My signature below indicates that I have received, read and agree to abide by the policies contained in my school’s student handbook.

This student agenda remains the property of the Four County Career Center. Therefore, no pages of this agenda are to be removed, other than this signature page.

Print Student’s Name
I have reviewed the contents of this agenda and agree to abide by the school policies and procedures.

(Students Signature)

Print Lab Teacher’s Name:________________________________________________

Print Parent’s Name
I have reviewed the contents of this agenda and agree to support the school policies and procedures.

(Parent Signature)

RETURN THIS PAGE SIGNED TO YOUR LAB INSTRUCTOR BY AUGUST 28th, 2015

Four County Career Center
22-900 State Route 34
Archbold, Ohio 43502
(419) 267-3331
Fax (419) 267-2345

WELCOME

The staff of Four County Career Center is excited that you have selected our school to help with your educational future. The career center provides many opportunities for students to expand career/technical, academic, and employability skills so students are prepared for college or the workforce. Last year 256 students received $245,665 worth of free college credit. Many students elect to join the workforce through job placement or advanced job placement. Your selection of Four County Career Center shows your willingness to strive for excellence in your chosen field. The staff at the career center stands ready to assist students preparing for their future.

The student handbook is meant to be a helpful guide as you begin the 2015-2016 school year. Rules and regulations are outlined to help students adjust to the new environment and to inform parents of student expectations. Students have many freedoms but must accept the responsibilities associated with them. Congratulations on selecting Four County Career Center. We look forward to helping you succeed. Have a great year!

Cover Designed by: Hannah Huber Graphic Arts student.
Back Cover Designed: Cory Alexander
BOARD POLICY
Students are required to follow all Four County Career Center Board policies as listed in the Four County Career Center Policy Manual which is available in the main office. Student Handbook is available at www.fourcounty.net

Four County Career Center, serving Defiance-Fulton-Henry-Williams Counties, is an equal opportunity school and does not permit discrimination in employment or participation in school sponsored activities because of race, color, national origin, sex, age or disability.

FOUR COUNTY CAREER CENTER CALENDAR  2015-2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>First Day of School for Students</td>
<td>August 18</td>
</tr>
<tr>
<td>*Labor Day</td>
<td>September 7</td>
</tr>
<tr>
<td>Teacher Professional Day (No School)</td>
<td>September 25</td>
</tr>
<tr>
<td>END OF 1ST QUARTER</td>
<td>October 16</td>
</tr>
<tr>
<td>Parent Visitation Evening</td>
<td>November 24</td>
</tr>
<tr>
<td>*Parent Visitation Morning (No School)</td>
<td>November 25</td>
</tr>
<tr>
<td>*Thanksgiving Vacation</td>
<td>November 26-27</td>
</tr>
<tr>
<td>*Member School Visitation/Student Work Experience Day</td>
<td>December 3-4 (Morning)</td>
</tr>
<tr>
<td>*Teacher Professional Day</td>
<td>December 3-4 (Afternoon)</td>
</tr>
<tr>
<td>END OF 2ND QUARTER and END OF 1ST SEMESTER</td>
<td>December 22</td>
</tr>
<tr>
<td>*Christmas Vacation Open House</td>
<td>December 23-January 1</td>
</tr>
<tr>
<td>*Martin Luther King Day</td>
<td>January 11</td>
</tr>
<tr>
<td>*President’s Day</td>
<td>January 18</td>
</tr>
<tr>
<td>END OF 3RD QUARTER</td>
<td>February 15</td>
</tr>
<tr>
<td>*Spring Break Club Day</td>
<td>March 11</td>
</tr>
<tr>
<td>Senior Recognition Day/Junior Student Work Experience Day</td>
<td>March 25 - April 1</td>
</tr>
<tr>
<td>(Seniors dismissed after ceremony—Juniors not in attendance but taking part in an assignment)</td>
<td>May 9</td>
</tr>
<tr>
<td>May 20</td>
<td></td>
</tr>
<tr>
<td>May 25</td>
<td></td>
</tr>
<tr>
<td>END OF 4TH QUARTER, 2ND SEMESTER, AND LAST DAY OF SCHOOL</td>
<td>May 30</td>
</tr>
<tr>
<td>*Memorial Day</td>
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</table>

Weather Make up days will be May 26, 27, 31 June 1, 2

*STUDENTS NOT IN SCHOOL

Teaching Staff Room Assignments

English
- Boroff, Hannah C105
- Haver, Amy C211
- Lee, Becca C102
- Bowers, Tim C109
- Rupp, Cathy C110
Sweet, Susan  C107  
Zwyer, Matthew  C111  

Spanish  
Zetter, Angela  C104  

Science  
Berteau, Thomas  C217  
Cameron, Vicki  B103  
Detmer, Dean  B104  
Newton, Lea  B102  
Weber, Morgan  B102  

Math  
Borton, Teresa  B205  
Fry, Rachel  A102  
Helberg, Lauren  B206  
Knapke, Vicki  B209  
Meyer, Mike  B203  
Rohda, Brittany  B204  
Woods, Angie  B101  
Zartman, Kyle  A103  

Social Studies  
Blue, Jason  C214  
Gambler, Todd  C215  
Brywczynski, Brandon  C212  

Agricultural Mechanics  
TBA  D133  
Blue, Denton  E107  
Elston, Jason  D120  

Agriculture – Satellites  
Etzler, Bryan  Tinora HS  
Hammersmith, Don  Ayersville HS  
Schaefer, Kalley  Edgerton HS  
Readshaw, Abby  Patrick Henry HS  
Oberlin, Gabe  Patrick Henry HS  

Automotive  
Hootman, Steve  D123  
Magill, Bruce  D125  
Posey, Doug  D127  
Kennerk, Toby  D125  

Business  
Beilharz, Mary Jo  C209  
Short, Tina  C208  

Business Applications  
Leininger, Judy  C201  
Weyant, Kelly  C120  

CBI - Satellites  
Kinsman, Kimberly  Wauseon  
Cronin, Kenneth  Bryan  
Snow, Vickie  Napoleon  

Carpentry
Miller, Curtis E108
Dye, Matt D135

Chef Training
Herold, Pete A104

Computer Repair & Networking/CISCO
Ricketts, Tim B201

Commercial/Graphic Arts
Buchholz, Jim D109
Delay, Katie D118

Computer Drafting/3-D Modeling
Rohrs, Michelle D139

Cosmetology
Dunbar, Kim C108
Westhoven, Jill C109
Whetro, Krista C109

Early Childhood Education
Myers, Susan C116

Electrical
Williams, Scott D133

Family and Consumer Science
Lamb, Bethany Ayersville HS

GRADS
Alspaugh, Kelli C113
Mangas, Julie C113
Nafziger, Michelle C113

Floriculture/Landscaping
Hite, Eric D121
Willeman, Florence D121

Health Careers
Hill, Robin C218
Walker, Karen C219
Badenhop, Donna C218

Hospitality
Tyas, Doug D126

Industrial Services
Waldvogel, Kim D126

Interior Design
Hall, Lisa D132

Plumbing, Heating & Controls
Steingass, Steve D110

Pre-Engineering
Armitage, Tim Northwest State

Public Safety
Fisher, Tonya D108
Thomas, Kevin D112

Software Design & Web Development
Geiger, Matt B211

Sports Fitness
Nye, Mike D111
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
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<tbody>
<tr>
<td>Veterinarian Assistant</td>
<td>Pippin, Stephanie</td>
<td>E101</td>
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<tr>
<td>Welding</td>
<td>Zacharias, Chris</td>
<td>D136</td>
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<tr>
<td>Career Assessment</td>
<td>Cordes, Kim</td>
<td>C203</td>
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<tr>
<td>Intervention Specialist</td>
<td>Bowers, Courtney</td>
<td>D142</td>
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<tr>
<td></td>
<td>Frederick, Julie</td>
<td>D106</td>
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<tr>
<td></td>
<td>Kline, Mary Jane</td>
<td>D138</td>
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<tr>
<td></td>
<td>Myers, Heather</td>
<td>D103</td>
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<tr>
<td></td>
<td>Parsley, Bill</td>
<td>C216</td>
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<tr>
<td></td>
<td>Rosebrock, Nola</td>
<td>D101</td>
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<tr>
<td>Media Center/Library</td>
<td>Badenhop, Christine</td>
<td>C103/C106</td>
</tr>
<tr>
<td>Work Transitions Program</td>
<td>Doty, Amanda</td>
<td>B110</td>
</tr>
<tr>
<td></td>
<td>Houck, Cathy</td>
<td>B109</td>
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<tr>
<td>Credit Recovery Lab</td>
<td>Watson, Brenda</td>
<td>B202</td>
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<tr>
<td>School Nurse</td>
<td>Mahnke, Linda</td>
<td>A107</td>
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<tr>
<td>VOSE</td>
<td>Ballard, Angela</td>
<td>A104</td>
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<td>Norden, Kristan</td>
<td>A104</td>
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<tr>
<td></td>
<td>Mendoza, AD</td>
<td>A104</td>
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<tr>
<td></td>
<td>Nagel, Jennifer</td>
<td>A104</td>
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<td></td>
<td>Boyer, Kristen</td>
<td>A104</td>
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<tr>
<td>Career Placement</td>
<td>Cichocki, Ellie</td>
<td>B108</td>
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<tr>
<td>Job Training Program</td>
<td>Maria Barnes – Coordinator</td>
<td>A105</td>
</tr>
<tr>
<td></td>
<td>Lanie Fox – Job Coach</td>
<td>A105</td>
</tr>
<tr>
<td></td>
<td>Robin Courtney – Job Coach</td>
<td>A105</td>
</tr>
<tr>
<td></td>
<td>Lynn Oberhaus – Job Coach</td>
<td>A105</td>
</tr>
<tr>
<td></td>
<td>Paul Marhover – Job Coach</td>
<td>A105</td>
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<tr>
<td>Guidance Counselors</td>
<td>Kuhn, Pam</td>
<td>A110</td>
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<tr>
<td></td>
<td>Bonney, Shawne</td>
<td>A110</td>
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<td></td>
<td>Meienburg, Lori</td>
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<td>Hieber, Anita</td>
<td>A110</td>
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<tr>
<td>Public Relations</td>
<td>Knierim, Janet</td>
<td>A107</td>
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<tr>
<td>Administration</td>
<td>Meister, Tim</td>
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<tr>
<td></td>
<td>Bachman, Rick</td>
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<td></td>
<td>Hupe, Rick</td>
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<tr>
<td></td>
<td>Nicely, Connie</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>
SECTION I GENERAL INFORMATION

SCHOOL CLOSING/DELAYS

Four County Career Center will be open and the normal operating schedule will be followed unless a change is announced over the Four County Messaging System and the following Radio/TV stations:

- Bryan—WBNO-FM 100.9,
- Defiance—WONW-AM 1280, WDFM-FM 98.1; WZOM-FM 105.7,
- Archbold—WMTR-FM 96.1,
- Napoleon—WNDH-FM 103.1,
- Toledo—WIOT-FM 104.7; WRVF-FM 101.5, WVKS-FM 92.5,
- Toledo TV—WTVG-13, WTOL-11.

Also look at www.fourcounty.net or www.mix981fm.com

Students only follow the home school schedule on weather related days.

DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Regular Bell Schedule</th>
<th>2 Hour Delay Schedule (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period 9:00-9:40</td>
<td>1st Period 11:00-11:08</td>
</tr>
<tr>
<td>2nd Period 9:44-10:24</td>
<td>4th Period 11:12-11:52</td>
</tr>
<tr>
<td>3rd Period 10:28-11:08</td>
<td>Lunch 4 11:08-11:38</td>
</tr>
<tr>
<td>4th Period 11:12-11:52</td>
<td>Lunch 5A 11:38-12:08</td>
</tr>
<tr>
<td>Lunch 4 11:08-11:38</td>
<td>5th Period 11:42-12:22</td>
</tr>
<tr>
<td>Lunch 5A 11:38-12:08</td>
<td>Lunch 5B 11:52-12:22</td>
</tr>
<tr>
<td>5th Period 11:42-12:22</td>
<td>6th Period 12:08-12:48</td>
</tr>
<tr>
<td>Lunch 5B 11:52-12:22</td>
<td>Lunch 6 12:22-12:52</td>
</tr>
<tr>
<td>6th Period 12:08-12:48</td>
<td>7th Period 12:52-1:32</td>
</tr>
<tr>
<td>Lunch 6 12:22-12:52</td>
<td>8th Period 1:36-2:16</td>
</tr>
<tr>
<td>7th Period 12:52-1:32</td>
<td>9th Period 2:20-3:00</td>
</tr>
<tr>
<td>8th Period 1:36-2:16</td>
<td></td>
</tr>
<tr>
<td>9th Period 2:20-3:00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Hour Delay Schedule (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period 11:00-11:08</td>
</tr>
<tr>
<td>4th Period 11:12-11:52</td>
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<tr>
<td>Lunch 4 11:08-11:38</td>
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<tr>
<td>1st Period 12:52-1:32</td>
</tr>
<tr>
<td>2nd Period 1:36-2:16</td>
</tr>
<tr>
<td>3rd Period 2:20-3:00</td>
</tr>
</tbody>
</table>

The Four County Career Center building is open from 8:00 a.m.– 4:00 p.m. Monday through Friday during regular school days.
ATTENDANCE POLICY

The intent of the Attendance Office is to provide you with workable information on how to keep your student on a path toward high school graduation. Coming to school is also the law. Excessive absenteeism may result in poor performance, limited job skills, lower grades, failure, loss of credit, and dismissal from the Career Tech program. Teachers, counselors, and school administrators may contact by phone or hold a conference with parents or guardians in an effort to work together to improve the students’ attendance.

Note: In this document, the word parent will be use to describe court determined parent of record, custodial parent, legal caretaker and guardian.

NOTIFYING THE SCHOOL YOUR STUDENT WILL BE ABSENT:

• The parent must phone the Attendance Office by 9:15 A.M. the morning of an absence: (419) 267-3331 or 1-800-589-3334 (Extension 2707). This phone line is available 24/7.

• Within five school days of returning, the parent must write an excuse or provide a verified note (such as a doctor’s excuse). After five days a note/excuse will not be accepted. Upon returning to school, the student is to take this note to the Attendance Office.

• No parent call or no student show can result in the student serving ISS (In School Studies…Detention)

• Having a friend or relative phone in the absence is not permissible. The phone call and absence note must be from the parent (In divorce cases etc, this must be the court appointed parent).

FORGED NOTES OR PHONE CALLS

• Forged/false absence notes are a violation of the code of conduct, and can result in suspension.

• That includes a parent/relative who phones or submits an absence note and is not the court declared parent of record, or a student forging their parent note or phoning the Attendance Office pretending to be their mom or dad.

EXCUSED ABSENCE PARENT NOTE

(Maximum of Six days per semester)

After six parent notes any excuse other than a Verified Absence (see below) will automatically be Unexcused, which may fail your student!

EXCUSED ABSENCE REASONS

(Established by the state of Ohio)

• Personal illness or injury
• Religious holiday
• Needed at home
• Emergency (with approval of Attendance Supervisor)
• Death in family

EXCUSED VERIFIED ABSENCE REASONS

(If possible schedule after school or weekends)

• Physician visits/hospital care. (Requires physician note)
• Court appearances or drivers license test. (Requires note from that official)
• Funeral of relative or friend (Submit funeral home card)
• College visits/family vacations, 3 days per year. See Attendance Office for the form. Required: Grades of a “C” or higher and no more than 3 unexcused absences. Students must be present on exam days – NO EARLY EXAMS ARE TO BE GIVEN. Vacation days will not be approved during Exam times.
• Military (three days per school year)
• County Fair, if in a leadership role or showing animals. (2 days allowed, requires parent and leaders note)

UNEXCUSED ABSENCES

• Unexcused absence is any situation not mentioned above.
• Exceeding six excused absences rolls over into unexcused absences.
• Students, who accumulate 10 consecutive unexcused absences or a total of 15, may have their drivers’ license revoked by the Ohio Bureau of Motor Vehicles.

UNEXCUSED ABSENCE EXAMPLES
• Car problems, train delay, missed bus, no ride, etc. (includes driver and riders),
• Overslept
• Hunting
• Voter Registration-unless approved by home school
• Preparing taxes
• Ran away
• Living in a school district where that school closes, but the school of residency and Four County are open.
• When Four County is open and buses are not running to student homes (Associate school does provide buses to and from Four County)
• County Fair Day
• Senior skip day(s)
• Out of School Suspension

HOW WE KEEP PARENTS INFORMED OF DAILY and SERIOUS ABSENCES
• Automated Call/Message to parents on the date of the student’s absence
• 3 unexcused absences: Parent Letter– Guidance will meet with student
• 5 unexcused absences: Parent Letter, Contacts county attendance officer, and unruly charges may be filed
• 15 or more unexcused: Parent letter, court contacted, student may be withdrawn following 105 consecutive hours. (Approximately 20 days)

OHIO LAW REGARDING UNEXCUSED ABSENCES
Q: What legal actions can be brought against a parent, guardian, or caretaker of a truant student? A: A school district may file a complaint in juvenile court of the student’s residential county against both the truant student and the student’s caretaker. The complaint against the student might allege that, in behaving as a habitual or chronic truant, the student was unruly or delinquent. The complaint against the student’s caretaker might allege parental neglect for failure to attend a parental education program or for failure to compel the student to attend school. It should be noted, if the student’s caretaker proves that he or she attempted to compel the student to attend school, but was unable to do so, the court may discharge the complaint against the caretaker. Upon discharge, the school must file a complaint against the student, alleging that he or she is a delinquent, unruly, and dependent child.

Q: What can happen if the student’s caretaker is found guilty? A: The person or persons responsible for the student may be fined up to $500, required to perform up to 70 hours of community service, or both. The repeated failure to make sure a truant student attends school also may result in criminal charges, a misdemeanor in the first degree, for contributing to the delinquency of a student. In addition, if a child is adjudicated unruly or delinquent for habitual or chronic truancy, the juvenile court may require the parent, guardian or custodian to participate in a community service or truancy prevention mediation program and either a parental education or training program.

Q: What can happen if the student is found to be delinquent or unruly? A: A juvenile judge may require the student to attend a truancy prevention mediation program, perform community service, or the court may impose any other requirement it finds appropriate.

This article was prepared for the Ohio Bar Association by Mary-Kathleen Aldrich Clifford, a Columbus Ohio attorney.

MAKE UP WORK
• All makeup work must be completed within the number of days absent plus one day. This does not apply to suspensions.
  *Example:* Following a two-day absence, work must be made up in three days, etc.
• Excused absences allow for doing make-up work (*Unexcused absences do not*).
• Unexcused absences result in a grade of zero (0) for each day absent, and will be used in determining the grade earned for that nine weeks.
• It is the responsibility of the student or parent to ask the teacher for make-up assignments.
• Any make up work not done properly will be graded as a zero (0) and included in the nine-week evaluation to determine the grade earned.
• Should a student not complete all make up work because of an excused absences, an incomplete (I) may be recorded for that grading period. An incomplete will convert to an (F) after two weeks.

**TARDIES**
• After 9:00 A.M. student must report to the Attendance Office to receive a tardy slip. Any arrival after 9:15 will be counted as an unexcused absence for that portion of the day.
• After three tardies the student may be sent to the Supervisor for disciplinary action.
• Lack of attendance and/or excessive tardiness can affect grades, graduation credits and recommendations for future employment.
• Tardy will be excused for auto accident with a signed business card of the on-site officer, and phone call from parent.

**TRUANCY POLICY**
*In-school truancy* occurs when a student is not in the location at the time they are scheduled to be and does not have a hall pass. If a student is reported as truant within the building, they will be sent to the Attendance Office for disciplinary action.

*Out of school truancy* occurs when a student chooses not to attend Four County Career Center for any part of a day and a parent has not called in their absence that same day. Excessive truancy will be referred to appropriate county truant officers for disciplinary actions.

**WHICH SCHOOL CALENDAR TO FOLLOW**
*Students should follow the Four County Career Center school calendar,* and not the associate/home school calendar. The Four County calendar is included in this Planner.

*Example:* The associate/home school might begin the Christmas holiday on a day different than Four County. The student will be expected to be in attendance at Four County Career Center. Transportation is provided from student’s high school.

**LEAVING DURING THE DAY**
Any student who leaves the building at any time, during school hours, must have permission from their Supervisor or the Attendance Office. All students must check out in the Attendance Office. *Parent notes must be turned in to the Attendance Office in the morning before leaving.*

**TRANSPORTATION**
• Bus transportation is provided by our associate schools. All changes in school bus transportation need to be approved through the associate school district.
• Parent Pick-up/Drop off: This is located at the front of the building. Please follow direction for safety purposes. All students are expected to be picked-up by 3:30 p.m.

**STUDENT PASSES/STUDENT PLANNERS**
Students are expected to be in a designated class or in the cafeteria during each period of the day. *All students must have a student planner (pass) issued by the instructor* when outside of these areas.

The student planner will serve as the hall pass. No pass will be issued to a student who does not have a planner in his/her possession. The cost of a replacement planner is $5.00.
EIGHTEEN YEAR OLD STUDENTS
Students who have attained the age of eighteen, but who elect to continue their education at public expense, thereby commit themselves to adhering to all rules and regulations of Four County Career Center. Parental signatures are required on all documents (absences, early release, field trip, permission slips, etc.) from all students. If the eighteen year old meets all the requirements of an independent student, they are permitted to sign all attendance documents.

HOME SCHOOL ACTIVITIES
Four County Career Center encourages participation in extracurricular activities at the home schools. Transportation to and from the career center may be provided by the home school district.

ANNOUNCEMENTS/BULLETIN BOARD
Home school events are posted on the bulletin boards in the main hallway and presented on the televisions in the cafeteria.

CLUBS AND ORGANIZATIONS
All clubs at Four County Career Center are required to be connected to a career technical program or an academic area.

All Students who are enrolled and attend Four County Career Center are required to join the program related Career Technical Student Organization (CTSO) at the career center. CTSOs include BPA, FCCLA, FFA, HOSA, and Skills USA. CTSOs are a co-curricular extension to all career technical programs.

VISITORS
No visitors will be allowed during lunch times, or during school hours. Students/Visitors visiting instructors are on an appointment basis only after school. Upon entering the building, all visitors are to report to the main office and sign in with a drivers license.

TELEPHONE RULES/CALLS
Only emergency calls will be delivered to students. Personal and other non-emergency calls are to be handled outside of the school day. Parents/guardians who wish to confer with a member of the Four County Career Center Staff need to call for an appointment at 1-800-589-3334.

SELLING OF ITEMS BY STUDENTS
Students will not be allowed to sell fund-raising items or personal items on Four County property.

FOOD AND DRINK POLICY
Food and drink items must be consumed only in the cafeteria. They must be stored in lockers until lunchtime and then brought to the cafeteria. Any violation of this policy may result in disciplinary actions.

No outside food deliveries allowed.
No glass containers allowed.

NOON PERIOD/LUNCHES
All food and drinks must be consumed in the cafeteria. Students are not allowed to charge lunches. Students who pre-qualify for free/reduced lunches can pick up their free/reduced lunch tickets in the Superintendent’s office before 9:00 AM.

No outside food deliveries allowed.

STUDENT EMERGENCY MEDICAL AUTHORIZATION
It is mandatory that each student annually provide emergency medical information. Student Insurance Information Form V.G.019 and Emergency Medical Authorization V.G.059. Inform the school about any changes.

PRESCRIPTION MEDICATIONS
Any prescribed medication must be kept with the school nurse. Students who need to take prescription medications during the school day or during field trips will need to contact the school nurse office and complete a Medication Administration Record signed by the parent and completed by the prescribing physician. This includes asthma inhalers.
and epinephrine auto injectors. Contact the school nurse for the proper forms or
download at www.fourcounty.net. Follow the High School link; current students;
médication forms.

OVER THE COUNTER MEDICATIONS

Any over the counter medication must be kept with the school nurse. Students may
occasionally need over the counter medications such as Tylenol, Ibuprofen, Benadryl, and
Tums. If students are in need of over the counter medications, they will need to see the
school nurse. The school nurse keeps a stock supply of certain over the counter
medications. Over the counter medications will be dispensed to students at the students’
request if consent for over the counter medication administration is signed by the parent.
The school nurse may also call parents to obtain verbal consent if signed consent was not
completed. If students wish to bring in their own over the counter medication, they
will need to bring in the unopened container labeled with their name. A form is
available in the nurse's office for the parent to complete with specific directions for use
and dispensing of the medication. No students will be allowed to administer over the
counter or prescription medications to themselves or to others on school property.

GUIDANCE SERVICES

The Guidance Office is open during the school day for the benefit of all students who
may need advice, guidance, or information regarding their personal or educational future.
Appointments will be scheduled at the earliest possible time. In an emergency or critical
situation, a student may go directly to the Guidance Office. Student conferences shall be
kept on a confidential basis as long as it does not interfere with the student’s educational
program or personal well-being.

FIRE, TORNADO, LOCK DOWN, and SAFETY DRILLS

Drills are held at irregular intervals throughout the school year according to state law.
Follow the directions of your instructor. Procedures and/or signs are posted in classrooms
and labs.

PAYMENT FOR SCHOOL SUPPLIES

All students are expected to pay for school fees as well as lunches. If they are unable to
pay, they should notify their supervisor. Students needing to apply for Free and Reduced
lunches should contact the Superintendent’s Office. Grades and credits may be withheld
by the school for unpaid fees, lost articles, and damages to school property. Students may
not walk during Senior Recognition Day if a student owes money to the school.

LOST AND FOUND

All lost and found articles are to be turned in or claimed at the reception desk in the main
office.

STUDENT PHOTOS/VIDEO

A student enrolled at Four County Career Center gives the school permission to utilize
the student’s photo in promotional and informational publications. Teachers may record
classroom activities for the purpose of improving instruction.

SECTION II ACADEMIC PARTICIPATION

CREDITS

- Students must earn eight credits (five being Core Academic Credits) at the
  associate high school prior to attending Four County Career Center.
- Students have the opportunity to earn 3.5 credits per semester at Four County
  Career Center.
- All students should check with their associate school counselor to make sure
  they are meeting all requirements needed for graduation.
  o A student will be eligible for graduation upon completion of associate
    school requirements for graduation and upon meeting the Ohio
    Graduation Test (OGT) requirements.

STUDENT CERTIFICATES

Certificate of Accomplishment - issued to a student who satisfactorily completes the full
two years in the same Career and Technical program.

Certificate of Performance - issued to a student enrolled in a career and technical
program less than the required time, but satisfactorily completing assigned work in the
GRADING AND ATTENDANCE POLICY
An important part of your Career Technical training at Four County Career Center is establishing an excellent attendance record and work ethic. Employers frequently ask about students’ attendance and work habits. This attendance requirement is a board adopted policy and a requirement for course credit.

EXCUSED ABSENCES (MAKE-UP WORK)
A student will be given time to make up work missed during an excused absence. All makeup work must be completed within the number of days absent plus one day. This does not apply to suspensions. A student’s grade will not be reduced due to an excused absence if the student’s work is completed in the time frame given. **If work is not made up in the time given, a zero (0) will be given for that assignment.**

GRADING SYSTEM
It is in the interest of students and the educational process to have a grading scale that is interpreted uniformly and applied consistently. The semester grade will include an exam valued at ten percent. Grades will then be assigned for each grading period to the following scale:

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

ACADEMIC HONESTY POLICY (Cheating Policy)
Presenting someone else’s work as one’s own is considered to be cheating. This includes, but is not limited to, copying others’ assignments, quiz or test answers, and plagiarism (using someone else’s work and not giving the author credit for the work). It also includes the passing or receiving of information through any electronic device. **Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in further disciplinary actions.**

TEXTBOOKS/WORKBOOKS/SCHOOL ISSUED DEVICES
Textbook/Workbook/Netbook/IPAD or Laptop computers, media materials and other school-issued items are considered the property of Four County Career Center and are provided to students for use in academic and career technical subjects. While normal use is expected. Excessive wear, damage or loss will result in charges for repairs or replacement to the parent/independent student and the withholding of the student’s report cards and/or credits. Students may be expected to purchase some books for their personal use through assessment of program fees.

EARLY PLACEMENT
A student may earn the privilege to participate in the Early Job Placement during the senior year based upon grades, attendance, employment availability and recommendations.

Student Charges for Lab, Material, Special Equipment & Tool Loss
Students are expected to pay for workbooks, supplies, consumable material fees as well as their lunches and uniforms. Any loss or damage to tools and equipment while in the custody of the student will need to be accounted for. The school will assess the amount to be charged to the students for lost or damaged tools or equipment in line with an established procedure.

SECTION III STUDENT CODE OF CONDUCT

DRUG AND ALCOHOL POLICY
No student shall possess, distribute, use or abuse any alcohol, drugs, drug paraphernalia, drug-related devices, inhalants and/or substance, which alter the mind or behavior. No student shall appear at school or at any school-related function under the influence of alcohol, drugs or any controlled substance. No person shall possess, deliver, attempt to deliver, or cause to be delivered any counterfeit (look-alike drug) and/or non-controlled substances that resemble a controlled substance. Any violation of these rules may result
in suspension and/or recommendation for expulsion, and appropriate law enforcement agencies may be notified.

Students, who feel that they have a problem with alcohol or drugs, are encouraged to see a Guidance Counselor for appropriate assistance.

**BULLYING/Hazing/Dating Violence POLICY**

“Harassment, intimidation, bullying and or dating violence” means any intentional gesture, or any intentional written, verbal, or physical act or threat that a student has exhibited toward other students more than once. This includes harming a student, damaging a student’s property, placing a student in reasonable fear of harm to the student’s person, placing a student in reasonable fear of damage to the student’s property.

Bullying is sufficiently severe, persistent, or so pervasive that it creates an intimidating, threatening or abusive situation.

Bullying is not limited to face to face; it also includes any bullying through any form of electronic devises (Cyber Bullying/Texting).

Bullying situations which occur at school or school related functions need to be reported to the Career Technical Supervisor for disciplinary actions. The parent/guardian/custodian of any student involved in a prohibited incident will be notified.

Hazing, bullying behavior and/or dating violence by any student in the District are strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying, and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail 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 “cyber bullying”), such as the following:
   - Posting slurs on web sites, social networking sites, blogs or personal online journals;
   - Sending abusive or threatening e-mails, web site postings or comments and instant messages;
   - Using electronic devises to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online. No unauthorized photos or video will be allowed at Four County Career Center.
   - Using web sites, social networking sites, blogs or personal online journals, e-mails 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, and how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

**SEXUAL HARASSMENT**

There is to be no act of sexual harassment with other students or faculty. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual, or physical contact. Any student feeling they are a victim of sexual harassment should
contact their supervisor.

**UNIFORM and SAFETY POLICY**

As a part of attending Four County Career Center, all students are required to wear the appropriate school uniform. Uniforms are determined by each program according to acceptable industry standards. The uniforms were established for the safety of all students and staff members. Students in certain classes will be required to wear protective items and/or other types of safety articles. As a career center we are preparing students for the workforce and proper hygiene is expected. These items will be discussed by the Career Technical Instructor.

**From the time a student enters the school building to the time the student leaves the building, his/her uniform must be worn appropriately. This includes being tucked in and buttoned up.**

If a student has a coat or hooded sweatshirt, the student must go directly to their locker and place them there for the entire day. **No coats or hooded sweatshirts are allowed to be worn from the time the student arrives at school until they leave for the day.**

**All Students:**

- Students may wear a Four County zipped, hoodless fleece over their uniforms. These can be purchased through a school uniform vendor.
- Students must be in complete uniform upon arrival to school. This means shirts tucked in and buttoned to the appropriate level.
- Skirts must be at the knee or longer and they must be plain black or khaki in color
- Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore students are expected to meet reasonable standards in dress and grooming. All students will wear full program uniforms at Four County Career Center during the school day and at all school functions, field trips and club trips unless otherwise authorized by the Director. For students involved in athletic/band/cheerleading events, they may wear team uniform shirts on game days not to exceed once per week. Since uniforms are required, the following items are considered **inappropriate and will not be permitted:**
  - Hats and all other head coverings, including bandannas and stocking caps (Hats are **not** to be worn in halls or in classrooms from the time a student enters the building until 3:00 p.m. except in lab as a part of lab apparel)
  - Sun glasses
  - Flip flops, Sandals, Slippers
  - Sagging pants below the hip (All Pants are to be worn at the waist)
  - Sweat pants, jeans/denim, cargo, carpenter, wide leg pants, shorts, capri pants, and tight fitting (like Leggings, Jeggings, or yoga pants). If you can’t buy them in the pant section, you can’t wear them.
  - Wearing clothing with another person’s name embroidered or printed on it
  - Wallet chains, heavy or oversized jewelry worn around the neck, wrist, or waist
  - Altered or defaced clothing/uniforms with holes or tears, including frayed/torn pants
  - All outerwear must cover underwear
  - Clothing or accessories with drug, alcohol, tobacco, gang, violence or racial connotations
  - Button down work uniform shirts are to be tucked in and buttoned to an acceptable level all day

- **Any attire deemed inappropriate by the administration**

Outdoor apparel (coats, vests, and jackets) should be placed in the student’s locker upon the arrival for the duration of the day. Students who consider the building to be cold should wear a Four County approved zipped fleece or a long sleeve plain shirt under the uniform. Uniform shirt must be visible at all times.

Students who violate the dress code will be referred to their supervisor for disciplinary consequences. Students dressed inappropriately may be assigned ISS for the day if appropriate attire cannot be arranged. Repeat violators of the appearance code will be assigned ISS and may face more serious consequences.
JEAN DAY GUIDELINES

Periodically during the school year we will have Jean Day events for staff and students. These events are to raise money and awareness for charities. Prices are usually $1.00 for students and $2.00 for staff.

The following are the guidelines established for these special events:

1. Sticker/Ribbon indicating purchase of ticket must be worn on shirt (chest area) and visible for all to see.
2. Jeans may only be worn on the designated date given at time of purchase of sticker/ribbon.
3. Jeans will NOT be torn, have holes, of gothic style, cut too low, have things hanging off of them or be of color.
4. Check with your lab instructor about shoes.
5. If you lose your sticker or forget it, you will need to purchase it again before school on the designated date of the jean day.
6. You must have a sticker.

SUSPENSION POLICY

A Four County Career Center administrator may suspend a student out of school and from all school activities for a period not to exceed ten (10) consecutive days. Prior to such suspension, written notice must be given to the student and an opportunity for an informal hearing provided. A reasonable effort shall be made to notify the parent of record.

During such time that a student is suspended out of school, he/she is not allowed on school property.

CELL PHONES/ Mobile Communication/ELECTRONIC DEVICE POLICY

Students may have “silenced” cell phones and mobile communication devices on their person. The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited. Cell phones and mobile communication devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel.

Students are only permitted to use cell phones and mobile communication devices in the cafeteria during their lunch periods and in hallways between classes. Use of such devices in labs and classrooms will be restricted and violations will result in confiscation of the device. Texting while walking through hallways is a safety concern and therefore prohibited.

No student shall use a cell phone or mobile communication device to violate any Student Code of Conduct, including Computer Usage Agreements, and/or Bullying Policies.

Examples of unacceptable usage include but are not limited to: in restrooms or hallways during instructional time, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, and etc.

Each teacher has the right to permit the use of cell phones and mobile communication devices for instructional purposes.

Parents may be contacted to claim the student’s cell phone or other electronic devices from a school administrator.

Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

The student assumes all risks in bringing such devices onto school property or to school related functions.

STUDENT USE OF BOOK BAGS/BACKPACKS/PURSES

All book bags, backpacks and purses must be placed in the student’s locker upon arrival to school. These items are not permitted in the cafeteria, classroom, and lab. School issued computer bags are acceptable to carry during the day and should only contain the student’s school computer.

STUDENT USE OF AUTOMOBILE
The administration of Four County Career Center urges the riding of the home school bus. However, if it is necessary for the student to drive to and from school, a parking permit will be issued by the In School Studies Monitor. Parking tags must be attached to the inside rearview mirror. Parents can register vehicles through the Info Snap portal.

Speeding and careless driving while on school grounds can result in driving privileges being suspended. Students that have a change of automobiles, license numbers, etc. are required to apply for a new parking tag from In School Studies.

All students will park their cars in the student parking lot on the northwest side of the building. Once parked, students must immediately enter the building. Students are not allowed to return to their cars or leave school property once they have entered the building.

Due to safety hazards, students are not permitted to load or unload students from their vehicles unless the car is properly parked. This prohibits loading or unloading of students in lanes of traffic.

SEARCH AND SEIZURE

Student lockers, desks, cabinets, computers, toolboxes and similar items are the property of the Four County Career Center Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, toolboxes, computers, etc. and their contents are subject to search by school authorities at any time and without warning. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs or other illegal substances. Four County Career Center is not responsible for any damages occurring during a search.

Any Four County Career Center administrator has the right and duty to conduct a reasonable search of a person and/or personal property including electronic devices/cell phone, lockers, or vehicles, when the administrator has received information or evidence that the student may have on their person, lockers, or vehicles any of the following:

1. a substance dangerous to persons or property.
2. an object considered to be a weapon.
3. an explosive and/or detonating device.
4. items believed to be stolen.
5. drugs, drug paraphernalia, or drug-related devices.
6. other reasonable and justifiable causes.
7. any violation of student code of conduct.

In all cases, the administrator must have the search witnessed by another staff member and must conduct such search in accordance with the Ohio Revised Code. The administration has the right to confiscate any and all of the above.

SURVEILLANCE CAMERAS

For students’ safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

SECTION IV STUDENT DISCIPLINE CODE

Four County Career Center administration realizes that there are varying degrees of involvement in the violation of school adopted rules and regulations. Disciplinary action will include but not be limited to the following:

1. verbal or written warning
2. removal of privileges - may include field trips and club activities
3. emergency removal
4. in-school suspension
5. after school suspension
6. out-of-school suspension
7. expulsion (up to 90 days)
8. court referral - law enforcement

All suspensions and/or expulsions will be in accordance with the procedures outlined in
the Ohio Revised Code 3313.66

Students enrolled at Four County Career Center have a responsibility to act in such a way
as not to interfere with the educational rights of other students. By accepting the
responsibility to participate in school programs on or off school property, the students
shall also accept the responsibility to conduct themselves according to the regulations
governing the operations of these programs.

Students who violate the following, regulations, and policies may receive disciplinary
action ranging from verbal warning to expulsion, depending on the offense and the
student’s disciplinary history. A legal guardian/parent of record or student may be charged
for damages to school property to include computers, equipment, other instructional
supplies, facilities, etc. Private property and/or personal injury damages may be reported
to Law Enforcement by parties involved.

A student shall not:

1. assault, commit unauthorized touching, or threaten with intent to cause personal harm
   or damage to property or personnel at Four County Career Center or at school-
   authorized functions.

2. be in any fight
   a. assault or commit unauthorized touching of a student.
   b. incite a school disturbance.
   c. threaten, intimidate, or harass a student by any means including digital electronic
devices.
   d. incite a riot

3. possess, handle, transmit or control any object which can be reasonably or legally
   considered a weapon, such as a knife or chain.
   a. weapons may include fireworks, explosives, ammunition, detonating devices or
counterfeits/lookalike.
   b. weapons may include lab tools taken out of the lab setting.
   c. weapons may include a firearm or any object indistinguishable from a firearm.

4. improperly use or tamper with computer hardware, software or violate the computer
   appropriate use agreement policy. A legal guardian/parent of record or student may be
   charged for damages to school property to include computers, equipment, other
   instructional supplies, facilities, etc.

5. deliberately initiate a bomb threat, false fire alarm, or start an unauthorized fire.

6. violate any safety rules or create a situation whereby the safety or well-being of a
   student or school personnel is put in jeopardy.

7. steal, destroy, or deface school, public, or private property.
   a. any degree of involvement in such acts.
   b. possession of any stolen goods.

8. use written or verbal profane, obscene, racial, or abusive language or gestures through
   any means including electronic devices.

9. disrupt the educational process
   a. throwing food or other items
   b. insubordination or disrespect
   c. any form of gambling
   d. display, show, flash or throw any gang sign or symbol, wear gang-related dress or
      insignia that communicates gang-related language verbal or written.
   e. being in unauthorized areas
   f. showing public display of affection
   g. failing to have necessary lab or classroom supplies
   h. possessing opened food or beverage in any area other than the cafeteria
   i. showing disruptive or dangerous behavior such as, yelling, running, tripping, or
j. giving false information
k. violation of dress code

10. possess, or use tobacco/alcohol/drug products or look-alike products (such as e-cigarette and vaping devices)

11. possess, distribute, use or abuse any tobacco, alcohol, drugs, drug paraphernalia, drug-related devices, inhalants and/or substances which alter the mind or behavior.

12. be truant or tardy.

13. fail to fulfill all disciplinary requirements. It is the student’s responsibility to serve all In School Suspensions, Suspension Center Suspensions, and Out of School Suspensions as assigned.

14. trespass
   a. students shall not enter school grounds or building premises during or after school hours without permission of the director
   b. students under suspension/expulsion shall not enter school grounds or premises without permission from the director

15. forge the writing of another, falsify times, dates, grades, addresses or other data on school forms or correspondence directed to or from the school.

16. repeatedly or habitually violate any or all of the rules of this Code of Conduct.

17. fail to comply with all applicable Ohio Revised Codes and local ordinances.

18. violate the Cell Phones/ Mobile Communication/ Electronic Device policy
   Cell phones or other texting and video devices are not to be used during class hours without permission.

19. violate the Uniform and Safety Policy

20. present someone else’s work as one’s own work. (Cheating and Academic Honesty Policy)

21. inappropriate use of automobiles. (loading and unloading, speeding, and careless/unsafe operation)

22. possess, distribute or show any items that could be interpreted as obscene or pornographic.

23. Harass or Bully by any means including digital electronic devices.

SECTION V  COMPUTER USE AGREEMENT

STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF Four County Career Center

Four County Career Center is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. For Bring Your Own Device (BYOD) information, please refer to the student BYOD Handbook.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School’s teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (“Policy”) of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as
Listed below are the provisions of your agreement regarding computer network and Internet use.

If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY
By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE
A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

III. ACCEPTABLE USES
A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
   1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
   2. uses that cause harm to others or damage to their property. For example, don’t engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “trojan horse,” “time bomb” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
   3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others; don’t impersonate another user; don’t connect wireless devices to the computer network or attempt to intercept wireless communications.
   4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:
   1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
   2. Avoid language and uses which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or
sexual orientation.

3. Don’t assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Information Technology Center (ITC) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

• taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

• depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

• taken as a whole, lacks serious literary, artistic, political, or scientific value as to
V. PRIVACY
Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY
The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION
The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the School in the event of the School’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District’s network.

VIII. UPDATES
Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Use of Computer Technology:

(1) A student shall not use or modify any computer technology (hardware, software, or peripherals, connections etc.) provided by the school without authorization from school authorities - including, but not limited to Facebook, Twitter, SnapChat, Instagram, Facetime, etc. This is to include notebook computers issued to students to assist in the delivery of the curriculum.

(2) No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her (examples: LimeWire, BearShare, BitTorrent, etc.). No student shall have in possession or use destructive/invasive programs e.g. games, pictures, music, and videos. This is to include but not limited to the Internet, notebook computers, software used for class, or software used in the media centers.

(3) No student shall use computer technology in ways which violate the law or violate the rights of others: e.g. viewing, copying files, transmitting, deleting, harassing,
threatening, degrading, pornographic, or racist or using others login/password. Any student with knowledge that such material exists on their computers may take their computer to the Help Desk and must specifically ask that it be removed. This must be done prior to being discovered by staff in order for students to avoid consequences. Students are not to send mass emails to groups and/or students.

4) No student shall attempt to access internal/external computer networks outside the regular connections, e.g. via modem, use of IP addresses, TELNET, FTP, or any unauthorized means.

5) Students shall not use computers (including school-issued laptops) and/or other owned equipment to create websites or post pictures/information on any website(s) without school authorization.

6) Four County Career Center shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals (including, but not limited to floppy disks, memory sticks, CD-Roms, etc.) on school grounds or at school sponsored events. Computer use will be monitored - no student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc. All laptop repairs and service (re-imaging, hardware repair/replacement, damaged equipment evaluation, etc.) are to be performed by only the Help Desk.

7) It is the student’s responsibility to follow directions necessary to establish a confidential password for all computer technology. Students are not to leave computers unattended while logged onto the Four County Career Center network. Students shall not give their password to anyone else or allow anyone else to log onto their account. No student shall log onto another student’s account/computer. Students shall not loan or allow others to use their laptop computers.

8) No student shall mark, scratch, deface or damage any computer. Students shall not put stickers and decals on laptop computers. Damage or Misuse of Property: Consequences may include suspension/expulsion. A legal guardian or student (if emancipated) may be charged for damages to school property to include notebook computers, equipment, other instructional supplies, facilities, etc.