



A Place to DISCOVER Who You Are
AND
To Become Part of Something Bigger Than
Yourself
Student Handbook
School Year 2024-2025

During a pandemic, the District and Board of Education will provide to the public a Restart Plan, a Student Wellness Plan and a Remote Learning Plan. These plans may supersede language in the Student Handbook. All Board approved plans are posted on the District's website, www.buckeyehills.net, for public access.

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**Buckeye Hills Career Center
351 Buckeye Hills Rd.**

Rio Grande, OH 45674

Phone: 740-245-5334 Fax: 740-245-9465

www.buckeyehills.net

Gallia-Jackson-Vinton Joint Vocational School District

Directory

Board of Education

Robert Cornwell, President
Michael P. French Jr., Vice President
Lynn Angell, Legislative Liaison
Beth James
Pat McDonald
Brian Moore
Mary Ann Hale
John Jackson
Terry Halley

District Administration

Superintendent
Treasurer
Assistant Treasurer
Accounting Specialist
Director of Policy, Compliance, and Curriculum
Grants and Assessment Administrator
EMIS/Student Records/Job Placement Specialist
Executive Administrative Professional
Marketing/Graphic Arts Facilitator
IT Technician
Logistics Facilitator

Jamie Nash
Stephanie Rife
Nathan Riley
Brenton Barnette
Don Armstrong
Tyler Schweickart
Lorenda Oberholzer
Tracey Jones
Annee Coldiron
Tim McWilliams
Rondall Walker

Operational Staff

Dean of Operations
Facilities Operations Manager
Head Cook
Cooks
Maintenance Mechanic

Custodians

Greg Snyder
James Collins
Tammy Keller
Camille Isaac, Kathy Stanley
Pat Browning, Shannon
Eldridge
Chris Blanton, Danny Browning,
Peyton Matrene, Cindy

Early Childcare Facilitator
School Resource Officer

Rutherford, Marvin Stanley,
Milton Martin
Dawn Hall
Jordan Shaffer, Zaya

Student Services Staff

Dean of Student Service
Administrative Professional I
Administrative Professional II
Teacher Aides

Social Worker Technician
School Nurse
Guidance Counselors
Intervention Specialist Instructors

Jared Taylor
Paula Williams-Wray
Carla Swisher
Lindsay Chambers, Lisa
Hammond, Tiffany
Metzler, Christina Reese,
Tamara (Tammy) French
Kim Zerkle
Brandi Stevens, Tracey Hunt
Nicholas Metzler, Jennifer Bonzo,
Kyle Deel, Jessica Taylor, Jodie
Harrison, Lori Hawks, Cassidy
Massie, Tayler Wood

Academic Staff

Dean of Academics
Student Support Services Technician
Administrative Professional III
Language Arts

Social Studies
Math

Sciences

Mark Broermann
Karlita Stump
Brooke Blanton
Amanda Hughes, Dan Polcyn,
Tracy Staten, Alison Allen
Corey Ruby, Victor VanMeter
Morgan Daniels, Katie Dimel,
Tracy Staten, Obadiah
McClanahan, Autumn Perkins
Brent Bethel, Matthew Crabtree,
Kimberly Lewis, Paul Polcyn

Career Technical Education Staff

Dean of Career Technical Education
Student Support Services Technician
Administrative Professional III
Job Placement/Apprenticeship Instructor
Welding Technologies
Agricultural & Diesel Mechanics
Auto Collision Technology
Auto Service Technology
Commercial Construction
Electrical, Broadband and Telecommunications
Cosmetology
Criminal Justice
Cyber Security
Culinary Preparation
Health Academy

Allen Kiger
Karlita Stump
Brooke Blanton
Justy Burleson
Tim Howard, Paul Combs
Jason Dunn
John Hughes
Brandon Potter
Duane Bing
Tim Henderson, Jeremy Jenkins
Kim Dawkins
Frank Yablonsky
Shaun Northup
Tim Bartee, Marjorie Kiefer
Kendra Sims

Early Childhood Education
HVAC
Health Academy
Health Academy

Carrie Williamson
Mark Chaney
Joy Poe
Hannah Wolford

Satellite Programs

Dean of Partnerships
Student Support Services Technician
Agricultural Education - Gallia Academy

Agricultural Education – Jackson
Agricultural Education - Oak Hill
Athletic Trainer Program- Oak Hill_
Athletic Trainer Program- Gallia Academy
Business & Administrative Services - Wellston
Hospitality – Wellston
Business & Admin. Services- Gallia Academy
Career Exploration Guide/WIOA Instructor
Career Exploration Guide
Information Tech. Interactive Media- Oak Hill
Information Tech. Interactive Media- South Gallia
Information Tech. Interactive Media- Wellston
Information Tech. Interactive Media- Jackson
Information Tech. Interactive Media- River Valley
Information Tech. Network Systems-Vinton Co.
Welding- Vinton County

Ellen McCabe
Karlita Stump
Jerrod Ferguson, Katherine
Dickson
Michael Clark, Pam Updike
Matthew Bennett
Sarah McFann
Lori Ward
Michael Davis
Laura Roth
Mitch Meadows
Rylee Perkins
Samantha Shaffer
Tammy Roush
Jason Stout
Michael Brace
Adam Rippeth
Jeremy Peck
Rosalie Harper
Devin Gibbs

Postsecondary Staff

Dean of Postsecondary Instruction
Administrative Professional III
ASPIRE Coordinator
Customized Training & Placement Facilitator
Financial Aid Officer
Financial Aid Assistant
OPOTC Commander
Practical Nursing Coordinator
Postsecondary Lead-Surgical Technology
Postsecondary Lead- Cosmetology
Student Support Services Technician
Nursing Instructor
Nursing Instructor
Nursing Instructor
Nursing Instructor
Surgical Technology Instructor
Postsecondary Power/Telecommunications Instructor
WIOA Program Coordinator
WIOA Instructor

Jamie Bartee
Danita Ross
Kelly Morgan
Jamie Conway
Danielle Malone
Hunter Rife
Joseph Browning
Amber Nowlin
Rebecca Polinsky
Sharelle Gerstenberger
Susan King
Jennifer Nance
Cara Gibson
Tresera Rhoton
Rachel Pequignot
Jessica Blevins
Jeremy Jenkins
Lindsay Pierpont
Heather Davis & Gwendolyn
Hatfield

School Calendar



2024-2025
BUCKEYE HILLS CAREER CENTER

Gallia-Jackson-Vinton JVSD
www.buckeyehills.net

Board Approved: 4/10/24

August 2024						
S	M	T	W	T	F	S
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(15)						
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November 2024						
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December 2024						
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(18)						

Aug. 12-13 Parent/Student Program Meetings
 Aug. 13 New Teacher/Sub In-service
 Aug. 12-15 Teacher In-service Days
 Aug. 16 All Students First Day
 Aug. 30 Program Lock-In Date

Sep. 2 Labor Day (OC)
 Sep. 6 Webxam Day
 Sep. 18 In-service Day
 Oct. 17 End of 9 weeks
 Oct. 26 Community Appreciation Day

Nov. 18-20 Sophomore Visits/Blended Day
 Nov. 21 Parent/Guardian Open House
 Nov 27-29 Thanksgiving Break (OC 28,29)

Dec. 20 End of Semester
 Dec 23-Jan 6 Christmas Break (OC 24,25;31)

Jan. 1 New Year's Day (OC)
 Jan. 6 In-service Day
 Jan. 7 2nd Semester Begins
 Jan. 20 M.L.King Day (OC)

Feb. 14 Winter break
 Feb. 17 Presidents' Day (OC)
 Mar. 12 End of 9 weeks
 Mar. 26 Sophomore Orientation/Blended Day
 Apr. 17 Advisory Committee
 Apr. 18 Holiday (OC)
 Apr. 21-25 Spring Break

May 22 End of Semester
 May 22 Students Last Day
 May 23 Celebration Ceremony
 May 23 Teachers Last Day
 May 26 Memorial Day (OC)
 May 27 Make-up Day (M)

June 19 Juneteenth (OC)
 June 25 Adult Ed Graduation
 July 4 Fourth of July(OC)

If additional make-up days become necessary due to calamity, priority dates of April 21, 22, 23, 24, and 25 will be utilized. If needed May 27 and each succeeding weekday will be rescheduled as a day in session until the Ohio requirement for 1001 hours is met. The last teacher's day will be the workday following the previous student's make up day.

February 2025						
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March 2025						
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April 2025						
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(16)						
May 2025						
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June 2025						
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July 2025						
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20	21	22	23	24	25	26
27	28	29	30	31		

 indicates days out of session
 M indicates possible Make-up day

— indicates days offices are closed
 OC indicates offices are closed

Staff: 182 Days
 Students: 175 Days

Vision

Each student is challenged to discover and learn, prepared to pursue a fulfilling post-high school path, and empowered to become a resilient, lifelong learner who contributes to society.

Mission

Creating Successful Lives

Annual Notification of Non- Discrimination

The Gallia-Jackson-Vinton Joint Vocational School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, genetic information, age, sex (including sexual orientation and transgender identity), disability, religion, military status, (collectively, "Protected Classes") or any other legally protected characteristic, in its educational programs and activities operated by the district and provides equal access to the Boy Scouts and other designated youth groups, including employment opportunities. To carry out these policy statements, the following procedures are provided:

Title IX Grievance Procedures

(Alleged Discrimination and Harassment Grievance Procedures)

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines, any student, support staff, teachers, counselors or administrators who believe that the Gallia-Jackson-Vinton JVSD or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, natural origin) Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) or the Age Discrimination Act of 1975, as amended, 20, U.S.C. etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint, which shall be referred to as a formal discrimination/harassment complaint.

Informal Complaint Procedure

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing A. The allegations, B. The requirements of the informal resolution process, C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Formal Complaint Procedures

A student who believes she or he has been or is being sexually harassed may report the alleged harassing behavior to any teacher, administrator, or counselor. Such persons receiving a complaint must report the incident in writing to the Title IX

Coordinator or the Dean (normally within 24 hours).

An individual who believes that he or she is being harassed or have been harassed should file a complaint (complaint forms are available in the Student Services Office) with the Title IX Coordinator or the Dean including the following information, if known: the name of the complainant; a brief but clear description of the offending behavior, including the times, places, and names; the name of the alleged harasser; and the names or description of any witnesses. A formal complaint may also be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

The District will:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties'
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Complaint Dismissal Criteria:

1. If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment.
2. A Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein.
3. The Respondent is no longer enrolled or employed by the District
4. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Contact information;

Title IX Coordinator: Don Armstrong, Director of Policy, Compliance, and Curriculum and Jared Taylor, Dean of Student Services
Buckeye Hills Career Center, 351 Buckeye Hills Road Rio Grande, OH 45674, 740-245-5334

US Department of Education Office for Civil Rights 1350 Euclid Avenue, Suite 325

Cleveland, OH 44115

Telephone: 216-522-4970; Fax 216-522-2573; TDD: 216-522-4944;

E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

SECTION 504 GRIEVANCE PROCEDURE

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the District, or in the employment of District personnel.

The Board hereby designates the Director of Policy, Compliance, and Curriculum or his designee as the District's Compliance Officer.

Address: Buckeye Hills Career Center. PO Box 157, Rio Grande, OH 45674 Phone number: 740-245-5334

Email: armstrongd@buckeyehills.net

Grievance Procedure

This grievance procedure may be used for a complaint alleging a violation of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or Title VI of the Civil Rights Act of 1964. A copy of the District's grievance procedure may be obtained from the District's Compliance Officer.

A person who believes s/he has a valid basis for a grievance may discuss the grievance informally and on a verbal basis with the District's Compliance Officer, who shall in turn investigate the complaint and reply with the answer to the complaint. S/He may initiate formal procedures according to the following steps:

- Step 1 – District's Compliance Officer Conference. A person who believes he/she has a valid basis for a grievance may initiate a grievance by making a written request for a conference with the District's Compliance Officer to discuss the complaint and seek resolution. The District's Compliance Officer can provide a written request form. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten days after disclosure of the facts giving rise to the grievance. The District's Compliance Officer shall conduct the conference within five school days following receipt of the request. The District's Compliance Officer will state in writing his/her decision to the individual within five school days following the conference.
- Step 2 – Appeal to the Superintendent. If the grievance is not resolved satisfactorily at Step 1, the District's Compliance Officer's decision may be appealed in writing to the Superintendent. The appeal must be made within five school days following the receipt of the District's Compliance Officer's decision. The Superintendent will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 – Appeal to the Board of Education. If the grievance is not satisfactorily resolved through Step 1, a written appeal may be made to the Board. The grievance must be filed with the Superintendent’s Office within five school days of the Superintendent’s written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within 30 school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the District’s Compliance Officer and complainant within ten school days of the hearing.

Due Process Hearing Procedure

1. A parent/guardian may request a due process hearing related to decisions or actions concerning their child’s identification, evaluation, and/or educational program or placement by submitting a request in writing to the District’s Compliance Officer within two years of the date the parent/guardian knew or should have known about the alleged action that forms the basis for the complaint. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an **impartial hearing officer** (“IHO”) (i.e. by a person not employed by the Board, not involved in the education or care of the child, and not having a personal or professional interest which would conflict with his/her objectivity in the hearing).

A person filing a grievance may also file a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611.

2. The parties can agree to refer the due process issue to mediation. The mediator may be selected from the Ohio Department of Education Office for Exceptional Children.
3. The District may maintain a list of IHOs, which may include IDEA hearing officers, attorneys, and Directors of Special Education outside the District. The District’s Compliance Officer will appoint an IHO. The costs of the IHO and court reporter shall be borne by the District. The appointment of an IHO will be made within 15 school days after the request for a due process hearing is received.
4. A party to a due process hearing shall have:

- a. The right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
 - b. The right to present evidence, confront, and cross-examine witnesses;
 - c. The right to a written or electronic verbatim record of such hearing; and
 - d. The right to written findings of fact and decisions.
5. The IHO shall conduct the due process hearing within a reasonable period of time (i.e. not to exceed 90 days of the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).
 6. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than 21 days prior to the date of the hearing, unless otherwise agreed to by the parties.
 7. The person filing the grievance may be represented by another person of his/her choice, including an attorney.
 8. The IHO shall make a full and complete record of the proceedings.
 9. The IHO shall render a decision in writing to the parties within 30 days following the conclusion of the hearing. The decision will include findings of fact.
 10. Either party shall have a right to appeal the decision of the IHO upon filing a written request for an appeal within 15 days of the date of the IHO's written decision. The appeal request must be timely filed with the District's Compliance Officer.
 11. In the request for an appeal, the requesting party shall specifically set forth the reasons the party feels the decision of the IHO is either contrary to and not supported by the evidence, or is otherwise contrary to law.
 12. The appeal shall be heard by another IHO, who shall be appointed by the District's Compliance Officer, and will issue a final decision.

FERPA Notice

It is the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;

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

- You have the right to inspect and review your student's records.
- You have the right to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request.
- You have the right to file a complaint with the U.S. Department of Education if the District violates FERPA.

Note: In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The procedure to obtain copies of records are as follows:

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and presented to the Student

Services Supervisor/Dean and appropriate access is to be granted within 45 days or earlier. No records are to be removed from the school. A principal/dean, teacher or other qualified school personnel must be present to explain any of the tests or other material.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

All student records, with the exception of transportation records, are obtained through student services with the permission of the Supervisor/dean of Student Services. Transportation records are under the authority of the Dean of Students and/or the District of Residence Director of Pupil Transportation.

If you wish to request that we not release your student's Directory Information, please submit the completed "FERPA Denial of Permission" form which may be found on the Buckeye Hills website.

Directory Information includes the following:

Student name

Address and telephone number (including email address)

Home school

Date and Place of birth

Participation in officially recognized activities such as extracurricular and school events, including photographs, videos, and news releases (except for security surveillance)

Student achievement awards or honors

Career-Technical program / major field of study

Grade level and date of graduation

Dates of attendance (based on "from" and "to" enrollment)

Enrollment status

Asbestos Notification

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

PBIS Notification

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

Student Information

Student Enrollment/Transfers

Once a student is enrolled at Buckeye Hills Career Center, he or she commits to attend during a ten (10) day trial/probationary period. Transfers between programs will take place during the second week of school.

Program changes during the semester will be considered in special circumstances. This decision will be made following a conference with the student, counselor, parent, and administrator.

Students will be permitted to return to their home high schools beginning the third week of school. A student wishing to return to his or her home school must have a personal conference with one of the career center counselors and/or administrator.

Student Withdrawals and Program Changes

Students wishing to return to their participating school within the first two weeks of school must have a personal conference with the career center counselors and/or administrator. The student should initiate this conference as soon as possible after school begins. A withdrawal form must be completed by the student and signed and approved by the student, parent/guardian, counselor, and CTE teacher. The administrator must meet with the student and guardian for final approval.

Student transfers to the participating schools will begin during the third week of school. However, under special circumstances, the Superintendent may withdraw a student at any time. After the start of the third week, transfers to the participating high schools are not considered feasible. In addition, students will not be considered withdrawn because they have turned in their books, tools, etc. They must withdraw officially by contacting the Student Support Services office and following the prescribed withdrawal procedures. It should be noted that all grades and credits will be withheld until all fees and charges owed by the student have been paid, and other obligations are met.

Students are encouraged to remain in their selected program choice. In a rare or unusual situation, program transfers will be considered. It will be necessary to arrange a conference with the career center counselors and/or administrator to discuss a program transfer.

The Superintendent has the right to withdraw a student due to a severe violation such as, but not limited to, safety infractions within a career technical education lab and/or creating an unsafe condition with the career center.

Academic Course

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

School Day

Students should plan to arrive no earlier than 8:00 AM each day.

1st Period 8:00 – 8:59 Tardy Bell 8:20	2nd Period 9:01 – 9:41	3rd Period 9:43 – 10:23	4th Period 10:25 – 11:05 Lunch 10:25 – 10:55	5th Period 11:07 – 11:47 Lunch 11:07 – 11:37	6th Period 11:49 – 12:29 Lunch 11:49 – 12:19	7th Period 12:31 – 1:11	8th Period 1:13 – 1:53	9th Period 1:55 – 2:35
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2:30 DFCA dismissal 2:35 Dismissal of students

Breakfast/Lunch/Cafeteria

The Career Center operates a cafeteria that provides balanced, nutritious meals. Lunch periods are closed, and students enrolled in full-day programs must stay on campus. Buckeye Hills participates in the National School and Lunch Program. All breakfast and lunches are free to students. Students may bring breakfast or lunch from home, but all food and drink must be consumed in the cafeteria. All parents will complete forms to maintain free breakfast and lunch for all students.

It is the student’s responsibility to dispose of trash in the provided receptacles. Sitting in cars or going to the parking lot during lunch is not permitted. Delivery of food to the campus is prohibited.

Announcements

In order to reduce the use of the public address system, announcements will be given by teachers during the first period of the day to help keep students informed about participating in school activities. In case of short notice, the public address system will be utilized. Administrators must approve all announcements.

Field Trips

Field trips will be arranged for educational purposes throughout the school year. No student will be permitted to participate in a field trip unless written parental approval is on file in the Student Services Office. Students are not permitted to travel on a field trip in a private vehicle unless such arrangements are approved in advance by the Director. Late students, who have missed the bus, van, etc., are not to attempt to catch the group en route. They are to report to school on school days or return home on non-school days. Students with failing grades, disciplines, or attendance may not be permitted to attend the field trip without Dean approval. Students not participating in a field trip will be assigned an alternative schedule for the day.

Extra-Curricular Activities

Students are encouraged to participate in extra-curricular activities whenever their schedule permits. At the request of the home school principal, students may be released as a group and/or individually to attend events at the home school.

Student Organizations

All students are members of a Career Technical Student Organization. The Gallia-Jackson-Vinton JVSD School Board pays for membership fees, contests, travel expenses, and approved extra-curricular activities. The following is a list of these organizations.

- FFA, BPA, and SkillsUSA

Transportation

Each home school provides bus transportation for students attending Buckeye Hills Career Center. If your home school does not provide bus service on a particular day, we must receive notification from the home school to consider the absence exempt. Students with valid driver's licenses and parental permission to register their vehicles may drive to school.

Use of Motor Vehicles

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of the property, in the observation of safety rules, and in the display of courtesy and consideration toward others – and an assumption of liability on the part of those students and their parent(s).

The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students, including the requirement that students are licensed drivers.

The Board shall not be responsible for motor vehicles lost, stolen, or damaged while on school property.

Student Vehicles on School Property

- Students and parents are required to register their vehicle using final forms. The parking permit is to be displayed on the rear-view mirror of their vehicle. To obtain and keep a student-parking permit, students must provide a copy of their valid Ohio driver's license and show proof of car insurance.
- Upon arrival at school, students are to enter the student parking lot and must park in their assigned parking area and enter the building immediately. The student parking lot is restricted, students must obtain administrative permission to visit their vehicle during the school day.
- At the end of the day, students are required to exit the parking lot safely and through the direction of staff. Driving on school property is a privilege and can be revoked at the discretion of the Administration for violating any rules or policies in the Student Code of Conduct.
- Students must obey all traffic laws on school property by following the posted 10 MPH speed limit, carefully crossing the speed bumps, and remembering that pedestrians always have the right of way. No loitering.
- Vehicles parked on school property are subject to search by school administration and local and/or state law enforcement agencies.
- Parents/guardians and students must be aware that violation of rules and regulations governing parking and driving on school property will result in revocation of the right to park on school property.

Home School Closings

Weather closings- when the home school closes because of weather conditions, the students from that district will not be required to attend, including student drivers.

Buckeye Hills School Closings

The Career Center will close when, in the judgment of the Superintendent, weather conditions in the area are such that they pose a clear danger to the welfare and safety of students. The Career Center closing will be announced on WSAZ TV, Social Media, and NIXLE text alerts. You may sign up for free text alerts at www.nixle.com.

Nixle

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

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

PPE

In many areas of instruction, it is necessary for the students to provide their own protective clothing. For the convenience of the students, some of these items will be available at the school.

Tool Kits

Because personal ownership of tools in many trade areas establishes pride, desire, and interest, students will be encouraged to purchase a tool kit or other personal equipment. For the convenience of the students, tool kits will be available for purchase on a credit plan established by the school. Students may apply for a grant through the county JFS. Students who are awarded the grant by the county JFS will receive their tool kits for free. Inability to purchase a tool kit will not prohibit a student from participation in any program.

Student Support Services

The Student Support Services Office offers a variety of services including maintaining student records, assisting in meeting academic requirements, testing, and counseling services. Student credit checks are completed periodically and are scheduled by the counselor. Any student wishing to make an appointment with a counselor may sign up through established online methods or in the Counselor Center. Emergencies will be handled as quickly as possible.

Hall Passes

Students outside of their assigned areas **must** be signed out of class and have a hall pass. Students are expected to return to class in a timely fashion. Students will not be issued passes to the parking lot.

Announcement Board

Announcement boards, located in the hallway of each building, are provided with sections for each participating home high school. Home school announcements will be posted after the appropriate Dean's Office approval.

Telephone Calls

Students will be permitted to use office telephones at the discretion of office staff. All telephone calls pertaining to student illness and other related matters must be placed from the office.

Visitors

All visitors must check in and obtain a visitor's pass at the Main Office.

Due to safety concerns, young children and babies are not permitted in some areas of the school buildings without special permission of the appropriate school administrator.

Student visitors from other schools will not be permitted unless prior permission has been granted by both the home school administration and Buckeye Hills Career Center administration.

No person shall trespass, loiter, or remain in the school building or on school grounds. All school personnel have the right to exclude all uninvited or unauthorized personnel from the school premises.

Emergency Medical Authorization

In accordance with Section 3313.712 of the Ohio Revised Code, an Emergency Medical Authorization Form is required for every student enrolled in the school. The Emergency Medical Form must be completed using Final Forms, an online platform for completing the required forms. A link to Final Forms is available on the school website (www.buckeyehills.net).

At least one alternate point of contact must be specified beside the parent/guardian on the Emergency Medical Form. We encourage several alternatives. Any student who does not have a completed Emergency Medical Form with at least two emergency contacts specified will not be permitted to participate in any program activities (e.g., lab, field trips) until the form is completed.

Any person picking up a student must be listed on the Emergency Medical Form and will be required to show ID.

Administration of Medicine

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

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

Lock Down Drills

When notification is made, go to the nearest room supervised by a staff member. Procedures for practice are established as part of the school safety plan.

Fire/Tornado Drills

Fire and tornado drills will be held at irregular intervals throughout the school year.

Students should follow the directions of their instructor or another school employee during a drill or an actual emergency. Procedures are posted in every classroom and laboratory.

Lockers

Student lockers may be provided for student convenience. Buckeye Hills is not responsible for any lost or stolen articles. Protect your combination, and do not leave valuables in the lockers. Do not share lockers. Lockers are the property of Buckeye Hills and may be inspected or searched at the discretion of the administration.

Searches

Buckeye Hills has the right and duty to conduct searches of persons and/or personal property, lockers, or vehicles when the administration receives information or evidence that a student may be in possession or control of any of the following:

- Any substance dangerous to persons or property
- A weapon
- An item believed to be stolen
- Drugs, drug paraphernalia, or drug-related items
- Other contraband, controlled, or prohibited items

In all cases, the search will be witnessed by another staff member and will be conducted within the guidelines of the Ohio Revised Code and court rulings. Searches of vehicles and/or lockers may also be conducted by law enforcement canine units unannounced.

Student Insurance

If a student has no accident insurance, a policy is available for parents to purchase. Applications may be picked up in the Student Services Office or downloaded from the www.buckeyehills.net.

Program/Academic Achievement/Credits

As determined by the student's specific program, up to eight credits may be earned by a student successfully completing his/her course of study. First-year students who fall below a 60% average in Career Technical courses may not continue instruction in the same program the second year and may re-apply in another program.

Special circumstances will be considered by administration..

Grading Scale

- 90% to 100% - A – Outstanding work
- 80% to 89% - B – Above average work
- 70% to 79% - C – Average work
- 60% to 69% - D – Below average work
- 50% to 59 % - F – Failing work
- I – Incomplete

Categories for Grading

Employability = 10%
Formative = 50%
Summative = 40%

Drastic Failure Guidelines

A drastic failure occurs when a student does not earn the minimum grade required for passing while numerous interventions have occurred. Two factors for a drastic failure are:

70% or less attendance, not including excused absences or extenuating circumstances

OR

60% or more of their work is incomplete

Drastic failures are determined every nine weeks. Potential drastic failures must be reported to the administration two weeks prior to grade submission.

Each intervention strategy should take place approximately one week apart to enable the student time to improve.

Students who are failing at interims should begin this process to meet timelines.

Intervention Strategy 1 - Teacher-Student meeting – The teacher meets with the student to discuss concerns and develops an improvement plan. The teacher then contacts the student's family to discuss concerns and improvement plans. The teacher documents the meeting and notifies the counselor.

Intervention Strategy 2 – The counselor meets with the student to discuss continued behavior and the improvement plan. The counselor documents the meeting, informs the teacher of any new information gained from the meeting, and notifies the administrator.

Intervention Strategy 3 – The administrator meets with the student discussing continued behavior and improvement plan. The administrator documents the meeting and informs the teacher of any new information gained from the meeting and any modifications or additions to the improvement plan.

If all intervention strategies are completed, and potential drastic failure is reported to the administration appropriately, the student will receive the grade earned instead of the established minimum grade. This drastic failure grade will be averaged into their final semester grade.

Students not meeting the 60% grade average for all career technical courses and/or the 90% attendance criteria may be withdrawn to their home school. These students may reapply to enroll in a different CTE program for the following year.

Mid-Term Progress Reports

Parents may view their student's grades via Parent Portal/Parent Access anytime. Parents are encouraged to contact the instructor and discuss the student's progress. Printed mid-term progress reports will be given to the student to take home upon request.

Credit Flexibility

The credit flexibility initiative is part of a statewide effort to increase learning and engagement and help students graduate ready for success in college and careers. In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students, including:

- Earning credit by demonstrating mastery of the essential content of a traditional course by "testing out," presenting a portfolio documenting mastery, or a combination of these.
- Successfully completing a mentorship, internship, educational travel, or service-learning program aligned to the academic curriculum.
- Successfully completing an online course or academic summer or after-school program aligned to the school curriculum.
- Successfully combining any of the options above and units of traditional courses.

Students must obtain prior approval of student-proposed educational options plans to be eligible for credit. Students considering this option should schedule an appointment with the Student Support Services Office. Approval of the home school district may also be required. Students' families may be asked to contribute to the cost of educational options plans.

Credit flexibility is another example of how our district is working to prepare students for the 21st century by striving to address their unique needs and talents.

Credit Recovery Courses

Credit Recovery Courses may be offered at the Career Center. These courses are designed to allow students to retake a course that resulted in a prior failure to receive credit. If a student is attempting credit recovery prior to completing the original course, the student will be required to maintain no less than 50% for the remainder of the current course, in addition to the credit recovery course, to meet eligibility for participation in graduation ceremonies.

College Credit Plus

Students participating in College Credit Plus must notify their home school guidance counselor and career center counselor. Required procedures for enrollment in CCP courses must be followed.

National Honor Society

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

National Technical Honor Society

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

Work-Based Learning or Early Placement

Students may have the opportunity to participate in Work-Based Learning or Early Placement. There is an established process for work-based learning that occurs outside of the normal school schedule.

Work-Based Learning includes:

- Off-site placement or internships
- Apprenticeship-apprenticeships
- Entrepreneurship
- Enrollment in Adult Education programs

All qualified students must follow this process:

Step 1: Meet with the Job Placement Instructor, who will begin the Work-Based Learning Pre-Approval Form.

Step 2: Complete a Work-Based Learning Agreement with the Job Placement Instructor.

Step 3: Instructors must complete the Learning Outcomes and Summary of Demonstration Forms.

Step 4: Once placed, the student will regularly submit pay stubs (used for attendance) and, every four weeks, work with the CTE instructor to ensure the Summary of Demonstration Form has been completed. The Summary of the Demonstration will be used for performance and grade entry evidence.

* Students must attend their work-based learning site and perform at established standards.

Attendance at the assigned site counts toward attendance at school. Failure to meet the required hours (time out of school = time at the site), will result in a rescinding of the Work-Based Learning agreement and an immediate return to regularly scheduled school instruction and standard attendance policy.

Diplomas, Career Passports, Certificates of Completion, and Celebration Ceremony

Diplomas are awarded by the home school to Buckeye Hills Career Center students who have completed the home school's requirements.

Certificates of Completion will be awarded to students who have completed their CTE course of study with at least a 60% grade point average and 90% or better attendance. (All absences count toward a certificate of completion). Eligible students who successfully complete their career technical program will receive a Career Passport. A ceremony honoring seniors students receiving career technical certificates and/or 12 points of credentials and/or are eligible for high school diploma will be held at the end of the school year.

Buckeye Bucks Incentive Program

The incentive program considers attendance, behavior, and lab work completion. Every nine weeks, a student will be rewarded for having demonstrated these traits if they:

1. Has 90% or better attendance.
2. No office referrals
3. Has a 3.0 or higher GPA for this period.
4. Are up-to-date on all their lab assignments and projects as determined by the lab instructor.

Attendance Procedures

Absences: Parents are requested to call the Attendance Office between 8:00 a.m. and 9:30 a.m. when their child is absent.

Positive attendance is critical to school success. Thus, attending school every day is strongly emphasized. Written validation may be required for excused absences. When a student is absent because of parental or self- discretion, the absence will be determined by the Dean of Students or his Designee as "excused" or "unexcused" in compliance with attendance policies. Ordinarily, students will have one school day after the absence to fulfill the requirements for receiving an excused absence; however, under appropriate circumstances, the Dean of Students may extend this time limitation.

Missing Child Policy (JEE) includes:

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The District attempts to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Excused Absences: To be classified as an excused absence, the student must present an excuse signed by the parent/guardian when returning to school following an absence or the school must receive a parent/guardian phone call for one of the below reasons:

- Personal illness (may require a physician's note)
- Illness in the family (may require a physician's note)
- Death in the immediate family (with appropriate documentation)
- Doctor/Dentist appointment (with signed slip from the doctor/dentist)
- Quarantine of the home
- Emergency or other set of circumstances (as determined by the administration)
- College visitation (requires verification from the visited college)
- A court appearance (with appropriate documentation from the court) may or may not constitute an excused absence.
- Religious holidays
- Parent/guardian notes may excuse absences up to 10 days per school year. Absences beyond 10 days will require excuses from a doctor, dentist, funeral, court, or other agency.

Unexcused Absences: Absence from school for any reason other than the excuses above will be considered unexcused. Appropriate action will be taken against offenders of the compulsory school attendance law.

Anticipated Absences: If a student is to be absent due to circumstances other than those listed above, a parent or guardian must request excuse prior to the absence by contacting the office.

Student Vacation with Parents: Students going on a family vacation will receive an excused absence provided the student and/or his/her parent have obtained prior administrative approval for such absence. Family vacations may total no more than five (5) days. The academic and career & technical teacher will make arrangements for the student to make up assignments. Only one vacation will be approved per year and never during scheduled state or credentialing testing.

Late Arrivals/Tardies: Students reporting to school tardy (after 8:20 a.m.) will report directly to the Attendance Office for an admit slip admitting them to class. Validation of an excusable reason from a parent/guardian is required.

Number of Tardies

5 (per semester)
10
15
20
25
30
35

Consequences

1 Lunch Detention
1 Day In-School Suspension
1 Week Loss of Driving Privileges
2 Days In-School Suspension
1 Month Loss of Driving Privileges
3 Days In-School Suspension
Loss of Driving Privileges for
Remainder of Year (Loss of Driving
Privileges includes loss of riding with a
friend. Student must ride bus or be
dropped off by parent.)

Early Dismissals

- Students who become ill will be sent home only when a parent or designated adult has been notified.
- Students requesting an early dismissal should present a note or have a parent/guardian call the Attendance Office prior to dismissal.
- No student may leave campus without reporting to the Attendance Office and receiving an early dismissal pass.

As defined by Ohio law:

Habitually Truant: a student who is absent 30 or more consecutive hours without a legitimate excuse, 42 or more hours in one month without a legitimate excuse, or 72 or more hours in one year without a legitimate excuse.

Excessive Absences: A student who is absent WITH OR WITHOUT LEGITIMATE EXCUSE 38 or more hours in one school month, 65 or more hours in one school year.

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	-----	38 with or without legitimate excuse	65 with or without legitimate excuse

For students determined to be Habitually Truant:

- Written notice will be given to the parent/guardian.
- Student will be assigned to an absence intervention team.
- If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court.
- If a child has been absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in a school month during the implementation of an absence intervention plan, the district will file a complaint in juvenile court.
- Counseling will be provided.
- The student's parent or guardian may be asked to attend parental involvement programs or truancy prevention mediation programs.
- As applicable, the registrar of motor vehicles will be notified.
- Children Services will be notified as deemed necessary.

For students determined to be Excessively Absent:

- Written notice will be provided to the parent/guardian.
- The student will follow the district's plan for absence intervention.
- The student and family may be referred to community resources.

Make-Up Work

Make-up work is permitted and expected for excused absences. The student will have as many days to make up the work as they were absent. If a student is absent on the day an assignment is due, that assignment shall be due on the day the student returns to school. Makeup work, tests, reports, etc., shall be completed within one week of the official ending of each nine weeks period. In all cases, make-up work shall be initiated by the student. Students with unexcused absences may make up work at the discretion of the teacher.

Absence Intervention Team: The school-based absence intervention team will establish a student centered absence intervention plan by identifying specific barriers and solutions to attendance problems.

Membership of each team should vary based on the needs of each individual student, but each team is required to include:

- A representative of the school or district;
- Another representative from the school or district who has a relationship with the child;
- The child's parent/guardian.
- The Absence Intervention Team may also include:
 - School psychologist, counselor, or social worker;
 - Representatives from a public or non-profit agency;
 - A case worker from Children Services if there is an open case or if the child is in foster care.

*NOTE – excused absences are defined as medical, legal, or parental excuses with documentation. After 38 hours in one school month or 65 hours in one school year of absences, all other absences from school will require additional information and/or documentation in order for the absence to be considered excused. Documentation, other than parent notes provided for excused absences from school, is reviewed by the dean or designee.

Out-of-School Suspension days may be counted when determining withholding course credit due to attendance at the end of first semester and at the end of the school year. Total days out of class/labs must not exceed the maximum listed amount, or credit may be withheld.

Notice of Referral to Parent Education Program

Parents of a truant student **may** be assigned to the county program located in Gallia, Jackson, and Vinton Counties for failing to comply with compulsory Ohio attendance laws. Attendance in the county program is mandatory. Failure of the parent to attend this program may result in a complaint of Parental Education Neglect being filed in the Juvenile Court that has jurisdiction based on the location of the school. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the County Jail. A truant student as used in this section, is a habitually truant student, as defined in the Ohio Revised Code [2151.01.1 (A) (19)] which states, “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.”

In accordance with Section 3321.13 of the Ohio Revised Code, any student who:

- is a child of compulsory school age and has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
- is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days;

- is suspended or expelled from school pursuant to Ohio Revised Code 3313.66 and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse; may be recommended for suspension of his/her driver's license.

Loss of Driving Privileges

When the Superintendent of the Gallia-Jackson-Vinton JVSD (or designee) receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a month or for at least 90 hours in a school year. In any term or semester, the following procedure will apply:

The Superintendent (or designee) will notify, in writing, the student and his/her parent, guardian, or custodian and state that information regarding the student's absences has been provided. Because of that information, the student's driving privileges will be denied. Such notification will also state that the student and his/her parent, guardian, or custodian may appear before the Superintendent or designee to challenge the information provided.

The notice from the Superintendent (or designee) to the student must include the scheduled time, place, and date of the hearing, which must be scheduled between three and five days after the notification is given. An extension may be granted by the Superintendent (or designee) upon the request of the student, parent, guardian, or custodian. The Superintendent (or designee) must then notify the student and the parent, guardian, or custodian of the new hearing time, place, and date.

At the hearing, the student can present evidence that he has not been habitually absent without a legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to, 1) enrollment in another school or school district in Ohio or another state, 2) possession of an age and schooling certificate, 3) a bodily or mental condition that prohibits attendance under O.R.C. 3321.04 or 4) participation in a home instruction program under O.R.C. 3321.04.

If a habitually absent student does not appear at a hearing before the Superintendent (or designee), or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent or designee must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of receiving the information regarding habitual absences or, if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. Per Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in his jurisdiction.

Homeless Students

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated based on their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is living. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence and include those who meet any of the following criteria:

- Share the housing of other persons due to loss of housing, economic hardship, or similar reason;
- Live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations;
- Live in emergency or transitional shelters;
- Are abandoned in hospitals;
- Are awaiting foster care placement;
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or;
- Live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Additionally, pursuant to Federal and State law, migratory children living in the circumstances described above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services they are eligible for, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation, such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- Transportation services;
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- Programs in vocational and technical education;
- Programs for gifted and talented students;
- School nutrition programs;
- Before- and after-school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school the student attended when permanently housed or last enrolled. The local attendance area school is any public school where non-homeless students living in the area where the student lives are eligible to attend.

Homeless students have the right to dispute their school assignment if their assignment is other than their school of origin. In determining the student's best interest, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of the educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school of origin as follows:

- If the homeless student continues to live in the School District where the school of origin is located, transportation will be provided per District policy/administrative guidelines.
- If the homeless student moves to an area by another district, though continuing his/her education at the school of origin, the district of origin and the district where the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. The responsibility and costs must be shared equally if the districts cannot agree upon such a method.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

Student Code of Conduct

Student Conduct and Discipline

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

1. Cutting class/truancy/out of the assigned area
2. Violating the dress code
3. Damage or theft of school or private property
4. Use or possession of tobacco substances or tobacco substitutes, which include electronic cigarettes (e-cigarettes), vape pens, cartridges, and their liquid solution (e-liquid); and the use or possession of matches or lighters.
5. Any use or possession of alcohol, drugs or any sort of mind-altering substance, counterfeit drugs, or drug paraphernalia
6. Cheating or dishonesty
7. Disrespect, insubordination, or profanity.
8. Harassment based on sex, religion, race, or national origin, or any sort of bullying or hazing activities including demeaning emblems, phrases, or items
9. Fighting, physical aggression, threatening behavior, encouraging, or observing a fight
10. Possession or use of any dangerous weapon, or dangerous instrument used as a weapon
11. Unsafe driving and/or unauthorized use of a motor vehicle on school grounds
12. Disruption of the educational process.
13. Violation of Technology Acceptable Use Agreement

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

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

Bullying

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

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

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

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

In any instance where it has been determined that bullying, hazing, or harassment has occurred, the perpetrator will have appropriate action taken against them. Such action will depend on the severity of the incident and may vary from informal counseling up through the full range of disciplinary sanctions. Please see Appendix JFCF & JFCF-R for Hazing & Bullying policy; the policy and semi-annual report are posted on the school website at www.buckeyehills.net.

Dangerous Weapons

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

Note: Any item used as a weapon will be considered as such. Cutting instruments are provided in the labs as necessary and their use is permitted, in lab areas only, as determined by the instructor.

Unauthorized possession or use of any knife or any other weapon may also subject the student to loss of driver's license, in addition to any other school or criminal sanctions that may be applied.

Tobacco Use by Students Policy – JFCG

Scientific evidence indicates that the use of tobacco products is detrimental to one's health. For the health and safety of the student, together with the protection of the facilities, students are not permitted to possess or use tobacco in any form anywhere on school property or at any school-related activity. The Dean of Students or his/her designee is authorized to deal with violations as deemed appropriate for the offense. Administrative staff shall develop appropriate procedures to promote good student health and welfare.

It is now prohibited by Ohio law for anyone under the age of twenty-one to use, consume, or possess cigarettes, smokeless tobacco, Vape/Juul pens, and other tobacco products such as rolling papers, filters, blunt wrappers, liquids, and other accessories involved with smoking or vaping.

Drug Abuse Procedure

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

1. If a student violates the regulations regarding possession or use of any illegal drug, alcohol, drug counterfeit, or other mind-altering substance, in any form, that student will be suspended from school immediately for ten (10) days and appropriate charges may be filed with the sheriff's department. Should that same student violate those regulations a second time while attending BHCC, that student will immediately be suspended for ten (10) days, appropriate charges will be filed with the sheriff's department, and proceedings leading to expulsion will be started.

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

Safety and Student Dress

BHCC is a Uniform School. Students must wear program-specific uniforms all day and be visible from all directions at all times. All students must follow safety practices and dress codes as determined by the individual program areas based on current industrial practices.

1. Uniforms/program shirts/scrubs and Picture IDs must be worn as assigned and may not be altered.
2. PPE as required in lab areas.
3. Administration may approve specific days when students may wear other school appropriate clothing except when proper PPE is required.
4. Jackets and other cold-weather coverings may be worn outside, but students must be in uniform inside the buildings.

Students violating the dress code will be removed from class to correct the unacceptable item. Clothing items will be available for loan in the Student Services Office when necessary. Students will change into appropriate school uniforms and return to class. Further disciplinary sanctions will be imposed on students refusing to comply and repeat offenders. The school reserves the right to determine what is appropriate.

Care of Property

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

The building, equipping, and maintenance of the Buckeye Hills Career Center cost the taxpayer, among whom are your parents, a considerable amount of money. Please try to preserve and protect the school. Remember, the school belongs to you and your parents. Therefore, do not deface desks, chairs, or other equipment.

Cell Phones

Students may use their phones before school (must be silenced at 8:20 bell), during their lunch period, between classes, and after school (cannot have them out before the 2:35 bell). **They are not to be used in the classroom and/or lab unless permitted by the instructor.** Any electronic communication device is subject to confiscation. Additional violations of this prohibition will incur other, escalating disciplinary sanctions. Cell phone use at any other time is not permitted and may result in disciplinary action. Remember, BHCC prohibits any recording of any kind, including, but not limited to, video, audio, or photos on school premises by the students. The severity of the punishment for violating this rule will be determined by the nature of the recording and the student's past behavior record.

Suspension

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

When students receive an out-of-school suspension, they receive a "0" in all class work. However, make-up work will be encouraged, work will be graded, and the student may receive up to ½ of the points for each assignment.

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

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

School Resource Officer

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

Acceptable Internet Use Rules

STUDENT ACCESS TO NETWORKED INFORMATION PROCEDURES:

PROGRAM DEVELOPMENT

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

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

INTERNET RULES

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

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

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

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Users should not expect that files stored on District servers would always be private.

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

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

The following are not permitted:

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

Student Email Accounts

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

- ~~4-3.~~ The primary purpose of the student email system is for students to use the Ohio Means Jobs Website, communicate with school staff, access outside resources related school assignments, and communicate with fellow students to collaborate on school activities. Use of the district's email system is a privilege.
- ~~5-4.~~ Use of the email system will align with the school's code of conduct, and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- ~~6-5.~~ Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the email system or disrupt the operation of the school.
- ~~7-6.~~ The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned. The account may be revoked if used inappropriately.
- ~~8-7.~~ Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphic files.
- ~~9-8.~~ Students will not identify their home telephone numbers or home addresses in any email correspondence.
- ~~10-9.~~ Email sent or received is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- ~~11-10.~~ System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.
- ~~12-11.~~ When issues arise, the school will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- ~~13-12.~~ As it deems necessary, the Board of Education may contract with outside agencies to operate the student email system. If this arrangement is made, all parts of this statement remain in force.
- ~~14-13.~~ The school is responsible to ensure the efficient use of the electronic email system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the school administration and/or the school's technology support personnel.
- ~~15-14.~~ If necessary, the Board of Education, at its discretion, may close the accounts at any time. Any updates or changes to this email agreement by the Board of Education or administration will be in effect.

Sanctions

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

Appendix JFCF & JFCF-R for Hazing & Bullying Policy

HAZING AND BULLYING - JFCF

(Harassment, Intimidation and Dating Violence)

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

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

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

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

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

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days, explaining this noncompliance and a written plan of action for

accurately and efficiently addressing the problem. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development. District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

HAZING AND BULLYING-JFCF-R

(Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

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

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

Teachers and Other School Staff

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

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

Complaints

1. **Formal Complaints:** Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. **Informal Complaints:** Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.
3. **Anonymous Complaints:** Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the

complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

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

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

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

B. Non-disciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

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

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

Report to the Custodial Parent or Guardian of the Perpetrator

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

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

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

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

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

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

Police and Child Protective Services

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

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