

# CUYAHOGA VALLEY CAREER CENTER



[www.cvccworks.edu](http://www.cvccworks.edu)



# Cuyahoga Valley Career Center

## 2021/2022

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Web Site:

[www.cvccworks.edu](http://www.cvccworks.edu)

Replacement Handbook - \$10.00

Front cover design by: Lorelei Granger, Twinsburg High School

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Student No: \_\_\_\_\_ Teacher: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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**Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution will be made by the school administration. To view CVCC's Bylaws, Policies & Administrative Guidelines in full, you may access them at our website [www.cvccworks.edu](http://www.cvccworks.edu) Select "Board of Education" tab and click on "Bylaws and Policies".**

# WELCOME

Dear CVCC Student:

Welcome to the Cuyahoga Valley Career Center! We are excited to have you here. The CVCC staff has worked diligently to prepare for your arrival and to ensure the 2021-2022 school year is a successful one.

Not only do we believe that CVCC is one of the finest career centers in the State of Ohio, but also in the entire United States. You have made a wise decision to get a head start on your career goals by attending CVCC. We have very high expectations of you. We are going to hold you accountable and expect greatness from each and every one of you because we know you are capable of it.

This handbook contains rules, guidelines, and procedures that every student must follow for CVCC to continue to be a great educational institution. Please read this handbook and carry it with you while at CVCC. If you have a question, please refer to your handbook or ask an adult at CVCC.

Once again, congratulations on a great decision and good luck as you work to become successful in chosen career field.



Sincerely,

Michael W. Hall

Principal

## HIGH SCHOOLS THAT WORK

Cuyahoga Valley Career Center is a *High Schools That Work Site*.

*High Schools That Work* is a comprehensive, results-based school-improvement initiative of the SREB. *The High Schools That Work* framework of goals, key practices and key conditions is designed to blend the essential content of traditional college preparatory studies with quality career/technical studies to raise career-bound students' academic and technical achievement. The initiative involves more than 1,200 public high school sites in 32 states.

## STATEMENT OF PHILOSOPHY

Cuyahoga Valley Career Center provides an equal educational opportunity for all students.

In a democracy, each individual is entitled to an education whereby one's particular abilities, interests, and attitudes are fully developed. The curriculum of a school must be designed to prepare individuals to assume their roles as responsible and productive members of society.

Best education is a search for truths. The classroom is a place for developing students' capacities for critical thinking and not for indoctrination of the instructor's political, religious, or self-serving beliefs or biases.

Learning follows motivation. Therefore, the first responsibility of the educational staff at all levels is to discover, maintain, and expand the factors that motivate youth to learn.

Classroom organization, size and assignment of students would be varied according to the subject or grade level being taught, the instructional objectives being sought, availability of resources, the capabilities of instructors, and the needs of students.

The Board's use of resources should be responsive to students' special learning needs. Instructional efforts should be concerned with the emotional and physical development of students. All decisions made by the Board and employees of the District must give highest priority to the basic purpose of making the District's learning program the best quality possible. Constant attention must be given to reviewing, updating, and revising the offerings at the school in order to provide a balance between student interests and the skills needed for available jobs in a changing global economy.

The District, in cooperation with member district schools, is dedicated to providing outstanding educational offerings through the utilization of cutting-edge technology and leadership development activities that meet the individual differences and expectations of students. In believing that a revitalized work ethic is essential, the District dedicates itself to preparing young people and adults for successful entry and advancement of their chosen vocation. The Board offers the community training opportunities through an extended adult education program that provides lifelong learning for evolving career changes.

**CUYAHOGA VALLEY CAREER CENTER  
2021-2022**

July						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7/4 - Independence Day

August						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8/23-8/24 - Teacher Inservice Days  
8/25 - First Day of School

September						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9/6- Labor Day

October						
S	M	T	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10/6-10/7 - Evering Conferences  
10/8 - Non-Calendar Day/NEEDA

November						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11/2- Teacher Inservice Day  
11/24 - 11/26 Thanksgiving Break

December						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/20-12/31 Winter Break

January						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1/17 - Martin Luther King Day  
1/21- Teacher Inservice Day

February						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2/21- Presidents' Day

March						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3/28 -4/1 - Spring Break

April						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30





4/15 - Good Friday




May						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5/3-Teacher Inservice Day  
5/30 - Memorial Day

June						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6/7- Last Day for Students  
6/8-Last Day for Teachers

-  Teacher Inservice Day - No Students
-  Non-Calendar Day - No School
-  End of Grading Period - School in Session
-  Associate School Testing/CVCC Advisory Meeting

-  non-day - no school
-  Return to School
-  Evering Conferences

Note: Ohio Revised Code requires 1,001 hours of student contact. When CVCC must be closed for more than 11 days (68 hours) of student instruction, the days missed will be made up in June, beginning with the first day after the end of the grading period. Additional Cosmetology make-up will also occur at this time.

GRADING PERIODS	
1st - 10/29	46
2nd - 1/20	44
3rd - 3/25	44
4th - 6/7	44
	178 days

Board approved March 25, 2021

# **LOCATION OF PROGRAMS/CLASSROOMS/OFFICES**

## Level 1

Architectural & Mechanical Design  
Central Offices  
Education Professions  
Machine Technology  
Media Arts  
Programming & Software Development  
Sports Medicine Exercise Science

## Level 3

Auto Body  
Auto Services  
Dental Assisting  
Fire & EMS Academy  
Medical Administrative Specialist  
Science Classroom  
Transportation Systems

## Level 5

Electrical Systems  
Library/Media Center  
Technology

## Lower Level 6

Adult Education Computer Labs  
Adult Education Offices  
Cafeteria/Commons  
Cosmetology  
Culinary Arts  
Hotels & Resorts  
Valley Inn Restaurant

## Level 2

Academic Classrooms  
Building & Property Maintenance  
Career Assessment  
Computer Networking Academy  
Digital Design  
Engineering Technology  
Graphic Imaging Technology  
Heating & Air Conditioning  
STAR  
Success Academy

## Level 4

Construction  
CVCC Store  
High School Office  
In-School Restriction  
Maintenance  
Power Equipment Technology  
Sales and Service  
Transition to Work

## Level 6

Main Lobby-Reception Area and Attendance

## Upper Level 6

Adult Ed. Classrooms  
Health Careers  
School of Nursing at CVCC

# **ADMINISTRATOR PROGRAM RESPONSIBILITIES**

## **Mrs. Barnes, Assistant Principal/Special Needs**

Building & Property Maintenance  
Computer Networking Academy  
Cosmetology  
Culinary Arts  
Education Professions  
Hotels & Resorts  
Job Training  
Programming & Software Development  
Sales & Service  
S.T.A.R. (Student Teacher Assistance Room)  
Transition to Work

## **Mr. Hall, Principal**

Architectural & Mechanical Design  
Auto Body  
Auto Service Technology  
Engineering Technology  
Machine Technology  
Power Equipment Technology  
Transportation Systems

## **Mr. Hayes, Assistant Principal**

Academics  
Construction Trades  
Dental Assisting  
Digital Design  
Electrical Systems  
Fire & EMS Academy  
Graphic Imaging Technology  
Health Careers  
Heating & Air Conditioning  
Media Arts  
Medical Administrative Specialist  
Sports Medicine Exercise Science  
Success Academy

## **GUIDANCE**

Guidance and counseling services are available to all students. The Guidance Offices are open from 7:30 a.m. to 3:00 p.m. each school day. Counselors are assigned by program and are available during these hours to discuss your educational, vocational, social, or personal concerns. Appointments are requested but not necessary. Counselors and their program areas are as follows:

## **Ms. Chapman, Counselor**

Academics  
Cosmetology  
Culinary Arts  
Dental Assisting  
Education Professions  
Fire & EMS Academy  
Health Careers  
Hotels & Resorts  
Job Training  
Medical Administrative Specialist  
Sales & Service  
Sports Medicine Exercise Science  
Student Support Services  
Success Academy  
Transition to Work

## **Mr. Marcinko, Counselor**

Architectural & Mechanical Design  
Auto Body  
Auto Service  
Building & Property Maintenance  
Computer Networking Academy  
Construction Trades  
Digital Design  
Electrical Systems  
Engineering Technology  
Graphic Imaging Technology  
Heating & Air Conditioning  
Machine Technology  
Media Arts  
Power Equipment Technology  
Programming & Software Design  
Transportation Systems

# SPECIAL EDUCATION

The Board of Education is committed to providing a free and appropriate public education for children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. The Board of Education works collaboratively with our associate districts, legally responsible for FAPE (Free Appropriate Public Education), who have adopted the narrative version of the Model Policies and Procedures for the Education of Children with Disabilities. Copies of the Model Policies and Procedures are available on the Ohio Department of Education website. Questions regarding special education services may be directed to: Mary Barnes, Assistant Principal/Special Needs at (440) 746-8277.

## RECORDING OF IEP AND 504 TEAM MEETINGS

The recording of IEP and 504 Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act. See Policy 2461 for additional information.

## SCHOOL DAY

### TIME SCHEDULE:

Morning Session	7:45 a.m. to 10:45 a.m.
Lunch/Transition Time	10:45 a.m. to 11:30 a.m.
Afternoon Session	11:30 a.m. to 2:30 p.m.

Students who report to morning classes after 9:15 a.m. and afternoon classes after 1:00 p.m. will be recorded as absent for the day.

## SCHOOL CLOSINGS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. In addition, a broadcast telephone message will be made to the primary telephone number on file with the High School Operations main office.

Parents and students are responsible for knowing about emergency closing and delays. **(In case of inclement weather, it is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed.)** When a student's associate school is closed due to inclement weather and CVCC remains open, the student is excused from attending CVCC that day.

**Student safety is our primary concern, therefore if the parent/guardian believes weather conditions make it unsafe for their student to attend CVCC, the parent or guardian must call the CVCC attendance office, 440-746-8288. Pursuant to ORC 3301-69-02, the superintendent has authority to excuse students for inclement weather.**

## ATTENDANCE

Regular attendance is vital to success at CVCC and in the world of work. A correlation exists between attendance and achievement. Absenteeism may stand in the way of an applicant being successful in attaining employment.

1. All students are expected to be in attendance on days that school is in session as mandated by the State of Ohio Department of Education **except in cases of excused absences.**
2. No parent or guardian has the right to excuse his/her child or anyone else's from school for any reason other than those stated. Any parent doing so is in violation of the law; specifically, "contributing to the delinquency of a minor".
3. Furthermore, just as parents are held responsible for the actions of their children, children can be held accountable for the actions of their parents. (Therefore, it is possible to punish a child because his/her parent(s) kept him/her away from school illegally.)
4. If the **associate school furnishes bus transportation for CVCC students**, the students are expected to be present in class at CVCC **even when the associate school is closed.**
5. Students taking required tests at associate schools and missing classes at CVCC must complete and return an Exam Verification Sheet to the CVCC Attendance Office.



6. **Cosmetology Students** have program-specific attendance requirements to be eligible to take the State Board of Cosmetology exam. Contact the program administrator for details.

#### 7. **Adult Students**

Adults are to arrive on time and stay until the end of the session. Adults who are absent 5 consecutive days may be removed from the program. Those who are absent a total of five variable days may be put on an attendance contract with possible withdrawal from the program when the adult has accumulated 10 absences.

### **ATTENDANCE ENDORSEMENT FOR CERTIFICATE OF CAREER PREPARATION**

Students must meet the guideline of 18 or fewer absences in two-year programs, and 9 absences in one-year programs to receive this endorsement. NOTE: A student who does not meet the attendance requirement may be awarded a certificate; however, the certificate will not reflect the "Attendance Endorsement" seal.

## **100% CLUB**

Students who have perfect attendance (no absences, no tardies or leaving before the end of the school day) will be recognized quarterly and receive a certificate.

## **ABSENCE**

### **EXCUSABLE ABSENCES**

Each student upon enrollment within the CVCC School District assumes the obligation and responsibility to attend all classes except when excused for a valid reason. The following are **valid** reasons for absence from school:

Personal illness; death of a relative; medical, dental or legal appointment (note of verification needed to return to school); closing of the student's associate school due to weather or other calamity; observance of religious holidays (a student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such a holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.); other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration.

### **UNEXCUSED ABSENCES**

An unexcused absence exists when a student is absent from school with his/her parents' knowledge, but for a reason deemed to be unacceptable by the administration. Students will not be permitted to make up work when their absence is unexcused.

A student will be considered to have **excessive absences** when they have missed, **with or without an excuse**:

A. 38 or more hours in a month

B. 65 or more hours in a school year

Parents will be notified prior to these hours being reached and within 7 days after the date of reaching one of the above indicated measures. Under Ohio Statute, ODE will also be notified of a student's excessive absences.

A student will be considered **habitually truant** when he/she has missed any of the hours listed below **without a legitimate excuse**:

A. 30 or more consecutive hours (5 days)

B. 42 or more hours in a school month (7 days)

C. 72 or more hours in a school year (12 days)

Parents will be notified prior to these hours being reached and within 7 days after the date of reaching one of the above indicated measures. Under Ohio Statute, ODE will also be notified of a student's attendance when it meets the definition of habitually truant.

In addition, your student (in collaboration with the school and parent) may be placed on an attendance intervention plan to further address these concerns. Should the plan be ineffective, charges may be filed in juvenile court to further assist in a student's attendance at school.

## LEAVING DURING THE SCHOOL DAY

If it becomes necessary for a student to be absent for any portion of the school day for such things as doctor appointments, the following procedures must be followed:

1. The student must have a note signed by a parent/guardian giving the reason and the time the student needs to be excused. A phone number where the parent can be reached for verification must be included in the note.
2. The note must be presented to the attendance office before 7:45 a.m. or 11:30 a.m. on the day of the appointment.
3. A pass to be dismissed from class will be given to the student, who will present it to the appropriate classroom instructor at the beginning of class.
4. The student must sign out in the Attendance Office when leaving school and sign in upon returning. The student will then receive a pass back to class.
5. Upon return to school after an appointment, **the student must present written verification from the dentist or doctor to the Attendance Office within five (5) days. After five (5) days without verification the student is subject to suspension.**
6. The Attendance Office or the principal should be contacted in cases of emergency.
7. Students are **never** permitted to leave the building without having first obtained permission and signing out in the Attendance Office. Failure to follow this procedure may result in suspension.

## ASSEMBLIES AT ASSOCIATE SCHOOLS

Students may be excused from CVCC to attend assemblies as sanctioned by their associate school. CVCC is not responsible for students who leave to attend assemblies at their associate school. Failure to sign in and/or out for assemblies at the associate school may result in an unexcused absence and/or disciplinary action.

## REVOCATION OF DRIVER'S LICENSE

When a student has been absent without legitimate excuse for more than 10 consecutive days, or a total of 15 days in any semester, that student may have his/her temporary instruction or driver's license suspended by the Bureau of Motor Vehicles. (ORC 3321.13)

## NOTIFICATION OF ABSENCE

In every case of a foreseen absence an attempt should be made to have the absence excused in advance. Parent/guardians are to call the CVCC Attendance Office, **440-746-8288** to report student absences. Please call between 7:00 a.m. and 8:30 a.m. After 8:30 a.m. the Attendance Secretary will try to contact a parent or guardian at home or at work to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

After being absent for all/or part of a school day or if a student arrives late, he/she must report to the Attendance Office **before** reporting to class to sign in on the attendance sheet. Students not providing a note or having a call to verify an absence **within five (5) school days** will have the absence deemed unexcused and no credit will be issued for work missed. **If the reason for the absence is a doctor's appointment, a doctor's excuse must be provided when returning. If not provided within five (5) days the student is subject to suspension.**

When a student returns from an absence, it is his/her responsibility to make arrangements for completing make-up work. Generally, students will be allowed one day make-up time for each day absent, but exceptions may be made with the approval of the instructor. If a student will be absent for a prolonged period of time, assignments may be obtained by contacting the Instructor.

Students who report to morning classes at or after 9:15 a.m. and afternoon students who report to school at or after 1:00 p.m. will be recorded as ABSENT for the day. If a student is tardy to school, he or she is expected to have a valid and verifiable written reason for their tardiness. These guidelines relate to any unexcused tardiness. In-class attendance for the entire period is expected, and students who miss 1-1/2 hours prior to the end of class period will also be marked absent for the day. Students who are assigned to 45-minute academic classes will be marked by the classroom instructor as absent from class for the day if they miss 50% of the period.

## EIGHTEEN-YEAR OLD POLICY

While CVCC recognizes that all persons of the age of eighteen years or more are considered an adult for all legal purposes, it is CVCC's policy that all students regardless of age will be required to follow and abide by all school rules, procedures and policies. If a student is no longer financially dependent upon his/her parents, no longer living at home, and eighteen (18) years old or older, he/she must bring a copy of some documentation to the Principal's Office and complete an independent student form prior to writing his/her own notes. This documentation can be a utility bill in his/her name, rent receipt, etc. For the school to recognize the student's adult status, his/her parent/guardian must waive their **complete** school responsibility for the student. **ALL** school communication would thus be made directly and solely with the student.

## TARDINESS

Students arriving after the tardy bell must report to the Attendance Office and complete a tardy slip. Any time students miss more than an hour and a half of a class, the entire day will be counted as an absence. Students who are tardy will have points deducted from their daily grade.

Tardiness to school is handled as follows:

3 Unexcused Tardies in **one grading period** may result in driving permits being revoked or a Saturday Detention.

6 Unexcused Tardies may result in 1 day In-School Restriction

10 Unexcused Tardies may result in 3 days In-School Restriction.

Unexcused Tardies may result in disciplinary action and forfeiture of any work missed. Examples of unexcused tardiness are: car problems, oversleeping, unexcused personal reasons, and any tardiness to class without a valid excuse (as determined by the attendance office) and a pass.

## PLANNED ABSENCES

Parents are encouraged not to take their child out of school for vacations. Students who anticipate being out of school because of a family trip or vacation, or college visitations **MUST secure a "planned absence" form from the Attendance Office**. The absence form must be signed by parents and all instructors and returned to the attendance office one week prior to the scheduled absence. Care should be given when planning a vacation during the school year because a student's grades may be adversely affected. This absence is also counted against the total number of days that a student can be absent to receive a certificate of completion and meet early placement requirements. Please realize that although vacations are considered **excusable, non-approved absences**, a form **must** be filled out and returned. With this form on file the student may be able to make-up missed assignments.

**The following criteria apply to all requests for Planned Absences:**

1. It is the responsibility of the student to secure the "Planned Absence" form, have it filled out completely and return it to the administrator in charge of his/her area.
2. It will be the student's responsibility to make arrangements for make-up work and/or tests missed upon return to school. No more than one day's makeup time shall be permitted for each day of absence. Instructors will not be expected to tutor individual students.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "O" credit to be computed in the student's current grading period average.
4. Absence in excess of ten consecutive school days may require individual tutoring at the parent's expense.
5. A college official must verify that a college visit has been successfully completed.

## MAKEUP WORK

An incomplete grade not made up within three (3) weeks after the close of the grading period will become an F. In special cases, such as extended illness, makeup work and hours will be arranged through the Guidance Department based on the student's needs.

### MAKE-UP OF TESTS, QUIZZES AND OTHER SCHOOL WORK

Students who have an excused absence from school or an out-of-school suspension (OSS) shall be given the opportunity to make up work that has been missed. It is the student's responsibility to contact their instructor to make arrangements as soon as possible to make-up his/her assignments and tests.

**Homework assigned prior to an absence or OSS is due the first day of return from absence.** If the absence is excused, lab and classroom tests, projects and assignments may be made up when the student returns to school. An alternative assignment may be given when lab assignments/activities are missed because of an excused absence, OSS and/or ISR unless the original assignment/activity can be replicated. **Any other make-up work is to be completed in as many days as the length of the absence.** In cases where the absence overlaps a grading period, a grade of incomplete may be given.

If a student misses an instructor's test due to excused absence or OSS, she/he may make arrangements with the instructor to take the test. If she/he misses an End of Course Assessment, WebXam or other standardized test, the student should consult with their guidance counselor to arrange for taking the test.

## TRANSPORTATION

Most high school students will use the bus transportation provided by the associate school to and from the career center. Driving privileges are subject to approval by associate school administration.

Please note that Ohio law restricts drivers under seventeen (17) years of age to no more than one (1) passenger in the vehicle.

Adult students must provide their own transportation and are required to get a parking permit from the office. Violations of driving rules will result in disciplinary action.

## PARKING

Parking is provided as a convenience and privilege. Student parking is located in the north lot. School officials retain the right to examine the contents and/or search a car parked on school premises if there is reasonable belief that the student is in violation of a school rule or is concealing evidence of an illegal act. CVCC is not responsible for any damage or loss incurred while vehicles are parked on our grounds. **All cars in the parking lot must have a parking permit or a temporary parking permit displayed on their vehicles parked on school grounds. Parking permits may not be shared. Those not having permission will be subject to disciplinary action and/or the vehicle being towed. A parking permit will not be issued until all school fees (previous and current year) are paid in full.**

Students who have not obtained a parking pass and will be on Apprenticeship or Early Placement should contact the Assistant Principal's office regarding parking regulations.

### FIVE-MINUTE EARLY OUT

A five-minute (5) early out is provided for senior students, on a quarterly basis, who have earned perfect attendance and Honor or Merit Roll status the prior quarter **and who have obtained a parking permit.** This relieves parking lot congestion at the end of the school day.

### CVCC PARKING FEES

There is no charge for a CVCC student parking permit for the 2021-2022 school year.

## **RULES AND REGULATIONS FOR STUDENT DRIVERS**

1. Permit is for student and car only. Parking permits may not be shared.
2. Student's driving privileges may be revoked if disciplinary consequences warrant.
3. Students must maintain passing grades at the home school and at CVCC to be permitted to drive.
4. Three or more unexcused tardies in one quarter may result in loss of driving privileges. See *Notification of Absence*. Students exceeding three unexcused tardies in two consecutive quarters may lose their driving permit for the next quarter.
5. Student must hold a valid driver's license and have a good driving record.
6. The minimum auto liability insurance must be carried.
7. Students must drive directly to school; park in assigned areas, and vacate the car immediately.
8. Students must not enter cars or go into the parking lot during the school day without an Administrator's permission.
9. Students must drive slowly and carefully (not over 10 mph in parking lot and 20 mph in the outer drive). Unnecessary noises or reckless operation will not be permitted.
10. **Drivers must give buses the right of way** and use extreme caution around school buses.
11. Upon entering or leaving, keep to the right and observe the no-passing rule.
12. Drivers must obey the directions of personnel directing traffic.
13. Driving or parking without permission could lead to the towing of the vehicle from the premises at the owner's or driver's expense.
14. Parking is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have reasonable belief that items contained in the car may interfere with the safe or effective operation of the school.
15. CVCC reserves the right to limit the number of passengers in a student's vehicle.
16. Stickers or decals that may be determined as containing ethnically or culturally intimidating insignias or language, including but not limited to, confederate flags, swastikas, X's, and gang signs are strictly prohibited. Stickers that promote drug culture and/or are sexual in nature are also prohibited.

## **EMERGENCY ONE-DAY PERMIT HIGH SCHOOL STUDENTS**

1. Should a one-day emergency driving permit be needed, it should be secured the day **BEFORE** the actual driving to CVCC occurs. One-day permits are secured from the reception desk one (1) day prior to driving. One-day permits are available daily at the reception desk after 7:30 a.m. Violations of driving rules may result in disciplinary action and/or suspension. Those violating the driving rules may have emergency driving privileges removed for the remainder of the school year. CVCC reserves the right to tow vehicles of students whom repeatedly violate driving rules and regulations.

## **ACCIDENTS/ILLNESS**

All injuries or accidents, however slight, should be reported to the instructor in charge. It is the school's prerogative to decide if medical treatment may include emergency treatment by local health authorities. If deemed necessary and we are unable to contact a parent or guardian, 911 will be called and the student will be transported to the nearest medical facility. Parents will be notified if such action takes place. Any expenses incurred in medical treatment are the responsibility of the parent/guardian.

## **EMERGENCY MEDICAL FORMS**

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

## **ALLERGIES/CHRONIC HEALTH CONDITIONS**

Any known or suspected allergy/chronic health condition should be reported on the Emergency Medical Form. Procedures for treatment will require a separate form signed by a physician. Please contact the High School Office.

## **CLINIC/MEDICATION**

The clinic is located on Level 5. A student may request going to the clinic if illness or minor accidents occur. **Instructors must sign a pass in order for the student to be seen or admitted to the clinic.** Students must see the school nurse who will take the necessary information. As a rule, a student is limited to twenty (20) minutes in the clinic. If a student cannot return to class in twenty (20) minutes, attempts will be made to reach a parent/guardian so that the student can be picked up.

Board of Education policy governs the dispensing of medications (both prescription and non-prescription). Students who need to take medication while at school should check with the High School Office for the proper procedures and forms.

## **CLOSED CAMPUS**

CVCC is a closed campus facility for students. NO student is allowed to leave the building and/or property without consent of the administration and his/her parent/guardian. Leaving the school without permission or being out of the building at a time other than that which is designated by a pass will result in discipline.

**Leaving the building without permission during the school day may result in automatic suspension from school for a period of 3 to 10 days with recommendation for expulsion on the third offense.**

## **VISITORS**

Visitors, particularly parents, are welcome at CVCC. To properly monitor the safety of students and staff, upon entering the school, each visitor must report to the Receptionist at the main entrance to sign in and receive a visitor pass. Any visitor found in the building without signing in shall be reported to the office. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

If a student wishes to have a friend visit classes for the day, arrangements should be made with the instructors and an administrator at least one day in advance. Written permission from each of the above must be presented to the front office to receive a visitor's pass. Please do not ask to bring a friend who is a student at one of the associate schools. If a student from an associate school wishes to visit, arrangements must be made with the associate school and CVCC guidance department. Students are expected to display courtesy and hospitality to any and all visitors in our school.

Visitor passes are generally not issued during the lunch period(s).

## **LOST AND FOUND**

Students have the responsibility of keeping their personal possessions in a safe and secure place. Lockers are provided for this purpose. Loss or damage to a student's personal property is the responsibility of the student. Loss, damage, or theft of CVCC property will be charged to the student it was assigned. A lost and found area is maintained at the Reception Desk.

## **SAFETY**

Safety cannot be overlooked or over-emphasized in the instructional program. Parents, students, instructors, and staff should report any information that would jeopardize the safe operation of the school to school authorities.

1. In an effort to protect students, Ohio State Law mandates the wearing of **protective glasses** while working in laboratories involved in hazardous activities.
2. **Special clothing and devices** may be required in training labs, dependent upon the tools and equipment being used.
3. The use of skateboards, hover boards, skates/wheeled shoes or similar devices are prohibited on the CVCC campus.

## SAFETY GLASSES

Students in our T & I programs will be issued safety glasses for their personal protection. If these glasses need to be replaced, the student will be assessed a charge of \$3.00. Replacement procedure is as follows:

1. Student must pay by cash or check (made out to CVCC) to the Accounts Receivable Secretary.
2. Receipt is taken to High School Operations for issuance of the glasses.

## JOB SHADOW CRITERIA

**Junior year -- up to 4 days, no more than 2 consecutive days**

**Senior year -- up to 2 days, may be consecutive**

### SHADOWING CRITERIA:

- Shadow to take place during CVCC class time only, and must be directly related to the student's CVCC career-technical program.
- Transportation to and from shadow site (and return to associate school when appropriate) is the responsibility and liability of student and parent/guardian.
- Student **may not** shadow with current employer.
- Student **may not** shadow with relatives.
- **No pay** shall be received.

### JOB SHADOW FORMS:

- Job Shadow Agreements and Shadow Report forms shall be obtained from the Job Placement/ Career & Community Resources Office (CCR) prior to the job shadow.
- Students must obtain all signatures on the Shadow Agreement before going on the shadow. Adult students not enrolled in Associate high school do not need parent signature.
- The completed Shadow Agreement **must be submitted** to the Job Placement/Career & Community Resources Office (CCR) at least **2 school days** before the shadow date.
- Students will be marked with an unexcused absence for the shadow day. The absence will be expunged upon submission of a thoroughly completed and signed Shadow Report form to the Job Placement/Career & Community Resources Office (CCR). The report should be submitted immediately upon return to CVCC from the shadow.

**Note: Exceptions to above made only with prior approval of CVCC Principal.**

## SENIOR EARLY PLACEMENT GUIDELINES

Release Date	Grade Requirements Senior Year Only	Attendance Requirements
Jan. 25, 2022	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	9 or Fewer Total Absences During 1st and 2nd years at CVCC
Feb. 22, 2022	"B" Average for the year at CVCC Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	11 or fewer Total Absences During 1st and 2nd years at CVCC
April 5, 2022 And Later	Instructor Recommendation Passing all Associate School and/or CVCC Academic Classes required for graduation On track to meet Ohio Graduation Requirements	Instructor Recommendation

## ELIGIBILITY:

- Student must meet grade and attendance requirements, and must also have instructor recommendation to be considered for early placement.
- The student shall have satisfactorily completed requirements of his/her technical program as determined by the instructor. The student shall also complete technical program requirements specified by the instructor while on early placement.
- The job must be directly related to the technical program.
- If a student qualifies for Early Placement, but does not have a job at the release date, he/she may be released between the above dates if a job is obtained. Students must attend CVCC until a job is obtained; otherwise, absences continue to accrue until the student finds a job. Excessive absences will move the early placement date to a later release date.
- The student must attend and maintain passing grades in all classes required for graduation at the associate school and/or in CVCC's academic classes (including online instruction) to qualify for Early Placement and while on Early Placement.
- The student shall have no financial obligations to CVCC for tools, fees, books, and/or equipment. Students are also urged to check with their associate school counselor regarding outstanding financial obligations that may have a negative effect on their ability to graduate.
- CVCC parking passes may be obtained via the Student Parking Permit link on the High School page of the CVCC website.
- Student learners must submit a completed CVCC Weekly Report form to the student's instructor each week. This form must be signed by the student's supervisor verifying hours worked, skills used on the job & performance rating indicated.

### **Note:**

- If the student's work schedule does not cover or exceed the number of class hours missed weekly, the student must return to class to cover the difference.
- Students in the Culinary Arts program will not be eligible for early placement until the April release date at the discretion of the instructor. This allows the needs of the customer service component of the program to be met.
- Cosmetology students may be eligible for early placement at the discretion of the instructor after they have passed the Ohio Board of Cosmetology examination.
- The Engineering Technology, Education Professions, and Fire & EMS Academy, programs do not typically participate in Early Placement.

CVCC reserves the right to remove a student from early placement and return the student to his/her CVCC program if conditions warrant.  
(See the student responsibilities section of early placement agreement.)

Early Placement packets can be obtained from the  
Job Placement/Career & Community Resources Office (CCR)

**WORK PERMITS CAN BE OBTAINED FROM YOUR ASSOCIATE SCHOOL.**





## GRADING GUIDELINES

The following guidelines will be used in determining grades. Grades are posted in letterform using this scale.

Letter Grade	Percentages
A	90% – 100%
B	80% – 89%
C	70% - 79%
D	60% – 69%
F	59% or lower
I	Incomplete

### GRADING SYSTEM FOR SEMESTER COURSES

Q1/Q2	Q3/Q4	EXAM
40%	40%	20%

### GRADING SYSTEM FOR FULL YEAR COURSES

Q1	Q2	Mid term	Semester Grade	Q3	Q4	Final Test	Semester Grade	Final Grade
40%	40%	20%	Q1+Q2+ midterm	40%	40%	20%	Q3+Q4+ Final	Semester 1+2

Instructors have the right to subjectively determine the final grade when the average falls midway between the two grades. Instructors must notify parents/guardians in advance of any student receiving a failing grade for a nine week period. CVCC grades are part of the report card issued by the associate school. Any student who fails both grading periods in the first semester may be withdrawn from CVCC and required to return to their associate school at the end of the semester. Also, any student who fails both grading periods in the second semester may fail for the year.

An incomplete may be given for those students who have excused absences. The policy is that the student is permitted a reasonable amount of time to make up any written work missed. Students must understand that the laboratory time cannot be made up without individualized instruction. An incomplete on the report card must be made up within a three-week period.

## PROGRESS BOOK

CVCC uses ProgressBook to document student grades and attendance. This communication tool may be used on any computer via the Internet. ProgressBook usernames and passwords will be issued to students after the add/drop period. Questions regarding usernames and passwords should be directed to the Guidance Office.

You may access ProgressBook through the link on the CVCC Webpage at [www.cvcworks.edu](http://www.cvcworks.edu).

## CERTIFICATE OF CAREER PREPARATION

The Certificate of Career Preparation serves as formal documentation of a student's training at CVCC. It is issued upon program completion to students who have met program requirements. Special endorsements including achievement of program competencies, achievement of 95% attendance, two-year perfect attendance, Tech Prep, and National Technical Honor Society membership may be included on the Certificate. The Certificate is a useful tool in the job search process and is an integral part of the Career Portfolio.

## **FEES, FINES AND CHARGES**

Some programs may require students to purchase tools, workbooks or kits that then become the student's property.

Some high school fees (excluding parking permit fees) may be waived in situations where there is financial hardship. For more information contact the Treasurer's Office (440) 746-8276.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees or charges may result in the withholding of grades and credits, **and non-participation in field trips**. A \$35.00 service charge will be assessed for any returned checks. In classes where students are expected to participate in unpaid/paid internships or clinical rotations, all fees must be paid in full prior to students' participation.

**Students may be assessed a fee for Transportation on Field Trips.**

## **CAREER TECHNICAL STUDENT ORGANIZATIONS**

Student activities are an integral part of every program. All students are automatically members of their respective youth clubs. The following list is representative of some of those organizations: Business Professionals of America (BPA), DECA, Educators Rising, HOSA (Future Health Professionals), and SkillsUSA. Student participation in a competition will not be permitted if a student is absent (excused or unexcused) from CVCC classes or misses more than one and one-half hours of classes on the day a competition is scheduled to begin (Exceptions to this rule may include participation in associate school functions or unforeseen circumstances such as a funeral or family emergency pending approval of a building administrator).

## **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society is an elite group that was created by the National Association of Vocational and Technical School Principals to honor students who excel in four ways: scholarship, leadership, service, and character. The group is a national organization that is governed by national rules. Membership in National Technical Honor Society is one of the highest honors that can be given to a career-technical high school student. Participation in a service project as approved by the NTHS Advisor is a requirement of membership.

The selection process at Cuyahoga Valley Career Center begins with juniors and seniors who have met the scholastic requirement of 3.75 GPA or above at CVCC, have 98% attendance or better at CVCC, have good behavior with no suspensions, are actively involved in career-technical student organizations displaying leadership and service, and have a recommendation from a CVCC instructor. Students are also required to have a minimum 3.3 scholastic grade point average at their associate school. Membership in National Technical Honor Society is determined by a selection process established by both the national and local organizations. The last step in the selection process involves a committee of faculty members who review the applications and make final recommendations. Because membership is an honor and not a student's right, the committee's decision is final. Students inducted into the National Technical Honor Society are required to complete at least six (6) hours of community service as approved by the NTHS Advisor.

## **EXTRA CURRICULAR ELIGIBILITY**

CVCC students are eligible and encouraged to participate in extra-curricular activities at their associate schools. A GPA which is acceptable to the associate school must be maintained to remain eligible for participation.

## **FOOD AND BEVERAGE POLICY**

In order to ensure that the facilities here at CVCC continue to be maintained as a high quality educational institution with a professional tone and appearance, no food or beverages are permitted in instructional areas during instructional time.

Food and beverages are to be kept and consumed in the cafeteria; an exception to this may be for class parties or meetings, and needs to be approved by the program administrator prior to the event.

Students taking food and/or beverages through the halls will be asked to return to the cafeteria, dispose of it or it may be confiscated and may be picked up at the end of the school day in High School Operations.

# CAFETERIA

## Time Schedule:

7:30 - 7:40 a.m. Morning Food Service

10:45 - 11:25 a.m. Lunch

Electronic devices may be used **in this area**.

Please observe the following cafeteria regulations:

- Deposit all trash in receptacles and leave tables and floor clean before leaving. Push chairs back under the tables when leaving.
- Food is not to be taken outside of the cafeteria area.
- Those who choose to go outdoors when permitted by administration are required to remain on the grounds in the patio area. All trash must be deposited in the outdoor receptacles before leaving.
- All wooded areas and the parking lot are off limits.

**You are expected to conduct yourself in an orderly manner and follow any directions/requests by CVCC staff.**

## DRESS CODE

**Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress or grooming.** We have many visitors (prospective employers, potential students, parents & interested citizens) who come to see our building and programs, but most especially our students. **Remember, first impressions are important. We can't afford negligent, offensive or questionable appearance.** Employers may assess your appearance and grooming as part of the hiring process. Participation in the program will be prohibited without proper attire. CVCC campus wear will be worn in all program areas.

**Students in violation of the dress code and/or not in appropriate CVCC Campus Wear may be immediately assigned to In-School Restriction (ISR) by their program instructor for the remainder of their day at CVCC.**

### A. General Dress Code Requirements:

#### THESE REQUIREMENTS ARE TO BE MET AT ALL TIMES:

- A1. The school district reserves the right to restrict any attire that disrupts the educational process. Students who fail to comply will be referred to an administrator for disciplinary action.
- A2. Clothing that is not permissible throughout this dress code section cannot be worn in the building or at any school-sponsored activities. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Clothing that is overly torn, ragged, or designed to look sloppy or to attract undue attention is not permitted.
- A3. Long pocket chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful and/or could be used as a weapon, are not permitted.
- A4. For safety and health reasons, some lab areas may require NO visible piercings.
- A5. No article of clothing, button or badge may be worn if it contains the following:  
Offensive, obscene, vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial or national groups; references to drugs, alcohol, weapons, violence, gangs; inappropriate sexual references, and/or references to any product or service not permitted to minors by law.
- A6. Inappropriate or offensive tattoos must be covered at all times while in the building or at a school-sponsored activity.
- A7. No headgear (hats, hoods, bandanas, sweatbands, curlers, etc.) may be worn inside the building with the exception of those required during lab time, while in the cafeteria during transition time, or for religious purposes.
- A8. No sunglasses may be worn in the building.
- A9. Upper body clothing: No bare midriff or excessively tight or revealing tops may be worn.

A10. Lower body clothing: Items must be hemmed. Pants, shorts or skirts must not sag. Yoga or yoga-type pants will not be permitted. Skirts, shorts and dresses must be at least finger-tip length. No sleepwear, leggings, or other excessively tight fitting items may be worn. Undergarments should not be visible.

A11. Slippers or footwear, such as flip flops, deemed unsafe are not permitted.

#### **B. Program Wear:**

**When class BEGINS, students are to be in their campus-wear uniform which will be specific to each program.**

B1. Information about campus wear and cost is available at [www.cvccworks.edu](http://www.cvccworks.edu) or noted in the class fees.

B2. Some campus wear may be purchased in the Sales and Service Store.

B3. Students must be in campus wear in order to participate in their program.

B4. Specific footwear may be required for safety reasons in some programs.

#### **C. Rentals:**

C1. If students come to school without proper attire and/or fail to have their campus wear uniform at the beginning of class, they may rent a shirt and/or pants for the day for \$2.00 per item from the Sales and Service Store. Belts will also be available to rent for \$2.00 per day.

C2. Students must return the rented shirt/pants/belts at the end of the day for a \$1.00 refund or face disciplinary action. Students will be charged \$20.00 for a lost rental item. Excessive renting will not be permitted. After the fourth rental, students will be referred to the program administrator for disciplinary action.

## **LOCKDOWN, FIRE AND TORNADO DRILLS**

During lockdown procedures, students are to report to the safe area directed by the instructor. Students are to remain quiet and in the safe area until dismissed by a school administrator, instructor and/or police officer.

The school complies with all fire and safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their instructors who will be responsible for safe, prompt, and orderly evacuation of the building. Students who do not comply with a safety drill will be subject to discipline.

You are not to return to the building until attendance has been taken and an announcement made over the loud speaker.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a public address announcement.

## **GUIDELINES FOR STUDENT CONDUCT**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

## **RIGHTS AND RESPONSIBILITIES**

Effective discipline is an important and necessary prerequisite for effective learning. Students attend Cuyahoga Valley Career Center under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has the right to make rules and regulations. The intent of these rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to live with the consequences of their decisions. Freedom carries with it responsibilities for all concerned.

## SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at competitions, extracurricular events, or other school activities or programs. The following rules and regulations also apply to (1) Misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district; and (2) Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

## ACADEMIC INTEGRITY/CHEATING

Plagiarism is using someone else's words, ideas or language and passing it off as your own. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to:

- copying others assignments, quiz or test answers.
- unauthorized use of data (appropriating passages or ideas from another) unless properly cited.

Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in conferences with parent-instructor-counselor, detentions and suspensions.

## STUDENT LOCKERS

Student lockers, desks, cabinets, and similar property are the property of the CVCC Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

## ELECTRONIC DEVICES (SEE POLICY 5136)

Cell phones, pagers, CD players, headphones, hand held games, MP3 players, iPods, PDAs, PDD's, iPads, laptops, etc. are considered electronic devices and the personal use of these devices is prohibited, except in the cafeteria/commons **before the start of classes or during lunch hours.** Students may use these devices within the classroom for an educational or instructional purpose with the instructor's permission and supervision.

If a student has any of these devices visible while in a restricted area without instructor permission, the student will be expected to turn the electronic device over to the instructor or administrator who makes such a request. Consequences for unauthorized use of these devices may be (but are not limited to):

1st offense – device may be confiscated and returned after three school days or returned to the parent/guardian.

2nd offense – device is confiscated and will only be returned to a parent/guardian.

Electronic devices that have been confiscated can be picked up in High School Operations. Please see your respective administrator.

Contents of cell phones or other recording devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct. **The use of cameras or any other recording devices are prohibited except where approved by a classroom instructor or administrator for educational purposes.**

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

## SURVEILLANCE

Parents and students should be aware that for the safety and welfare of the students, video surveillance cameras are placed throughout the building and school grounds and on buses. These cameras are for administrative use only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Actions recorded on these cameras may be used as evidence in disciplinary action.

## **COMPUTER/INTERNET USE (SEE POLICY 7540.03)**

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. Use of the network must be in support of education and research consistent with Board of Education policies. CVCC reserves the right to monitor Internet activity and to remove user accounts for any violation of CVCC's policy and/or Internet practices. Students should be aware that there is no expectation of privacy in the use of electronic mail or the Internet when using school facilities for access. The school reserves the right but does not assume the obligation to monitor such access. Any illegal activities will be reported to the appropriate authorities.

All students and parent/guardians are required to complete a Computer Network/Internet User Guidelines and Agreement form and a Student/Parent Device Agreement Policy form. These forms are distributed at the start of the school year; in addition, they are available in the High School Operations Office and on the CVCC website. The direct link to the page containing these forms and to Frequently Asked Questions about the Chromebook Initiative is: <http://www.cvccworks.edu/IT.aspx>

## **PUBLICATIONS**

CVCC recognizes the rights of students to express themselves. With that right comes the responsibility to do so appropriately. All items must meet school guidelines. Publications such as video productions, flyers, pamphlets, and essays are connected to the overall school program and are subject to editorial control by the school administration. The assigned faculty advisor will establish criteria and standards, instruct and advise in procedures, grammar and content, supervise editing, and serve as a liaison between the student(s) and administration. All student publications are subject to final interpretation by the Superintendent.

## **USE OF TOBACCO (POLICY 5512; ALSO SEE POLICY 7434)**

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of instructors and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, including liquids used in electronic cigarettes, and associated accessories, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

Evening adult students are prohibited from smoking in the building.

**A law passed by the State of Ohio prohibits people under 21 years of age having possession of tobacco products. Students, who are on school property that are in possession of tobacco products, may be subject to arrest and fines. Persons 21 years and older, who pass along tobacco products to a minor, are also subject to arrest and fines.**

## **CIVIL DAMAGES AND CRIMINAL CHARGES**

In addition to whatever actions CVCC administrators may take in terms of discipline, parents & students should be aware that civil damages and/or criminal charges may be pursued.

# DISCIPLINE

Violation by a student of any one or more of the listed rules of conduct may result in disciplinary action, which may include one or more of the following: verbal or written warning or reprimand, referral to guidance counselor, Saturday detention, parental contact, community service, referral to legal authorities, emergency removal, tobacco education, in-school restriction, suspension and/or expulsion, or other consequences deemed appropriate by the administration. Students are required to report any incident which they may observe of bullying, harassment, or any other threatening or unlawful act. These rules are in effect at all school events.

## IN SCHOOL RESTRICTION (I.S.R.) PROCEDURES

The In-School Restriction Program is an alternative form of discipline that provides a student with an opportunity to continue his/her academic work while restricted from regular classes. Parents and instructors will be notified when a student is assigned to in-school restriction except in the case of a dress code violation.

Students assigned to I.S.R. are to report directly to the In-School Restriction Room by 7:45 a.m./11:30 a.m. In some circumstances, students may be assigned to ISR after the start of their school day. These students are expected to report immediately to ISR when assigned. Students assigned to I.S.R. must bring all items necessary for the entire school day including textbooks and other school materials. Restroom privileges will be given by the I.S.R. instructor. Specific guidelines for the I.S.R. room will be provided to each student who is assigned to that room, and they will also be posted in the I.S.R. room. Tests may be given by the I.S.R. supervising instructor.

Credit will be given for completed assignments submitted to the classroom instructor. Students who violate in-school restriction guidelines may be suspended out of school.

**Students who are under in-school restriction are permitted to attend any co-curricular activities and make up schoolwork.**

1. Students are to report to the In-School Restriction Room **ON TIME** no later than 7:45 a.m. or 11:30 a.m. unless the student is assigned to ISR after the start of the school day.
2. Students assigned to I.S.R. are required to be in proper campus wear or program uniform. This is not an opportunity for a dress down day. If students do not report in proper attire they will be subject to further disciplinary action unless the reason for assignment to ISR is a dress code violation occurring on the day of assignment.
3. Students will be in assigned seats and will remain quiet at all times.
4. Students are responsible for securing work from their instructors prior to being in the restriction room. They are to bring schoolwork and/or appropriate reading materials with them to the suspension room. There will be **NO SLEEPING**.
5. One restroom break will be permitted per student while in I.S.R.
6. Students will remain in the restriction room from 7:45 a.m. –10:45 a.m. or 11:30 a.m. – 2:30 p.m. If you have an early dismissal schedule it will be void for the day. If the student has a job after school it is his/her responsibility to make other arrangements with the employer.
7. Students absent on days of I.S.R. are to be "called in" by their parent by the start of school. Any time lost out of I.S.R., except O.S.S., must be made up.
8. Students dismissed from I.S.R. due to poor behavior will be sent home for the remainder of the day. The day will be determined as O.S.S. and no credit will be given for schoolwork. Additional days of I.S.R. may be applied.

## SATURDAY DETENTION

Saturday Detention is an elective alternative to Out-of-School Suspension, which may be offered to students at the discretion of the administration. Saturday Detentions are held from **8:00 – 11:00 a.m.** in the Cafeteria at Cuyahoga Valley Career Center. Students may be scheduled for all or part of the three hour period. **Students missing Saturday Detention may receive two (2) days In School Restriction or other disciplinary action. Students with Driving/Parking privileges who are assigned to detention for Tardiness to school and do not attend the detention may lose such privileges through the next quarter.**

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, whether on school property or at school functions or as an appropriate nexus may warrant, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's consent, and may be conducted with the assistance of local Police Departments and their canine units. All confiscated materials will be seized and not returned to the student and/or parent/guardian.

## **EMERGENCY REMOVAL**

Emergency removals in the CVCC District will be done according to the provisions of O.R.C. 3313.66 and CVCC Board Policy 5610.03

## **ZERO TOLERANCE**

The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students. No student shall on school property or in any school vehicle or at any school sponsored event (regardless of location), bring, transport, possess, handle, carry, use or conceal any illegal substance, firearm, knife or dangerous weapon or look-alike.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to student discipline.

LEGAL REFS.:OHIO REVISED CODE (ORC) 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

## **SUSPENSION-EXPULSION**

### **Cuyahoga Valley Career Center School**

Students failing to comply with the school regulations may be suspended and/or expelled. Each individual case will be judged on its own merits. Should a high school student enrolled at CVCC be suspended, expelled, or removed from his/her school district for a conduct code violation, the suspension, expulsion, or emergency removal of such student will be effective at the Career Center. Parents may be conferred with prior to suspension or be required to attend a conference for a student's readmission to school.

Suspensions will be in effect at both associate school and at CVCC. Suspension or expulsion is total removal from school and may result in the student receiving no credit for work missed during the suspension or expulsion.

The Superintendent, director, assistant director, or any other administrator may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.\*

\*(Use or possession of weapons and bomb threats at school, on school property or at school activities; inflicting serious physical harm to persons or property at school, on school property, or at a school activity.)

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Expulsion may result in the loss of credit for courses being taken at your home school, or at any college or university, whether under the Post-Secondary Enrollment Option or at the student's own expense.

## **CODE OF STUDENT CONDUCT/STUDENT DISCIPLINE CODE**

**GROUND FORS SUSPENSION, EXPULSION OR REMOVAL SHALL INCLUDE, but not be limited to:**

1. **DAMAGE, DESTRUCTION OR DEFACEMENT** of school property or private property on school premises while enrolled as a student.
2. **THEFT OR UNAUTHORIZED POSSESSION** of school property or equipment, personal property of any school personnel or of another student or visitor.
3. **PROFANE, INDECENT OR OBSCENE LANGUAGE:** written or verbal, directed toward or used in the presence of school personnel or students. This shall include use of obscene gestures, pictures and signs.
4. **INSUBORDINATION OR DISRESPECT** by refusing to comply with directions of school personnel, which includes sleeping in class, public displays of affection, refusing to work in class, etc.
5. **DISRUPTION OF SCHOOL ACTIVITIES** and/or failure to follow reasonable instruction of staff members; obstruction of the educational process.
6. **TRUANCY** or repeated unexcused absences from school: class, lunch, or any other assigned activity for part or all of a day, without school authorization. However, no student will be suspended, expelled, or removed solely on the basis of the student's absences from school without legitimate excuse.



7. REPEATED TARDINESS to class or school.
8. SMOKING, USE OR POSSESSION OF TOBACCO PRODUCTS in any form, (including smokeless tobacco, electronic cigarettes or similar look-alike devices or associated accessories), is prohibited on school grounds or at any school sponsored activity. (see Policy 5512)
9. POSSESSION, TRANSMISSION, USE, SALE OR OFFER TO SELL, BUY OR ATTEMPT TO BUY, OR CONCEAL ALCOHOLIC BEVERAGES, NARCOTICS, DRUGS, COUNTERFEIT/LOOK-ALIKES OR OTHER MOOD ALTERING SUBSTANCE.
10. POSSESSION, TRANSFER, USE, SALE, OR ATTEMPT TO SELL, BUY OR ATTEMPT TO BUY, OR CONCEAL DEVICES WHICH ARE DESIGNED PRIMARILY TO FACILITATE THE INGESTION OR INHALATION OF ILLEGAL SUBSTANCES INCLUDING "COUNTERFEITS/LOOK-ALIKES".
11. TRANSMITTING OR ATTEMPT TO TRANSMIT ANY FORM OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATION.
12. POSSESSION, USE OR THREATENED USE OF FIREWORKS, SMOKE BOMBS, OR OTHER SUCH INCENDIARY DEVICES.
13. POSSESSION OF OR THREATENED USE OF WEAPONS: CONCEALING, TRANSMITTING OR ATTEMPTING TO CONCEAL OR TRANSMIT WEAPONS OR ANY OBJECT/LOOK-ALIKE, WHICH MIGHT BE CONSIDERED A DANGEROUS WEAPON OR INSTRUMENT OF VIOLENCE. (For more information, see Board policy 5772).
14. UNAUTHORIZED BODILY CONTACT: The act of physically, touching, hitting, assaulting or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. **Level I**—pushing, shoving, in the grasp; **Level II**—Students have physical altercation, but end altercation on their own; **Level III**—Physical altercation had to be ended by bystanders/school personnel or an act of assault is involved.
15. HARASSMENT/HAZING/BULLYING of another individual(s)—physical, verbal or sexual. (see Harassment and Bullying).
16. BOMB THREATS, TERRORISTS THREAT OR FALSE ALARMS—threatening directly or indirectly to commit a crime of violence with the purpose of inciting panic with reckless disregard of the risk to others.
17. UNAUTHORIZED USE OF FIRE OR FIRE DEVICES—setting a fire or attempting to set a fire.
18. GANG RELATED ACTIVITIES: belonging to or engaging in gang activities, displaying gang attire.
19. The act of EXTORTION from any person.
20. GAMBLING.
21. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations or giving statements to school personnel, which may adversely affect the welfare of others.
22. FALSIFYING in writing the name of another person, times, dates, grades, addresses or other data on school forms, tests or other correspondence directed to the school or its personnel.
23. CHEATING/PLAGIARISM/FORGERY is strictly prohibited at all times.
24. ABUSE OR MISUSE OF TECHNOLOGY: computer hardware and software.
25. UNAUTHORIZED POSSESSION OF/OR USE OF ELECTRONIC EQUIPMENT including: laser pointer, headsets, radios, CD players, cell phones and pagers.
26. VIOLATING THE ACCEPTABLE COMPUTER/INTERNET USE POLICY.
27. REPEATED OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
28. PERSISTENT DISOBEDIENCE OR GROSS MISCONDUCT.
29. ANY OFFENSE THAT CONSTITUTES A VIOLATION OF LOCAL, STATE OR FEDERAL LAW.
30. TRESPASSING on school property or in school buildings at an unauthorized time.
31. RECKLESS, UNSAFE, OR UNAUTHORIZED OPERATION OF A MOTOR VEHICLE on school property or school vehicles within the vicinity.
32. DRIVING AND PARKING VIOLATIONS.
33. IMMORAL ACTS.
34. DRESS CODE VIOLATIONS.
35. FAILURE TO SERVE SATURDAY DETENTION.
36. SAFETY PROCEDURE VIOLATIONS.
37. STUDENT DEMONSTRATIONS.

# **HARASSMENT**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property:

## **ANTI-HARASSMENT POLICY**

It is the policy (5517) of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, instructors, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Each employee and student has a responsibility to maintain a work place 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 or disability.

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 he or she has been harassed as described in this policy, should report the alleged harassment to the Compliance Officer or other appropriate administrator (Principal or Assistant Principal). The District Title IX/Section 504 Coordinator Compliance Officer may be contacted at 440-838-8909 or the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Ave East, Suite 750, Cleveland, OH 44104-2611.

The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the School District community and third parties who seek support or abide when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the member of the School District community or third party.

The Compliance Officer is assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal investigation (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such an investigation. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment which are reported to them to the Compliance Officer within five (5) calendar days of learning of the incident.

Reports of alleged harassment will be handled confidentially to the extent possible, as 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. All persons are protected from coercion, intimidation, retaliation or discrimination for filing a harassment complaint or assisting in an investigation.

# SEXUAL HARASSMENT

## A. Verbal:

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.

## B. Nonverbal:

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

## C. Physical Contact:

Threatened, attempted, or actual unwanted bodily contact, including patting, pinching the body, or coerced sexual intercourse.

The Compliance Officer for complaints relating to harassment may be contacted at:

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-838-8909

Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)

Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-746-8228

Email: [mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

# DATING VIOLENCE AND SEXUAL VIOLENCE

Dating violence is one serious form of bullying/aggressive behavior. Dating violence is defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner”.

A dating partner is “any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term”.

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g. due to the student’s age, intellectual or other disability, or use of drugs and alcohol). Sexual Violence includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

The Compliance Officers for complaints relating to Dating Violence and Sexual Violence may be contacted at:

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-838-8909

Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)

Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-746-8228

Email: [mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

# SEXTING

“Sexting” involves the use of electronic technology to send or forward nude or obscene photos of one’s self or others. It is illegal to possess, distribute or manufacture pornography involving anyone less than 18 years of age. Students found distributing (such as forwarding a photo to a friend) or even possessing (failing to delete a received photo) such images can be found guilty of child pornography and face criminal prosecution including being required to register as a sex offender. School officials may not keep these events within the school disciplinary system only. The law requires school officials to file a report with law enforcement authorities for investigation.

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

## **A. Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

## **B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

## **C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

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

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incidents to the Principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Compliance Officer.

The student may make contact either by written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Compliance Officer.

Each report received by the high school administrator or Compliance Officer 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 may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (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.

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.

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 students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

The Compliance Officer for complaints relating to harassment may be contacted at:

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-838-8909

Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-746-8228

Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)

Email: [mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

# **BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR (POLICY 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall 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, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

The Compliance Officer for complaints relating to Bullying and Other Forms of Aggressive Behavior may be contacted at:

Michael McDade  
Business Manager  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-838-8909  
Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)

Marcy R. Green  
Assistant Superintendent  
Cuyahoga Valley Career Center  
8001 Brecksville Rd.  
Brecksville, Ohio 44141  
440-746-8228  
Email: [mgreen@cvccworks.edu](mailto:mgreen@cvccworks.edu)

## **HAZING**

Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy. All hazing incidents or knowledge of potential incidents must be reported immediately. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

## **PUBLIC NOTICE NON-DISCRIMINATION**

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Educational Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) should be directed to:

Michael McDade  
Business Manager  
Title VI, Title IX, and Section 504 Coordinator  
Cuyahoga Valley Career Center  
8001 Brecksville Rd. Brecksville, Ohio 44141  
440- 838-8909  
Email: [mmcdade@cvccworks.edu](mailto:mmcdade@cvccworks.edu)



# STUDENT RECORDS

CVCC maintains many student records including both directory information and confidential information. Student records shall be maintained in accordance with Board of Education Policy 8330 and State/Federal laws and regulations.

## FERPA AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. *The exception to disclosure of student information without consent is the release of "directory information."* CVCC will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's Name
- Address
- Telephone Listing
- Date and place of birth
- Major field of study/Program
- Participation in officially recognized activities and sports
- Dates of attendance
- Date of graduation
- Awards received

## PHOTO/IMAGE RELEASE

Cuyahoga Valley Career Center considers photographs and electronic images of students as "directory information" when published for school-related purposes. The following methods may be utilized for publishing: social media posts, website, video conferencing sessions, CVCC intranet, digital videography projects, newsletters, and district marketing materials.

Photo/Image Release permission forms will be distributed to students at the beginning of their first year at CVCC. Parents/guardians/students 18 years or older may indicate on this form if they request to withhold their student's/their picture from publishing. This form needs to be signed and returned by September 15 of the year the student begins courses at CVCC.



# NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-*
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use-*
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

**Cuyahoga Valley Career Center has developed and adopted** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Cuyahoga Valley Career Center will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. **Cuyahoga Valley Career Center** will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

# **TOXIC AND ASBESTOS HAZARDS MANAGEMENT**

CVCC is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. Should you have any questions regarding the Management Plan please contact the Business Manager.

Please note: Cuyahoga Valley Career Center applies pesticides periodically throughout the year to the grounds.

**Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution will be made by the school administration. To view CVCC's Bylaws, Policies & Administrative Guidelines in full you may access them at our website [www.cvccworks.edu](http://www.cvccworks.edu) Select "Board of Education" tab and click on "Bylaws and Policies". Bylaws and policies that may be of particular interest to parents and students are: Bullying/Harassment (5517); Non-discrimination (2260); Public Records (8310); Asbestos (8431); Student Abuse and Neglect (8462); Drug Prevention (5530); Computer Technology and Network (7540); Wireless Communication Devices (5136).**



# LITERACY LOG

NAME: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

Date	What did you read? (list title and type of material)	Number of Pages

## **MISSION STATEMENT**

**Cuyahoga Valley Career Center  
prepares youth and adults to enter, compete,  
advance, and lead in an ever-changing world  
of work, college, and careers.**

## **2021-2022 ADMINISTRATION**

Mr. Dave Mangas	Superintendent Mr. Rick
Berdine	Treasurer
Mrs. Marcy Green	Assistant Superintendent
Mr. Michael McDade	Business Manager
Mr. Michael Hall	Principal
Mrs. Mary Barnes	Assistant Principal Special Needs
Mr. Josh Hayes	Assistant Principal

## **SCHOOL BOARD MEMBERS**

Mrs. Jacquelyn Arendt – President	North Royalton
Mr. Robert Felber – Vice-President	Twinsburg
Mr. James Gilbride	Brecksville-Broadview Hts.
Mr. Gary Suchocki	Cuyahoga Hts.
Mrs. Christine Kitson	Garfield Hts.
Mr. Russell Fortlage	Independence
Mr. James E. Virost	Nordonia Hills
Mr. William Busse	Nordonia Hills
Mr. Mike Kahoe	Revere