/guardian of the student's progress in each class.

I-14 GRADING AND EVALUATIONS

Teachers may prepare and administer quizzes and tests to determine student progress for establishing grades. Other evaluation instruments that may be used include projects, observations, and demonstrations.

Grading at the Career Center will consist of this scale:

Letter Grade	Percentage
A	92 – 100
B	84 – 91
C	75 – 83
D	60 – 74
F	0 – 59
I	Incomplete

Incomplete grades will only be given to those students who have not completed the required work/assignments because of an absence due to a prolonged illness, serious accident or for extenuating circumstances. Students in this situation shall have a period of time equal to the period of absence to complete their required work. It is the student's responsibility to make arrangements with the instructor for obtaining and completing the assignments.

Attendance Bonus – Students will earn bonus percentage points that are applied to their grade at the end of each grading period.

- a. Students with 100% attendance will receive 4 bonus percentage points.
- b. Students with one absence will receive 2 bonus percentage points.
- c. Students with two absences will receive 1 bonus percentage point.

I-15 CREDITS

Students will have the opportunity to earn up to 8 credits per year in a combination of Laboratory, Technical Theory, and Academics.

I-16 COLLEGE CREDIT PLUS

Students may have the option for obtaining College Credit. Please contact Student Services for more information.

I-17 CREDIT DEFICIENCIES

Students lacking high school graduation requirements have the option of making up credits through tutoring, correspondence courses, academic electives, and/or summer school.

Making up credit deficiencies **MUST** be approved by the student's participating school principal or counselor. The financial obligation for that course work will be that individual's responsibility.

I-18 PARENT CONFERENCES AND VISITORS

Parent/guardians desiring a conference should contact the instructor and/or a Career Center administrator for an appointment. Upon arriving at the Career Center, the parent/guardians must check in at the Main Office in the Red Building before going to the designated area for the conference.

All visitors to the Career Center must check in at the Main Office in the Red Building before entering any classroom, laboratory or office.

Students are expected to display courtesy and hospitality to anyone visiting the Career Center. The image projected by the student body will leave a lasting impression with these visitors.

Student "visitors" from other schools will not be permitted unless prior permission has been granted by both the participating school administrator and a Career Center Administrator.

Special arrangements may be made for persons wishing to visit Buckeye Hills Career Center. All persons wishing to visit the school must report to the MAIN OFFICE to receive approval and a visitor's pass prior to visiting a classroom or laboratory. No person shall trespass, loiter or remain in the school building or on school grounds. All school personnel have the right to exclude all uninvited or unauthorized personnel from the school premises. This is in accordance with Section 2917.21 of the Ohio Revised Code and the adopted policy of Buckeye Hills Career Center, which is posted at each entrance of the building.

I-19 TEXTBOOKS AND WORKBOOKS

Some textbooks will be provided free of charge by the Board of Education. Students are asked to keep in mind that these books are loaned to them and will be used again by other students. Students will be financially responsible for lost or damaged textbooks. It may be necessary for many students to purchase lab manuals and/or workbooks during the school year. Each student will be responsible for purchasing the workbooks individually.

I-20 FEES

In many areas of instruction, it is necessary for the students to provide their own protective clothing, such as coveralls, lab coats, safety glasses, and steel-toed shoes. For the convenience of the students, many of these items will be available at the school.

Because personal ownership of tools in many trade areas establishes pride, desire, and interest, students will be encouraged to purchase a tool kit or other personal equipment for use in school and after graduation. For the convenience of the students, tool kits will be available for purchase on a credit plan established by the school.

Inability to purchase a tool kit will not prohibit a student from participation in any program.

I-21 WORK PERMITS

The Career Center will assist the participating schools in issuing work permits to students attending the Center. Students may obtain work permit forms in the Student Services Office. After completing these forms, they should be returned to the Student Services Office for processing.

I-22 LOST AND FOUND

Unidentified articles found in the school by faculty or students should be turned in to the Attendance Office and may be claimed by the owner with proper identification.

I-23 LOCKERS

Each student will be assigned a locker for their individual use. Lockers are not to be shared. Students should plan to use the locker in the morning before school, during class change, lunch, or after school. **NO OTHER LOCKS** may be used on the lockers. Lockers are on loan to students and remain the property of the Board of Education. **The administration reserves the right to inspect lockers at any time.** It is the individual student's responsibility to keep valued articles adequately secured at all times; BHCC assumes no responsibility for the loss of articles. Leave valuables at home.

I-24 FIRE AND TORNADO DRILLS

Fire and/or tornado drills will be held once a month during the school year. Directions will be posted in each classroom or laboratory. Students are to walk to the nearest exit or shelter area as directed by the instructor. Quiet and orderly conduct will be required during the drills.

I-25 CHANGE OF ADDRESS, TELEPHONE NUMBER OR MARITAL STATUS

If your address, telephone number, or marital status has changed since the time of your application to the Career Center, or if it changes during the school year, please report these changes to the Student Services Office.

I-26 DRIVING ON CAMPUS

Students are permitted to drive to school. Driving regulations are in the Appendix.

I-27 STUDENT INSURANCE

It is strongly suggested that each student enroll in an Accident Insurance Program. This can be accomplished by the student purchasing insurance at the Career Center if the student's parent/guardians have no accident coverage. Applications may be picked up in the Student Services Office, or downloaded from the Buckeye Hills website. Other special purpose insurance is required for certain career-technical program experiences, i.e. Health Care, etc.

I-28 PARTICIPATING HIGH SCHOOLS

Gallia Academy, Jackson, Wellston, Oak Hill, Vinton County, River Valley, and South Gallia are participants in the joint vocational school district. Each school provides bus service to students attending BHCC. Questions concerning busing should be directed to the home district Transportation Director.

Note: Career Center staff cannot grant permission for a student of one district to ride another district's bus.

I-29 STUDENT ORGANIZATIONS

FFA:

Participating Program: ▪ Agricultural and Diesel Mechanics

FCCLA: Family Career and Consumer Leaders of America

Participating Programs: ▪ Early Childhood Education
 ▪ Culinary Prep

BPA: Business Professionals of America

Participating Programs: ▪ Medical Office Assistant

Skills USA:

Participating Programs: ▪ Auto Collision Technology ▪ Culinary Prep
 ▪ Auto Service Technology ▪ Diversified Health Occupations
 ▪ Building & Grounds Maintenance ▪ HVAC/Plumbing/Electrical
 ▪ Building Trades ▪ Medical Office Assistant
 ▪ Computer/Electronic Engineering ▪ Patient Care Technician
 ▪ Cosmetology ▪ Welding
 ▪ Criminal Justice

Disciplinary action could result in a student not participating in student organization events or offices.

I-30 NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create enthusiasm for scholarship and a desire for service, to promote skills, and to encourage development of character. Membership is available to eligible juniors and seniors, and is based upon scholarship, service, leadership and character.

I-31 NATIONAL TECHNICAL HONOR SOCIETY

The purposes of the National Technical Honor Society are to reward excellence in workforce education; to encourage scholastic achievement, skill development, honesty, service leadership, citizenship, and individual responsibility; and to cultivate and champion a stronger, more positive image of workforce education in America. Membership is available to eligible juniors and seniors.

I-32 EMPLOYABILITY TRAITS CERTIFICATE

Employability Traits consist of attendance, behavior, and lab work completion.

Each nine weeks a student will be rewarded for having demonstrated employability traits if they:

- a. Are absent no more than two days (this includes excused or unexcused absences).
- b. Have a combination of no more than three (3) instances of tardiness and/or early dismissal.
- c. Has been assigned no more than a total of one day in ISS and/or no more than two lunch detentions (students having been suspended, expelled, or having spent time at alternative school are excluded from this reward).
- d. Are up to date on all their lab assignments and projects as determined by the lab instructor.

If a student receives the Employability Traits reward for three out of four 9-weeks grading periods during a school year, he/she will receive an employability certificate that will go into his/her career passport. Special recognition and a prize will be awarded to students who have achieved four out of four rewards.

I-33 CAREER-TECHNICAL CERTIFICATE

A Career Passport with a Career-Technical Certificate of Completion will be presented to students who meet the requirements as established by the Career-Technical School. Participation in the Certificate Ceremony is a student privilege, not a right.

Diplomas will be issued by the participating school to those students who meet the necessary requirements as established by that school district for graduation.

Career Passport – Students may obtain a Career Passport with a career-technical certificate of completion by attaining the following:

- a. Pass all career-technical lab courses
- b. Attain an overall average of 75% or greater
- c. Maintain at least a 92% attendance rate over two years

Cosmetology Certificate - Ohio mandates a licensing procedure for anyone wishing to practice cosmetology. In order to encourage students to become licensed, the following provisions have been established:

1. Upon the completion of the necessary requirements of the Ohio State Board of Cosmetology, the student shall take the State Board Examination.
2. Only those students who take the State Board Examination shall receive Certificates of Completion from the Gallia-Jackson-Vinton Joint Vocational School District Cosmetology Program.
3. Passing the State Board Examination shall not be a requirement in order to pass the Gallia-Jackson-Vinton Joint Vocational School District Cosmetology Program and receive the local Certificate of Completion.
4. Students not receiving a certificate will not participate in the certificate ceremony. An exception will be made for students who have met all requirements and have applied to take the State Board Examination but have not yet been assigned an examination date or have been assigned an examination date after the date of the Certificate Ceremony. Such students will be permitted to participate in the ceremony, but will not receive the Certificate of Completion until after they have actually taken the examination.

SECTION II: ATTENDANCE

II-1 ATTENDANCE

Regular attendance is one of the most important factors determining the success or failure of any student. It is a key factor in job retention, as well. House Bill 410 requires that students will not miss more than 30 consecutive unexcused hours, 42 unexcused hours in one month, or 72 unexcused hours in a school year (approximately five consecutive days, seven days per month, or 12 days per year). Violation of this requirement results in a student being deemed habitually truant. An attendance intervention team meeting will result. For those students under 18, once an intervention strategy begins, the school will file a complaint in juvenile court on the 61st calendar day if successful progress has not occurred. Students attending Buckeye Hills Career Center are strongly encouraged to make every effort to attend faithfully. To that end, the following information is provided.

Home School Closings: Individual home school schedules differ from the Buckeye Hills schedule. If a home school is closed on a day when BHCC is open, BHCC students are required to attend; the home school will provide transport from the home school.

If BHCC is open and a home school is closed due to inclement weather or other emergency, students from that school are not required to attend BHCC and will not be counted absent for that day.

Please listen to your local radio station or watch WSAZ-TV Channel 3 news for information on school closings. You may also sign up for text messages to be sent to your phone. See page 28 of this handbook, or go to www.nixle.com for more information and to open a free account.

II-2 ABSENCE FROM SCHOOL/ADMIT SLIP

Students who have been absent from school are required to report to the Attendance Office upon their return. They must fill out an Admit Slip and present it, along with their excuse note signed by parent/guardian, to the Attendance Secretary. The Admit Slip will then be presented to each teacher during the day. Students arriving at school before the end of first period, but after the initial tardy bell, will be counted as tardy. Students who arrive after the end of first period will be counted a half day absent. Students arriving after 11:16 AM will be counted a full day absent.

II-3 EXCUSED ABSENCES

A student who receives an excused absence will be given the opportunity to make up all academic and technical theory classroom work within the acceptable time limits. Reasons for which students may be excused include, but are not limited to:

1. Personal illness (may require a physician's note)
2. Illness in the family (may require a physician's note)
3. Death in the immediate family (with appropriate documentation)
4. Doctor/Dentist appointment (with signed slip from the doctor/dentist)
5. Quarantine of the home (certification from a health department official required)
6. Emergency or other set of circumstances (as determined by the administration)
7. College visitation (requires verification from the visited college)
8. A court appearance (with appropriate documentation from the court) may or may not constitute an excused absence.

The eight (8) reasons for excused absences are for a combined maximum of ten (10) days. Absences in excess of 10 days will also be excused **only** if an appropriate doctor/dentist, death, or court excuse is provided to the Attendance Office. **Excused absences beyond ten (10) days may be eligible for make-up time but must be approved by the Attendance Review Committee (applications available in the Attendance Office).**

II-4 UNEXCUSED ABSENCES

Any additional days of absence beyond the maximum ten (10) days, (doctor/dentist, death, or court excuses excepted as previously explained) or for reasons other than the eight (8) previously listed, will be considered as unexcused absences. It shall be noted that students with absences related to the following will receive unexcused absences: hunting, shopping, vacationing, working (unless it is for early/advanced placement), legal detainment. **Please note that a court appearance in and of itself may not constitute an excuse for missing a day of school.**

Students with unexcused absences or out-of-school suspension will make up all assignments for ½ credit. Students will have as many days to make up work as they were absent. **In all cases, make up work shall be initiated by the student.**

II-5 ATTENDANCE REVIEW HEARING

For those students who have unexcused absences, an Attendance Review Board may review and consider the documentation for each absence. The Attendance Review Board may change unexcused absences to excused for the purposes of court complaints and make-up time; however, such “excused” days cannot be used to qualify for a perfect attendance bonus. The application for the review will be submitted **by the end of the grading period** in which the absence took place. Should the student’s absence occur during the final days of the grading period, the application for review may be accepted during the grading period or directly thereafter. It may be necessary for the instructor to assign an incomplete grade in such a situation until approved work is made up.

It is the student’s responsibility to initiate the procedure to convene the Attendance Review Hearing.

II-6 MAKE-UP WORK

Make up work is expected and permitted for excused absences. The student will have as many days to make up the work as they were absent (e.g. if a student was absent Monday and Tuesday (two days), that student would have two days to complete any make-up work – in this case, work must be turned in not later than Friday morning of that week). If a student is absent on the day an assignment is due, that assignment shall be due on the day the student returns to school. **Make up work, tests, reports, etc., shall be completed within one week of the official ending of each nine weeks period.** Should a student not comply with this, the individual shall receive an “F” for all work not completed. These “F’s” shall be averaged with the other existing grades to determine the grade for the grading period. **In all cases, make up work shall be initiated by the student.**

II-7 MAKE-UP TIME

Students will be permitted to make up time for purposes of earning a certificate only with the approval of the Attendance Review Committee.

II-8 TARDINESS

Tardiness to school is defined as arriving at school after the morning tardy bell has rung, but before the end of first period.

A student is entitled to an **excused tardy** only if prior notification is provided or the tardy student provides a note dated and signed by the parent/guardian no later than the next school day. The excused tardy must be related to one of the eight (8) reasons earlier listed for excused absences. If a student goes over the ten (10) excused days of absence, tardiness to school will be recorded as unexcused, except for the following:

1. Death in the immediate family
2. Doctor/Dentist appointment (with signed slip from the doctor/dentist)
3. Emergency or other set of circumstances (as determined by the administration)
4. A court appearance (with appropriate documentation from the court)

Tardiness to class is defined as not being in the designated area of instruction when the bell to begin class rings.

Continued tardiness to school or class will result in progressive punishment.

Students arriving after 8:20 AM on a late bus **MUST** report immediately to the Attendance Office to obtain a bus slip. Such tardiness will not count against the student.

II-9 EARLY DISMISSALS

Early dismissal is defined as leaving the school premises prior to the official 2:32 P.M. dismissal time.

Students dismissed after 11:16 a.m. but before the end of 7th period will be counted absent one-half day. Students dismissed before 11:16 a.m. will be counted absent one full day. Students MUST follow these guidelines for an Early Dismissal:

- (a) provide prior notification, in written form, to the Attendance Staff on the morning (before 8:20 a.m.) of the needed early dismissal.
- (b) obtain an Early Dismissal permit slip in the Attendance Office prior to leaving the Career Center.

Excused early dismissals will be granted for one of the 8 (eight) reasons listed under Excused Absences provided the above guidelines have been followed. If a student goes over the ten (10) excused days of absence, early dismissals from school will be recorded as unexcused, except for the following:

1. Death in the immediate family
2. Doctor/Dentist appointment (with signed slip from the doctor/dentist)
3. Emergency or other set of circumstances (as determined by the administration)
4. A court appearance (with appropriate documentation from the court)

Excessive unexcused early dismissals will result in progressive punishment.

Early dismissals resulting from an early bus or from a school-sanctioned early dismissal will not count against the student.

II-10 JOB INTERVIEWS

Students who have a job interview for Co-Op or advanced/early placement must go by the following procedure:

1. The instructor/job placement coordinator must arrange for the interview.
2. The parent/guardian and instructor must sign the permission form.
3. The signed permission form for a job interview is presented to the Attendance Staff.

II-11 HABITUALLY ABSENT STUDENTS/DROPOUTS

Once a student has missed 8 days (excused or unexcused), a letter will be sent to the parent/guardian explaining the attendance requirements. Parent/guardian will be notified when a student has 6.5 or more days of unexcused absence in a month or when they have missed a total of 11.5 unexcused days for the year. In addition, parent/guardians and courts will be notified when students reach three (3) and eight (8) unexcused absences.

A student is considered Habitually Truant when they miss 5 unexcused consecutive days, 7 unexcused days in one month, or 12 unexcused days in a year. An Absence Intervention Team (AIT) will become involved within 10 days after a student is deemed Habitually Truant to create a Truancy Intervention Plan. A Court complaint for students under 18 years of age will be filed on the 61st calendar day after the AIT has convened if sufficient progress is not made or if the student refuses to participate. To delay or cancel the complaint with the court, a student would have to meet the expectations laid out in the AIT.

Juveniles missing 10 or more consecutive unexcused days or 15 unexcused days per year will be reported to the Registrar of Motor Vehicles. This notification will initiate the action to revoke the juvenile driver's license/learner's permit.

18 years old or older- The student 18 years of age or older assumes the responsibilities previously assumed by the parent. **These students are still responsible for following all rules and regulations as they apply to the general student body.**

ATTENDANCE SANCTIONS

Unexcused Tardies

5 Unexcused Tardies = Consult with Social Worker

10 Unexcused Tardies = 2 Lunch Detentions

15 Unexcused Tardies = 5 Lunch Detentions

20 Unexcused Tardies = Wednesday School

25 Unexcused Tardies = Saturday School

30 Unexcused Tardies = Alternative School

(Each additional 5 unexcused occurrences will result in an extra day at Alternative School)

Each of these steps could be altered by a Truancy Intervention Plan or a Success Plan.

Unexcused Early Dismissals

5 Unexcused Early Dismissals = Consult with Social Worker

10 Unexcused Early Dismissals = 2 Lunch Detentions

15 Unexcused Early Dismissals = 5 Lunch Detentions

20 Unexcused Early Dismissals = Wednesday School

25 Unexcused Early Dismissals = Saturday School

30 Unexcused Early Dismissals = Alternative School

(Each additional 5 unexcused occurrences will result in an extra day at Alternative School)

Each of these steps could be altered by a Truancy Intervention Plan or a Success Plan.

Unexcused Absences

5 Unexcused Absences = Consult with Social Worker

10 Unexcused Absences = 2 Lunch Detentions

15 Unexcused Absences = 5 Lunch Detentions

20 Unexcused Absences = Wednesday School

25 Unexcused Absences = Saturday School

30 Unexcused Absences = Alternative School

(Each additional 5 unexcused occurrences will result in an extra day at Alternative School)

Each of these steps could be altered by a Truancy Intervention Plan or a Success Plan.

II-12 LEAVING SCHOOL DURING THE DAY

Each student is under the jurisdiction of the Career Center until the end of the school day. No student may leave the premises during the school day without prior approval of a school administrator. Students who become ill during the school day should check with their instructor before reporting to the Attendance Office in the Red Building.

Co-Op and Advanced/Early Placement students may leave the building during the day to get further training in their career-technical area. Co-Op and Advanced/Early Placement students are still under the jurisdiction of the school even while they are away from the school site. Proper conduct is expected at all times.

SECTION III: DISCIPLINE

III-1 STUDENT CONDUCT AND DISCIPLINE

Students violating the following code of conduct may be subject to disciplinary action, including reprimand, parental conference, detention, in-school suspension, Wednesday/Saturday/Alternative School, out-of-school suspension, and expulsion. The following activities are specifically prohibited:

1. Cutting class
2. Truancy
2. Hall disturbance
3. Inappropriate dress and grooming, to include display of gang-related colors
4. Damage or theft of school or private property
5. Use or possession of tobacco substance or tobacco substitutes, which include electronic cigarettes (e-cigarettes), their cartridges, and their liquid solution (e-liquid); and the use or possession of matches or lighters.
6. Any use or possession of alcohol, drugs or any sort of mind-altering substance, counterfeit drugs or drug paraphernalia
7. Cheating or dishonesty
8. Disrespect, insubordination, profanity, or harassment based on sex, religion, race or national origin, or any sort of bullying or hazing activities
9. Fighting, encouraging or observing a fight
10. Possession or use of any dangerous weapon, or dangerous instrument used as a weapon
11. Unsafe driving and/or unauthorized use of motor vehicle on school grounds
12. Any other grounds rendering the attendance of the student disruptive to the educational program of the school.

No discipline code or handbook can ever cover any and all eventualities that may arise. In any situation not specifically covered in this handbook, the Administration will be the final arbiters, and such situations will be resolved at the discretion of the Administration.

NOTE: The Board of Education has adopted a “ZERO TOLERANCE” policy for violent, disruptive, or inappropriate behavior by students.

III-2 BULLYING

Buckeye Hills Career Center strictly prohibits any student behavior that could constitute bullying, hazing, harassment or intimidation in any form, for any reason. For purposes of this regulation, bullying, harassment, hazing and/or intimidation means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students towards other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited: on or immediately adjacent to school grounds; at any District sponsored activity; in any District publication; through the use of any District-owned communication tool, including but not limited to District e-mail accounts and/or computers; on school-provided transportation; or at any official school bus stop. In instances where such behaviors occur at a bus stop not controlled by BHCC, or on a bus en route to or from BHCC, the administration will cooperate with the home school administration in applying appropriate sanctions.

In evaluating whether conduct constitutes hazing or bullying for the purposes of this regulation, special attention will be paid to the words chosen or the actions taken, whether such conduct occurred in public or

was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Students and/or their parents/guardians may file a written report regarding suspected hazing or bullying. Such reports must be reasonably specific including persons involved, dates and times of occurrence, frequency of occurrence, and language used or actions taken. Such a report may be filed with any school staff member. The report will be reviewed and appropriate action taken. An informal report may also be filed with any staff member, who will then make written notes to be forwarded to an administrator for review and action when necessary. Such reports may be taken in confidence and the anonymity of the reporting person maintained.

In any instance where it has been determined that bullying, hazing, or harassment has occurred, the perpetrator will have appropriate action taken against them. Such action will depend on the severity of the incident and may vary from informal counseling up through the full range of disciplinary sanctions.

Please see Appendix for bullying policy; policy and semi-annual report are posted on the school web-site at www.buckeyehills.net.

III-3 DANGEROUS WEAPONS

Students who use or possess a gun, knife or any dangerous weapon on school property, in a vehicle, or at any school sponsored activity may be subject to expulsion for up to one calendar year. **DANGEROUS WEAPONS ARE PROHIBITED!!**

Note: Any item used as a weapon will be considered as such. Cutting instruments are provided in the labs as necessary and their use is permitted, in lab areas only, as determined by the instructor. Unauthorized possession or use of any knife or any other weapon may also subject the student to loss of driver's license, in addition to any other school or criminal sanctions that may be applied.

III-4 SUSPENSION

The two types of suspension are in-school and out-of-school. Students may be given an opportunity to complete technical theory/academic work when receiving in-school suspension.

When a student receives out of school suspension, they will receive a "0" in all class work. However make-up work will be encouraged, work will be graded, and the student may receive half-credit for such work.

The following procedures, in general, will be followed for out-of-school suspension:

1. An informal hearing with the student will be held, except when it appears that the student will create an immediate and substantial danger to persons or property.
2. Notice to parents/guardians will be sent within 24 hours if informal hearing results in suspension.

III-5 WEDNESDAY/SATURDAY/ALTERNATIVE SCHOOL

Wednesday School will be held on designated Wednesdays from 2:40 - 4:00 pm.

Saturday School will be scheduled between 9:00 AM and 12:00 noon on the first and third Saturday of each month.

Wednesday/Saturday School should be considered as an alternative to out-of-school suspension; however, students will be assigned to the Alternative School for at least one day if they fail to attend as scheduled or fail to cooperate with the monitor. Alternative School is conducted off-campus during the regular school day. Alternative School does not count as an absence, and students receive full credit for work completed there. Students may be assigned to Alternative School whenever possible in lieu of out-of-school suspension.

Students are encouraged to bring school work, especially make-up work, to their assigned Wednesday or Saturday School. If the student does not bring any work, the monitor will assign them work to do. This work may be in the form of worksheets or copying definitions from a textbook or other work. The student must work on either the work assigned by the monitor or the work he/she brings the entire time, or the student may be assigned to extra Wednesday or Saturday School or another further sanction.

III-6 TOBACCO POLICY

Due to legislation, the Ohio General Assembly approved a NO SMOKING or possession of any tobacco substance in any public school or grounds by a public school pupil. Therefore, there will be **NO USE or POSSESSION** of any tobacco substance permitted on the Buckeye Hills campus or at any approved activity. This policy applies to the use or possession of tobacco substance or tobacco substitutes, which include electronic cigarettes (e-cigarettes), their cartridges, and their liquid solution (e-liquid); and the use or possession of matches or lighters.

III-7 DRUG ABUSE PROCEDURE

The Gallia-Jackson-Vinton JVSD Board of Education adopted the following procedures to be used in handling incidents of drug abuse that occur while a student is under the jurisdiction of Buckeye Hills Career Center:

1. If a student violates the regulations regarding possession or use of any illegal drug, alcohol, drug counterfeit, or other mind-altering substance, in any form, that student will be suspended from school immediately for ten (10) days and appropriate charges may be filed with the sheriff's department. Should that same student violate those regulations a second time while attending BHCC, that student will immediately be suspended for ten (10) days, appropriate charges will be filed with the sheriff's department, and proceedings leading to expulsion will be started.
2. If a student is caught selling or distributing (giving away) alcohol, drugs or other mind-altering substances, in any form, on school property or at any school-sanctioned event, the School Resource Officer will investigate the incident. Appropriate criminal charges will be filed through the local sheriff's department. Also, the student will be suspended or removed under emergency removal provisions until expulsion procedures have been instituted and action taken by the Superintendent.
3. The above policies are applicable to students in both one (1) and two (2) year programs. Violations/offenses are carried over to the second or subsequent year of attendance for those students enrolled at Buckeye Hills Career Center. Sanctions may also be applied for counterfeit drugs.
4. Current law permits juvenile students caught using or possessing illegal drugs and alcohol to be reported to the Registrar of Motor Vehicles. This notification will initiate the action to revoke the juvenile driver's license/learner's permit.

III-8 SAFETY AND STUDENT DRESS

Students should dress in a manner that is clean, safe and that potential employers will find attractive; professional dress properly reflects the business orientation of BHCC. All students are required to follow safety practices and dress codes as determined by the individual program areas, which are based on current industrial practices. Wearing hair styled or colored in such a fashion as to call attention to oneself, or wearing

clothes that are immodest, extreme, exaggerated or unkempt are not in keeping with the goal of creating a positive first impression.

1. Work shoes that comply with lab safety rules (as established by lab instructor) are to be worn in labs.
2. The following standards of dress have been established:
 - Shirts must have sleeves (at least t-shirt sleeve length).
 - Skirts, dresses, pants, or shorts must be at least mid-knee length.
 - If tight clothing such as leggings, yoga pants, or skinny jeans are worn, then a shirt, sweater, skirt, or shorts must be worn over them and must extend to at least mid-thigh length.
3. The following items of clothing/style of dress **are prohibited**:
 - any piercings, other than earrings
 - items of clothing or accessories with hanging straps, chains, spikes, sharp edges (e.g 'biker' wallets, dog collars, spiked wristbands or hats)
 - clothing that has profane, sexually suggestive or vulgar language, images or graphics
 - clothing or styles of dress containing images or language that promote hate, violence or gang affiliation, or are associated with such activities.
 - clothing such as tank tops, spaghetti straps, sleeveless shirts, see-through styles, backless or bare midriff styles.
 - clothing that is styled or worn in such a manner that underwear can be exposed, or the individual's back or stomach are exposed during normal activity
 - clothing that has **holes**, tears, ragged hems or that drags the ground (tears, holes and ragged hems must be covered with duct tape)
 - pajamas worn as outerwear
 - headgear is not to be worn in the cafeteria/corral and office areas. It is at the discretion of the instructor to permit or forbid headgear in labs or classrooms.
 - Blankets are not to be carried and/or worn during the school day. It is understood that students may wish to carry a blanket with them on the bus; however, such items are to be left in the student's locker during the school day.

**Individual teachers may have other dress requirements
appropriate to their particular program area.**

Students in violation of the dress code will be removed from class to correct the unacceptable item. Clothing items may be available for loan in the Student Services Office when necessary. Students will change the item and return to class as quickly as possible. Further disciplinary sanctions will be imposed on repeat offenders. The school reserves the right to determine what is appropriate.

III-9 CARE OF PROPERTY

Students must develop a respect for their own property and for the property of others. Respect for personal property is a mark of maturity and character and is valued by employers. Any student abusing school property will be charged for damages.

The building, equipping, and maintaining of the Buckeye Hills Career Center cost the taxpayer, among whom are your parents, a considerable amount of money. Please try to preserve and protect the school.

Remember, the school belongs to you and your parents. Therefore, do not deface desks, chairs, or other equipment.

III-10 HALL PASSES

Each student is assigned to a laboratory shop, classroom or cafeteria during the day. Students outside the assigned areas must have a pass from an instructor or supervisor.

III-11 CELL PHONES

Students may use their phone before school (must be put up at 8:15 bell), during their lunch period, after school (cannot have them out before the 2:32 bell), and they are not to be used in the classroom unless permitted by the instructor as a learning tool. Any electronic communication device is subject to confiscation. Additional violations of this prohibition will incur other, escalating disciplinary sanctions. Cell phone use at any other time is not permitted and may result in disciplinary action.

Cell Phone Sanctions

1ST Offense = 2 Lunch Detentions

2nd Offense = 5 Lunch Detentions

3rd Offense = Wednesday School

4th Offense = Saturday School

5th Offense = Alternative School

(Each additional offense will result in an extra day at Alternative School)

Remember, BHCC prohibits any recording of any kind including, but not limited to, video, audio, or photos on school premises by the students. The severity of the punishment for violating this recording rule will be determined by the nature of the recording and the student's past behavior record.

III-12 SCHOOL RESOURCE OFFICER

BHCC works closely with the Gallia County Sheriff's Office to provide a full time Deputy to serve as the School Resource Officer. While his primary duty is to provide safety and security services to the BHCC population, he can, and does, act in his law enforcement capacity when the situation warrants. Activity which could be considered a violation of law if committed off-campus (e.g. assault, theft, 'sexting', reckless driving) may be treated as such if committed on campus.

SECTION IV.

ACCEPTABLE USE POLICY AND COMPLIANCE AGREEMENT

STUDENT ACCESS TO NETWORKED INFORMATION PROCEDURES:

IV-1 PROGRAM DEVELOPMENT

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials that comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and studies related to the District curriculum.

Students will be informed by staff of their rights and responsibilities as users of the District network prior to gaining access to that network, either as an individual user or as a member of a class or group.

IV-2 INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Each student will be issued a school email account for school activities only. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege, not a right, and entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers would always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

If the user inadvertently accesses inappropriate materials, the user will immediately disclose the inadvertent access to their teacher. Users will promptly disclose to their teacher or other school official any inappropriate or offensive message they receive.

The following are not permitted:

1. Sending, displaying, or downloading offensive messages or pictures.
2. Using obscene, profane, lewd, rude, threatening, or disrespectful language.
3. Harassing, insulting, or attacking others.
4. Altering or damaging computers, computer systems, or computer networks.
5. Violating copyright laws or plagiarizing work found on the internet.
6. Using others' passwords.
7. Trespassing in others' folders, work or files.
8. Intentionally wasting limited resources (e.g.. disk space or printing capacity).
9. Employing the network for commercial purposes.
10. Use of the District system to access or download materials that is obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate mail).

IV-3 STUDENT E-MAIL ACCOUNTS

- All student Email accounts are property of the Gallia Jackson Vinton JVSD Board of Education. Email activities must comply with Board of Education Policy. (Internet Access). The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduating, leaving the school district, or committing any of the infractions outlined below. The removal date may be extended up to a year for students in good standing for the purpose of attaining placement information, receiving employment opportunities and to give the student time to transition his/her Ohio Means Jobs account.
- The primary purpose of the student email system is for students to use the Ohio Means Jobs Website, communicate with school staff, access outside resources related school assignments, and

communicate with fellow students to collaborate on school activities. Use of the district's email system is a privilege.

- Use of the email system will align with the school's code of conduct, and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the email system or disrupt the operation of the school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers or home addresses in any email correspondence.
- Email sent or received is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.
- When issues arise, the school will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the Board of Education may contract with outside agencies to operate the student email system. If this arrangement is made, all parts of this statement remain in force.
- The school is responsible to ensure the efficient use of the electronic email system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the school administration and/or the school's technology support personnel.
- If necessary, the Board of Education, at its discretion, may close the accounts at any time. Any updates or changes to this email agreement by the Board of Education or administration will be in effect.

IV-4 SANCTIONS

1. Violations may result in the loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

IV-5 USE & COMPLIANCE STATEMENT

Please see the last page of the handbook for the Parent/Student Use and Compliance Agreement. This page must be signed by the student and parent and returned to Buckeye Hills Career Center no later than the indicated date.

APPENDIX

A. DRUG-FREE WORKPLACE NOTIFICATION

As required by the Drug-Free Workplace Act of 1988 and the U.S. Department of Education Drug Prevention Certification, the Gallia-Jackson-Vinton JVSD provides this notification on an annual basis to each employee and student.

- The unlawful possession, manufacture, distribution, dispensing, or use of illicit drugs and alcohol on district property or as any part of any school activity is prohibited. It is the intent of the Gallia-Jackson-Vinton JVSD to maintain a drug-free environment.

Disciplinary sanctions consistent with local, state, and federal law will be imposed upon students and employees found to be involved in such prohibited activities. District sanctions may be imposed up to and including expulsion or termination of employment and referral for prosecution. Sanctions may include the completion of an appropriate rehabilitation program.

Numerous criminal charges, both misdemeanor and felony, may be filed against individuals engaged in unlawful activities with drugs and alcohol. Penalties for violation of these laws range from monetary fines to imprisonment. Possessions, i.e. homes, vehicles, etc., may be seized if used in unlawful drug or alcohol related activities.

Alcohol and drug addiction are considered to be America's number one health problem. The economic cost in the United States is estimated to be 166 billion annually. Four of ten Americans are affected by alcoholism in their families. One in five hospital days is linked to the abuse or addiction of alcohol or drugs.

Use of illicit drugs can result in adverse psychological and personality changes, lowered resistance to disease and infection, transmittal of disease among users or to family members including the unborn, physiological damage to the body's organs, structures, and control systems, and death.

In the workplace, drug and alcohol abusers cause decreased productivity and increased accident rates. Drug abusers are three times more likely to be late for work, 33% less productive, and are likely to incur 300% higher medical costs. 38.50% of all workers compensation claims are related to the abuse of alcohol or other drugs in the workplace. 40% of industrial fatalities and 47% of industrial injuries can be linked to alcoholism and alcohol consumption.

Drug and alcohol counseling, treatment, or re-entry programs are available to both students and employees.

Agencies that may assist in improving student attitude or behavior:

Bassett House

P.O. Box 724
Athens, OH 45701
740-594-8108

Rural Women's Recovery Program

P.O. Box 724
Athens, OH 45701
740-593-6152

FACTS/New Alternatives (Outpatient)

Gallia County

45 Olive Street
Gallipolis, OH 45631
740-446-7866

Jackson County

731 Main Street. Suite 12
Jackson, Oh 45640
740-286-1589

G-J-M Board of Alcohol Drug Addiction & Mental Health Services

53 Shawnee Lane
Gallipolis, OH 45631
740-446-3022

Our Lady of Bellefonte (Inpatient for adults)

St. Christopher Drive
P O Box 789
Ashland, KY 41105
606-833-3333
Toll Free 866-910-6524

Prestera Center for Mental Health

710 Viand Street
Point Pleasant, WV 25550
304-675-2361
Toll Free 800-642-3434

Hopewell Health Center

24-Hour Crisis Line: 888-475-8484

502 McCarty Lane, #5
Jackson, OH 45640
740-286-5245

313 ½ W. Main Street
McArthur, OH 45651
740-596-4809

Woodland Centers, Inc.

24-Hour Crisis Line: 800-252-5554

3086 St Rt 160
Gallipolis, OH 45631
740-441-4400

112 E. Memorial Drive
Pomeroy, OH 45662
740-992-2192

500 Burlington Road, Suite 240
Jackson, OH 45640
740-286-5075

B. STUDENT DRIVING REGULATIONS

1. ALL VEHICLES MUST BE REGISTERED!!
2. Vehicles are to be parked during the length of the school day in the assigned parking zone. Student vehicles are never permitted in the Faculty Parking Lot or the Bus Loading Circle. Only a Buckeye Hills Career Center Administrator can give permission for you to remove your car from the lot. Our school has a closed lunch period, which means that you will not be permitted to leave with your vehicle at the noon period. Co-op and Advanced/Early Placement students would be an exception to this rule.
3. At the close of the school day, no cars are to leave the parking lot until released by the parking lot monitor. NO PASSING OF SCHOOL BUSES WHILE LOADING OR UNLOADING IS ALLOWED.
4. Vehicles must be driven in a safe manner at all times on the school grounds. Reckless operation, speeding (10 mph limit), spinning tires, and unsafe vehicles will not be permitted at the Career Center. Vehicles must be operated in accordance with State Laws at all times.
5. Only a BHCC Administrator can permit you to go to your car during the school day. This rule is established to protect your car and its contents from damage or theft. Staff members will be supervising the lot during the school day.
6. Drivers of vehicles are liable for injury to passengers.
7. School staff members will monitor the parking lot during school hours, but Buckeye Hills Career Center cannot accept responsibility for any loss or damage incurred while a student/visitor car is parked in a BHCC parking lot.
8. Report any theft of items in or on your car and accidents involving student or staff automobiles to the

Main Office.

9. Violation of any of the parking lot and driving rules or student conduct code will result in disciplinary action and may result in termination of driving privileges for an indefinite period.

10. Please remember that excessive unexcused absence, and/or any drug and weapons violations will result in loss of the student's state driver's license for a minimum of 6 months from the date of infraction. It is the student's responsibility to apply for re-instatement of the driving privilege. The student may apply for re-instatement by writing a letter containing the request to the Attendance Office, Buckeye Hills Career Center, Box 157, Rio Grande, OH 45674.

C. BULLYING POLICY

HAZING AND BULLYING (File JCF) (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.

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

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

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students.

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

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

[Adoption date: June 12, 2002]; [Re-adoption date: November 9, 2011]; [Re-adoption date: November 14, 2012]

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 117.53; 2307.44; 2903.31; 3301.22; 3313.666; 3313.667; 3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IGAE, Health Education
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JG, Student Discipline
JHG, Reporting Child Abuse
JO, Student Records
Student Handbooks

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. physical violence and/or attacks;

2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors and
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, website postings or comments and instant message
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

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

4. False Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

B. Non-disciplinary Interventions

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

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

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

Reports to the Victim and His/Her Custodial Parent or Guardian

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

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

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

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

(Approval date: February 28, 2008)

(Re-approval date: November 9, 2011)

(Re-approval date: November 14, 2012)

D. NON-DISCRIMINATION POLICY

It is the policy of the Gallia-Jackson-Vinton Joint Vocational School District that educational programs and other activities be conducted in adherence to Title VI of the Civil Rights Act of 1964, the Title IX of the Educational Amendments of 1972, and the Section 504 of the Rehabilitation Act of 1973 in assuring non-discrimination with regard to race, color, national origin, sex and disability. The District does not permit discriminatory practices and views harassment as a form of discrimination.

Complaints regarding discrimination or harassment should be brought to the attention of the Vocational Director who serves as the Title VI, Title IX, and Section 504 Coordinator.

A complaint may be filed with the U.S. Department of Education at any time. It is not necessary to go through the District's grievance procedures before filing with the U.S. Department of Education.

Complaints may be sent to: U.S. Department of Education, Team Leader, Office of Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, OH 44104.

E. NIXLE

Nixle is a Community Information Service dedicated to helping you stay connected to the information that matters most to you, depending on your physical location. You stay connected to your local police department, your children's schools, your local community agencies and organizations, and the important information from other locations throughout the country that are relevant to you. Our service is built on the most secure, reliable, and high-speed distribution platform, ensuring that you receive trusted and immediate, geographically relevant information. Information is immediately available over your cell phone by text message, by email, and over the web. Your account can be customized so you receive the information that

matters most to you. Whether it is where you live, work, or have friends or family throughout the country, the information is immediately available to you over your mobile phone, email and computer.

Buckeye Hills Career Center has joined this network in an effort to keep parent/guardians more informed and more involved in their students' education. Go to www.nixle.com for more information and to open a free account.

F. ASBESTOS NOTIFICATION

Please be advised that following the renovation work at the Buckeye Hills Career Center, the facility has been designated as asbestos free by the United States Environmental Protection Agency. A copy of the school's asbestos management plan is available for review in the Superintendent's Office.

G. PBIS NOTIFICATION

Gallia-Jackson-Vinton Joint Vocational School District has adopted a policy on PBIS, Restraint and Seclusion, as required by OAC 3301-35-15. A copy of the policy is available to parent/guardians on the school web site (www.buckeyehills.net) and in the high school office.

H. FERPA NOTICE

Please be advised, in accordance with current law, that as a parent/guardian:

- You have the right to inspect your student's records.
- You have the right to seek the correction of inaccurate or misleading records.
- You understand that your student's records may be viewed by teachers and other school personnel without your consent.
- You have the right to file a complaint with the U.S. Department of Education.
- You know that personally identifiable information about your child will not be released without your consent, except for the following, which is considered directory information:
 - Student name
 - Address and telephone number
 - E-mail address
 - Date of birth
 - Home school
 - Extracurricular participation (pictures/news releases)
 - Student achievement awards or honors
 - Career-Technical program
 - Grade level
 - Dates of attendance (based on "from" and "to" enrollment)
 - Enrollment status
 - Student work for display at discretion w/o grade
 - Photographs & videotapes of school activities (except security surveillance videos)

If you wish to request that we not release your student's Directory Information, please submit this request, in writing to Student Services.



2017-2018
BUCKEYE HILLS CAREER CENTER
Gallia-Jackson-Vinton JVSD
www.buckeyehills.net



BOARD APPROVAL 4-12-2017

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
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September 2017						
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October 2017						
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December 2017						
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(20)						

PO BOX 157
351 BUCKEYE HILLS ROAD
RIO GRANDE, OH 45674
Phone 740-245-5334
(Fax) 740-245-9465

Aug 21 * New Teacher Inservice
 Aug 22 @ Teachers First Day
 Aug 23 # Students First Day

Sep 4 (OC) Labor Day

Nov 22-27 (OC 23,24) Thanksgiving Break

Dec 22-29 (OC 25,26) Christmas Break

Jan. 1 (OC 1,2) New Year's Day
 Jan. 3 CLASSES RESUME
 Jan. 15 (OC) M.L. King Day

Feb. 19 (OC) (M) Presidents' Day

March 30-Apr 2 (OC 30) (4/2 M) Spring Break

May 24 Certificate Ceremony
 May 24 # Students Last Day
 May 25 @ Teachers Last Day
 May 28 (OC) Memorial Day

If required to make up time due to calamity, the first two days of instruction will be made up on February 19 and April 2, 2018. The next three days will be made up using Blizzard Bags. If additional makeup days become necessary, May 25 and each succeeding week day will be re-scheduled as a day in session until the Ohio requirement for 1001 hours is met, or until such time as full funding requirements are met. Last teacher day will be the work day following the last student make-up day.

* indicates new teacher inservice
 @ indicates first and last day for teachers
 # indicates first and last day for students
 O indicates days out of session
 — indicates days offices are closed
 OC indicates offices are closed
 M indicates possible make-up day

February 2018						
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July 2018						
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29	30	31				
(182)						

PARENT/GUARDIAN/STUDENT USE AND COMPLIANCE STATEMENT

I have read the district's Acceptable Use Policy (pgs. 18-20). (If internet access is provided at home, I will supervise my child's use of the system when my child is accessing it from home.) I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

* *

- My signature below indicates that I grant permission to issue an account for my child and that I have read and accept the following policies in the Buckeye Hills Career Center's *Student Handbook*:

- ✓ Internet Rules
- ✓ Attendance
- ✓ Absence from school
- ✓ Student conduct and discipline
- ✓ Leaving school during the day
- ✓ Student driving regulations
- ✓ Student Email Accounts
- ✓ FERPA notice
- ✓ and all other information found therein

- I certify that the information below is correct.

Student Name: _____ Program: _____
(Please print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Home Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____

**This page MUST be fully completed and returned to your instructor
by Tuesday, September 5, 2017.**