

2022-2023

# STUDENT/PARENT HANDBOOK



**440.774.1051**

**lcjvs.com**

#### **Student/Parent Handbook Disclaimer**

Notwithstanding anything contained in this Student/Parent Handbook, Lorain County JVS Board of Education expressly reserves the right, wherever it deems advisable, to change or modify any policy. Please be advised that information in this Student/Parent Handbook may be outdated, i.e., changes in regulations, policies or programs. The most updated copy of the Student/Parent Handbook is located online at [www.lcjvs.com](http://www.lcjvs.com).

## ADMINISTRATIVE & SUPPORT STAFF

### ADMINISTRATIVE STAFF

Mrs. Christina Peltó	Principal	Ext. 22273
Mrs. Megan Champagne	Associate Principal	Ext. 22268
Mr. Brandon Kushinski	Assistant Principal	Ext. 22247
Mr. Keith Blalock	Supervisor	Ext. 22218
Mrs. Michelle McClintic	Supervisor	Ext. 22272
Ms. Denise Scarpucci	Supervisor	Ext. 22262

### STUDENT SERVICES

*School Assignments may change due to enrollment numbers*

Ms. Eliza Dole	Counselor: AV, AL, KE, NR	Ext. 22265/22265
Ms. Joanne Gleason	Counselor: BR, CO, FI, WE	Ext. 22284
Mrs. Shannon Meadows	Counselor: AM, MI, OB	Ext. 22269
Mr. Chris Wilde	Counselor: CL, EL	Ext. 22267
Mrs. Becky Nemeth	Social Worker	Ext. 22353
Ms. Kelly Wooten	Social Worker	Ext. 22352
Deputy David Walker	School Resource Officer	Ext. 22203

### SUPPORT STAFF

Ms. Michele Rennie	Administrative Assistant	Ext. 22270
Mrs. Robbie Muzik	Administrative Assistant	Ext. 22237
Mrs. Jessica Ross	Administrative Assistant	Ext. 22219
Ms. Mary West	Administrative Assistant	Ext. 22221
Mrs. Lucy Hardin	Administrative Assistant	Ext. 22230
Mrs. Julie Smyth	Administrative Assistant	Ext. 22507

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## **WELCOME TO THE LORAIN COUNTY JVS**

Dear Students and Parents:

Welcome to the Lorain County JVS! We are very pleased that you chose to attend our school. We feel you have made a very important career choice, and we look forward to working with you this year as you pursue your educational career goals.

The JVS offers excellent skill training and valuable life experiences through academic and career-technical programs. Our goal is to give all students a wide range of experiences in order to prepare them for entry into the world of work, post-secondary training and/or college. We strive to develop students who not only have technical skills but are also well-rounded, productive citizens.

For your convenience, the Student/Parent Handbook is also available on our website at [www.lcjvs.com](http://www.lcjvs.com). Please feel free to contact our office if you have any questions. Again, Welcome!

Mrs. Christina Pelto, Principal  
tpelto@lcjvs.net

# ATTENDANCE AND TARDINESS

## HOUSE BILL 410

In 2016, both the Ohio House and Senate passed House Bill 410, which adopts nationally accepted best practices to support students and families and keep students engaged in school and on a path to success.

Due to this legislation, the JVS will place any student on Attendance Notice who has missed 38 or more hours of school within 30 days, and/or 65 or more hours of school in the year. Please note, these hours may be due to excused or unexcused absences.

Additionally, per Ohio House Bill 410, any student who has missed 30 or more consecutive unexcused hours of school, 42 or more unexcused hours of school in one month, and/or 72 or more total unexcused hours of school in the year will be designated as "Habitual Truant" and assigned to an Absence Intervention Team. Further absences could result in referral to the Lorain County Juvenile Court. Hours of absence from school include time missed due to tardiness and early dismissal.

## PREPLANNED ABSENCE

Students with less than 65 hours of excused absence may be approved for up to 30 hours of preplanned absence pending administrative approval. Students must complete a preplanned absence form and schedule a meeting with an Assistant Principal or Principal.

## TARDINESS

In the event students are late arriving to school, all minutes of absence will be recorded. Parents will receive a phone call notifying them that their child has been either late to school or absent from school.

## EXCESSIVE ABSENCE

Students with more than 65 hours of absence (excused or unexcused) may be excluded from CTSO events and competitions. Likewise, excessive absence may affect eligibility for work-based learning and job placement.

## EXCUSED ABSENCES

Under state school law, the parent or guardian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence. Emancipated youth and married children under the age of eighteen may provide the explanation for their absence.

**Per Ohio Revised Code, only the following reasons will be recognized as an excused student absence:**

- ***Illness of the child.*** Parent note required. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
- ***Illness in the family necessitating the presence of the child.*** Parent note required. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
- ***Quarantine of the home.*** Official document required. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
- ***Death of a relative.*** Parent note required. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence.
- ***Medical or dental appointment.*** Official note required. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
- ***Observance of religious holidays.*** Parent note required. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- ***College visitation.*** Official note from college required.
- ***Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.*** Official document required.
- ***Absences due to a student being homeless.***
- ***Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.***

# BEHAVIOR AND DISCIPLINE

## STUDENT BEHAVIOR

The Lorain County JVS is a school of choice and students have accepted special responsibilities upon deciding to enroll here. We expect responsible, self-disciplined behavior from each of our students. Many guests will be visiting the Lorain County JVS. One of these guests may be your future employer. It is to your advantage to be courteous, well mannered and in uniform at all times.

## SCHOOL RULES

Students must also follow the school's rules and policies. These are found in this Student Handbook. A primary concern of the school is that students who wish to learn have the right to do so. The JVS will hold accountable those students who deny this right to others.

## CLASSROOM RULES

Each instructor will provide individual classroom rules and discipline guidelines. You will find that these rules may vary slightly from teacher to teacher. Know your instructors' rules and policies and follow them.

## AMOROUS DISPLAY

Students who become overly amorous (who show an outward display of affection) present an unprofessional appearance to fellow students, staff, and school guests. Students participating in amorous display may be subject to disciplinary action.

## DISCIPLINE

The JVS has the responsibility to respond to behavior which disrupts the educational process. Consequences for breaking a school rule may include the following. Disposition of discipline for breaking the code of conduct needs to be immediate and progressive.

### Disposition of discipline may be the following:

Possible consequences:

- Warning
- Written reprimand/Letter home/Progress report
- Counselor/Nurse Referral
- Counselor Mediation
- Parent Contact
- Detention
- Discipline Referral
- Staff/Student/Parent-Guardian Conference
- Denial or Withdrawal of Parking Permit
- In-School Assignment
- Loss of Privilege (extracurricular, field trips, internet use, competitions, etc.)
- Removal from Class
- Removal from School
- Wednesday School and Saturday School
- Out Of School Suspension
- Community/Social Services/Medical and Out-of-School Counseling
- Restitution
- Sheriff/Legal Authorities Notification
- Court Referral and Court Services
- Expulsion Hearing

## DETENTION, SUSPENSION, EXPULSION AND REMOVAL

Detentions can be served Monday through Thursday from 7:20 - 7:40 a.m. and 2:15 p.m. – 2:45 p.m.

The JVS will not provide transportation for students serving detention.

Students who fail to serve their detention may face additional discipline. Some teachers may assign students a personal detention to be served with that teacher; individual teachers need to note time/duration/place to serve the detention.

Out of School Suspension from class may be issued from one to ten days. Students are responsible for all material missed during any absence, including suspension. It is the student's responsibility to contact their teacher to obtain make-up work. To appeal the due process of a suspension you need to send a letter of request to the Superintendent's Office. This appeal is to review the due process only, the disposition will remain.

Alternatives to Suspension (Administrator Approval): The Lorain County JVS believes that students have the most opportunity for success in the classroom. Thus, the following alternatives to suspension are employed when appropriate as part of the JVS progressive discipline program.

- Detention
- Wednesday School
  - Wednesday Schools are extended detentions served from 2:30 – 4:00 pm. Wednesday Schools are only offered monthly. Students who fail to serve Wednesday School may face two days out of school suspension.
- Saturday School
  - Served from 8:00-12:00 pm on Saturday mornings. Students who fail to serve Saturday School may face two days out of school suspension.
- In-School Assignment
  - Students assigned to the ISA Room report from 7:40 – 2:14 pm. They are given the opportunity to work on classwork. Rules of ISA apply.
  - All students must be in uniform while in ISA.
- Community School
  - At Administrator discretion, students can be assigned up to 40 hours of Community School. This service time must be served with a non-profit agency approved by the JVS administration. All School rules apply.

Expulsion may be for a period not to exceed 80 school days, although students may be expelled for up to one calendar year if a violation involves weapons. A student may be considered for permanent expulsion by the Superintendent for the following reasons:

- Conveying weapons or dangerous ordinance on school property or at a school function. Possessing weapons or dangerous ordinance on school property or at a school function. Carrying a concealed weapon on school property or at a school function.
- Possession or under the influence of drugs or alcohol on school property or at a school function.
- Assault on school property or at a school function.
- Rape, gross sexual imposition, or felonious sexual penetration of any person on school grounds or at a school function.
- Complicity in any of the above offenses, regardless of location.
- Fire/Arson.
- Crime on school grounds.
- Bullying/Harassment

Disciplinary removals may be made from a class or from participating in an extra-curricular activity for less than 24 hours. Emergency removals may be made for a period of 24 to 72 hours where the student's presence poses a continuing danger to person(s) or property, or an on-going threat of disrupting the curricular or extra-curricular activity.

Discipline may be issued if any of the following rules are violated:

## **Rules:**

### **Rule 1 Disruption and Interference with School**

No student shall interfere with the educational process, bother others or encourage other students to violate this rule or any other rule.

### **Rule 2 Damage, Destruction, Theft of School Property**

No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property, or engage in or participate in or attempt to participate in the unauthorized removal of school property. All costs related to damage of school property are assessed on a case by case basis and will be invoiced. Invoices must be paid in full within 30 days of receipt of invoice.

### **Rule 3 Damage, Destruction, Theft of Private Property**

No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property, or engage in or participate in or attempt to participate in the unauthorized removal of private property.

**Rule 4 Physical Abuse to Another Student**

No student shall cause or attempt to cause physical injury to a student. Likewise, any student who engages in an assault upon a student off school property, at a non-school sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures in the Ohio Revised Code 3314.66, be subjected to suspension or expulsion from school if it is determined that the student's continued presence in school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of students or others.

**Rule 5 Physical Abuse to School Employee or Authorized Visitor**

No student shall cause or attempt to cause physical injury to a school employee or authorized school visitor. Likewise, any student who engages in an assault upon a school employee off property, at a non-school sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures in the Ohio Revised Code 3314.66, be subjected to suspension or expulsion from school if it is determined that the student's continued presence in school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of students or others.

**Rule 6 Use of Vulgar, Profane, Abusive or Threatening Language or Gestures**

No student shall use inappropriate vulgar, profane, abusive, threatening, insulting, or printed language or gesture toward any school employee, authorized school visitor, or another student.

**Rule 7 Weapons and Dangerous Instruments**

A student shall not possess, handle, transmit, sell, create or conceal any object which might be considered a weapon or dangerous instrument on school property or school sponsored event. Weapons and dangerous instruments shall include any object which is used to inflict physical harm or damage including, but without limitation, laser pointers, guns, knives, ice picks, mace, brass knuckles, explosives ( including firecrackers), "look alike" weapons, starter pistols, stun guns and hunting supplies/equipment.

**Rule 8 Disregard of Directions or Requests**

Students must follow reasonable directions or requests of school personnel.

**Rule 9 Truancy or Tardiness**

Students skipping assigned classes or students not in their assigned area at scheduled time shall:

- Obtain a pass from a teacher before leaving a class.
- Arrive on time to classes.
- Obtain permission from Attendance Office before leaving the building.

**Rule 10 Cheating and Dishonesty**

No student shall cheat or attempt to cheat on an exam or copy work and hand it in as one's own. Students shall not lie about, fabricate, distort, or change information given to school staff, administration or any individual. Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other information on school forms or school-related correspondence or documents.

**Rule 11 Safety Violations**

Students must use safe practices at all times including when working with others and when operating equipment. All students must learn and follow all safety rules including, without limitation, those applicable to each particular program. No student shall use or operate equipment in a manner inconsistent with applicable safety rules, nor shall any student use or operate equipment when such use or operation is unauthorized.

**Rule 12 Possession, Use, Under the Influence of: Narcotics, Stimulant Drugs, Alcohol or Paraphernalia**

No student shall possess, buy, sell, use, supply, transmit or apply any mood-altering chemical or any drug paraphernalia. "Possess" includes, without limitation, retention on the student's person, or in a purse, wallet, locker, desk, or automobile parked on school property. Signs of chemical "use" include, without limitation, staggering, red eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep, or any other behavior not normal for the particular student and not otherwise explained by a medical condition or by the medically prescribed use of a prescription drug. "Mood-altering chemicals" include, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit or "look-alike" drugs (Ohio Revised Code 2925.01 (P)), marijuana, alcohol, intoxicating inhalants, and prescription drugs. Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, intoxicating inhalant, or any other controlled substance off school property or at a non-school sponsored or related activity, function or event, or on school property at any time, in accordance with the procedures in the Ohio Revised Code 3314.66, may be subject to suspension or expulsion. **Any student who must take a prescription, over-the-counter, or diet supplement medication during the school day must complete and submit a "Request to Administer Medication to the Student" form signed by the licensed prescriber who ordered the medication and by the parent or custodian of the student.** These forms are available on the LCJVS website. *All medication must be kept in the nurse's clinic.* No student shall possess or conceal any



prescription or over-the-counter medication while on school property. The student should report to the clinic for the administration of necessary medication. It is the student, parent/guardian's responsibility to notify the school of any allergies.

### **Rule 13 Smoking and Tobacco Products**

No student shall possess, use, transmit, conceal or roll cigarettes or tobacco products, including smokeless tobacco products, e-cigarettes, vaporizers, or any other device used to inhale nicotine. (Ohio Revised Code 3313.751). After first offense, a court referral may be made for minors.

3313.751 Prohibition against tobacco possession or use.

(A) As used in this section:

(1) "School district" means a city, local, exempted village, or joint vocational school district.

(2) "Smoke" means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.

(3) "Use tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco.

(B) No pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of a school district or an educational service center or at any activity supervised by any school operated by a school district or an educational service center.

(C) The board of education of each school district and the governing board of each educational service center shall adopt a policy providing for the enforcement of division (B) of this section and establishing disciplinary measures for a violation of division (B) of this section.

Effective Date: 09-29-1995.

Any device confiscated will be turned over to the Lorain County Sheriff's Office and/or destroyed.

### **Rule 14 Dress Code**

Students should be in school uniform at all times and should adhere to the Lorain County JVS Dress Code Policy. No student shall dress or wear clothing (including, without limitation, items worn such as emblems, badges, etc.) which is determined to be detrimental to health and safety, or which is disruptive of or interferes with the academic atmosphere or operation of the school.

If there are any questions as to the appropriateness of any type of clothing as defined herein, school officials should be contacted in advance. When a school official determines a student's clothing as defined herein violates this rule, or the school dress policy, the student will be required to change. In some cases, the student's parent, guardian or custodian may be notified and asked to bring appropriate clothing to school or the student may be requested to change into the appropriate school uniform as provided. In other cases, further disciplinary action may be taken. (See School Dress Code on Page 13-15)

### **Rule 15 Parking and Driving on School Grounds**

No student shall drive without a parking permit to and from school, or park on school property. No student shall disobey the rules concerning operation of vehicles or parking.

### **Rule 16 Crime on School Grounds**

No student shall commit a crime while on school property or during a school function.

### **Rule 17 Gambling**

No student shall gamble or have, sell, or handle gambling materials.

### **Rule 18 Harassment**

Students shall not discriminate against or harass school employees, students, or any other persons on the basis of sex, color, race, national origin, age or disability.

"Harass" includes, without limitation: bullying, cyber bullying, intimidating, insults, persistent annoyance or other abuse whether physical, verbal, drawings or in writing.

Any speech or action that creates a hostile, intimidating, or offensive learning environment or school harassment that is brought to school causing disruption to the educational process is prohibited.

Questions or concerns relating to and/or reports of discrimination and harassment should be directed to the Lorain County JVS Section 504/Title IX Coordinator at: Lorain County JVS, 15181 State Route 58, Oberlin, OH 44074, (440) 774-1051.

### **Rule 19 Hazing**

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act of hazing. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying, harassment, threatening and intimidation is an intentional written, verbal 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 both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

## **Rule 20 Inappropriate Use of All Electronic Devices or Equipment**

Inappropriate use of all electronic devices or equipment is prohibited. Students shall follow the "Acceptable Use" guidelines when using JVS electronic devices and/or personal technology devices. Inappropriate use of or intentional damage to electronic equipment may result in loss of privileges as well as other discipline. Students are prohibited from using personal technology devices to cause a disruption to the educational environment at the Lorain County JVS. Students may be responsible for the replacement value of the device.

**Any student who violates Rule 2, 3, 4, 5, 7, 11, 12, 16, 17, 18, or 19 herein may be recommended for expulsion for the first offense.** Likewise, any student who commits any offense which is in violation of school rules and constitutes a criminal act is eligible for expulsion for the first offense. Any student who has been suspended twice or more and again breaks any rule may be recommended for expulsion. Conduct which violates school rules may also violate the law and will be reported to juvenile and other authorities. Moreover, a student and/or a student's parent, guardian or custodian may be liable for monetary damages in a court of law for the student's conduct.

## **SEARCH/SEIZURE**

In order to ensure the safety and well-being of all students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing, personal effects, electronic devices, locker, or vehicle of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. Periodic K-9 searches will be conducted throughout the school year.

# **TRANSPORTATION**

## **ASSOCIATE SCHOOL TRANSPORTATION**

Student bus riders must take their assigned Associate School bus to and from school, unless the Associate School has approved other transportation.

## **PARKING PERMITS/DRIVING RULES**

Students must receive permission in advance to park in the Student Parking Area. This area is clearly marked. All cars driven to school must be registered and have a school parking permit. There is an annual registration fee per permit. Applications for registration are available during Orientation/Registration and in the Student Services Office after school begins. Parking passes are sold on a first-come, first-served basis.

Parking permits should be hung from the rear view mirror and easily visible to staff. Students will be given an assigned parking space when they purchase a parking permit. Student drivers must park in their own spaces; they may not trade spaces with another student or park in an unauthorized area.

If a vehicle is found on the school grounds without a parking permit, the student may be disciplined or the vehicle may be towed to a holding area at the owner's expense. Parking is at your own risk. The JVS is not responsible for any vehicle parked on school property. In addition, parking on school property is a privilege, not a right, and cars parked on school property are subject to routine patrols by school officials and may be searched when reasonable suspicion of violation of school rules or criminal activity is determined. When you arrive at the JVS, you should park your vehicle in the proper parking lot space facing forward, secure and lock the vehicle, and immediately enter the building. You are not to sit in or return to your vehicle until the end of the school day. Do not squeal tires or operate your vehicle recklessly on school property. The security officers in the parking lots will monitor rules and regulations. Report any accidents that happen on school property immediately to personnel in the Attendance Office.

## **DENIAL/WITHDRAWAL OF PARKING PERMIT**

A student may be denied a parking permit or may have the parking permit withdrawn by a school official for the following reasons:

- Reckless driving to or from school
- Driving under the influence of drugs or alcohol to or from school
- Violation of parking rules
- Notification by any law enforcement agency of citation issued to or from school
- Parking in unauthorized areas
- Violation of the student conduct code

## **BUS REGULATIONS FOR FIELD TRIPS**

In order to maintain safe school bus transportation on educational field trips you are expected to observe the following rules:

1. All school rules and regulations apply during any field trip.
2. Students will be assigned to a seat throughout the trip.
3. Students will not be permitted to move from seat-to-seat, push, throw articles, or annoy others on the bus.
4. Electronic devices will be allowed on the bus with prior approval.
5. Dangerous objects or materials shall not be transported on the bus.
6. Consumption of food or drink while on the bus is not permitted.
7. Students, while on the bus, are under the authority and direction of the bus driver and the program instructor.
8. The bus driver is directed to report student violation of bus regulations to the Principal/Assistant Principal.
9. Luggage search forms are to be completed for overnight trips.
10. Select field trips and overnight trips may require additional forms and permission slips.

## **SCHOOL OPERATIONS**

### **SAFETY RULES**

Safety is everyone's business! It is your responsibility to understand and practice good safety habits to prevent accidents. You are responsible for the use of safe practices in working with others and using equipment.

Due to the vast amount of equipment at the JVS and because of the possibility of severe injury, it is important that you observe the safety rules in your program. You alone are responsible for your actions. Horseplay may result in discipline. Each of our career-technical programs has its own safety rules which include dress policies. Become familiar with any aspect of your program that may be considered hazardous. Listen as your instructor goes over the safety rules. Do not operate any equipment until you have received safety instruction on that piece of equipment.

### **IDENTIFICATION CARDS & STUDENT/PARENT HANDBOOK**

All students at Lorain County JVS will be issued a student picture ID card and lanyard. You may need your ID card for state or industry testing, the lunch program, to borrow tools, get an early dismissal, and obtain a parking permit.

### **SCHOOL RESOURCE OFFICER**

The Lorain County JVS has a School Resource Officer on staff. The SRO is in place to assist with the safety and security of Lorain County JVS.

### **ELECTRONIC SURVEILLANCE CAMERAS**

There are surveillance cameras throughout the JVS campus that are recording 24 hours a day. The recorded material is the sole property of Lorain County JVS. The JVS is permitted by law to use the recorded material for the purpose it deems appropriate, to include but not limited to the investigation of situations that may involve theft, or to further investigate an incident that may require some form of discipline involving student conduct.

**Surveillance footage is not shared with students, parents and/or guardians.**

### **LOCKERS**

You may be assigned a locker for your coat and books. Additional lockers may be assigned in your lab area. Students should not share their locker combination with others. The school is not responsible for the loss of articles from lockers. Lockers belong to the Lorain County JVS. They are not to be used for illegal or dangerous purposes and can be inspected by personnel.

Articles left unsecured are not the responsibility of the JVS.

# SCHOOL DRESS CODE POLICY: LORAIN COUNTY JVS IS A UNIFORMED BUILDING

## JVS UNIFORM IS AS FOLLOWS:

- Pants: Work pants or jeans (*purchased on your own*)  
Shirt/Sweater/Jacket: JVS Specific Approved Uniform, purchased through the Lorain County JVS.

One of the main purposes of our school is to prepare students for the world of work. In order to emphasize professionalism and pride in the workplace, we expect the students to attend the Lorain County JVS dressed in appropriate clothing. The clothing is to reflect the nature of both employment and the academic atmosphere. Clothing that is detrimental to health and safety or is disruptive to the educational process at the JVS will not be permitted nor tolerated. The individual programs require students to wear uniforms specific to their trade area during their lab all day. Students are expected to wear this uniform and all safety components in their designated lab areas, for field trips and during off site classroom activities.

**Also, please note that student dress is not considered an open discussion and is subject to the authority of the administration. Any apparel that is deemed unsafe in a lab or classroom will need to be removed. Individual programs will have specific requirements.**

APPAREL	APPROVED	PROHIBITED APPAREL
SHIRTS	<ul style="list-style-type: none"><li>• Must be long enough to be able to tuck into waistband of pants</li><li>• Necklines must be above the top of the arm pit</li></ul>	<ul style="list-style-type: none"><li>• Pajama tops</li><li>• Apparel that is backless or exposes the midriff</li><li>• See through, sheer or mesh tops</li><li>• Tank tops, cut off shirts and sleeves, tube tops or off-shoulder tops</li><li>• Reference to profanity, offensive words, slogans/pictures, drug, alcohol, tobacco, cult/gang slogans/pictures, weapons or sexual references</li></ul>
PANTS	<ul style="list-style-type: none"><li>• No undergarments may be exposed</li><li>• Pants must not be a safety concern</li></ul>	<ul style="list-style-type: none"><li>• Pajama bottoms</li><li>• Pants that are cut-off, torn or have holes</li><li>• Jeggings, leggings, spandex pants, yoga or distressed exercise pants</li><li>• Shorts</li><li>• Skirts (unless approval given)</li></ul>
FOOTWEAR	<ul style="list-style-type: none"><li>• Must be worn at all times</li><li>• Specific to lab area for safety</li><li>• Must allow student to move safely and quickly</li></ul>	<ul style="list-style-type: none"><li>• Slippers</li></ul>
HATS	<ul style="list-style-type: none"><li>• Must be stored in lockers</li></ul>	<ul style="list-style-type: none"><li>• Caps, hat and any other headgear, are prohibited in classroom and halls during the school day</li></ul>
ACCESSORIES		<ul style="list-style-type: none"><li>• Jewelry that poses a safety risk</li><li>• Dark glasses unless prescribed by a doctor</li><li>• Sunglasses</li><li>• Any accessory which may be dangerous to other students or to school property</li><li>• Costumes or other clothing deemed inappropriate for school by the Administration</li><li>• Blankets</li></ul>

## SCHOOL UNIFORM OFFENSE POSSIBLE CONSEQUENCES:

- Warning
- Detention
- Inability to participate in CTSO activity and/or field trips
- Wednesday School
- ISA
- OSS

## SPIRIT DAYS (These will be announced by the High School Office)

Lorain County JVS is very proud of our associate schools and may celebrate our associate schools on spirit days. On designated spirit days, students may wear appropriate (not ripped and torn) jeans and associate school clothing. The following "Spirit Wear" dress expectations shall be followed by students participating in "Spirit Day".

- "Spirit Wear" must be school appropriate by Lorain County JVS Administration standards.
- Hats are not considered approved "Spirit Wear" and are not to be worn.
- "Spirit Wear" does not replace the necessity of wearing the approved uniform in the **LAB SETTING** or during a school field trip or other school-sponsored activity.

Any student who refuses to comply with the Lorain County JVS uniform expectations inclusive of “Spirit Wear” may be subject to disciplinary action.

### ASSOCIATE SCHOOL TEAMS

Students who are official members of an Associate School athletic/marching band team may wear their uniform on game days as they would in their associate schools.

### ACCIDENTS

Report all injuries or accidents, however slight, immediately to an Instructor or JVS staff member.

### SCHOOL NURSE

A school nurse is available for consultation and health problems. If you should become ill, or injure yourself during the school day, you should report this to your Instructor to receive a pass to the clinic. **STUDENTS MUST HAVE A COMPLETED EMERGENCY MEDICAL/FIELD TRIP/ACCEPTABLE USE FORM ON FILE.**

**Any student who must take a prescription, over-the-counter, or diet supplement medication during the school day must complete and submit a “Request to Administer Medication to the Student” form signed by the licensed prescriber who ordered the medication and by the parent or custodian of the student.** These forms are available on the LCJVS website. *All medication must be kept in the nurse’s clinic.* No student shall possess or conceal any prescription or over-the-counter medication while on school property. The student should report to the clinic for the administration of necessary medication. It is the student, parent/guardian’s responsibility to notify the school of any allergies.

### STUDENT SERVICES OFFICE

Counseling services are available to all students. The counselors will help you to develop a better understanding of your abilities, attitudes, interests, responsibilities and will talk to you about your educational, career-technical or personal concerns.

You should see a counselor if you have concerns about:

- School problems
- Credits
- Scheduling
- College
- Personal problems
- Graduation requirements
- Scholarships
- Armed Services

Stop in the Student Services Office to see your counselor or make an appointment.

LORAIN COUNTY JVS BELL SCHEDULE	
1 <sup>st</sup> Period	7:40 – 8:49 AM
2 <sup>nd</sup> Period	8:53 – 9:38 AM
3 <sup>rd</sup> Period	9:42 – 10:27 AM
4 <sup>th</sup> – 5 <sup>th</sup> Period	10:31- 11:16 AM
5 <sup>th</sup> – 6 <sup>th</sup> Period	11:01 – 11:46 AM
6 <sup>th</sup> – 7 <sup>th</sup> Period	11:20 – 12:05 PM
7 <sup>th</sup> – 8 <sup>th</sup> Period	11:50 – 12:35 PM
8 <sup>th</sup> – 9 <sup>th</sup> Period	12:09 – 12:54 PM
9 <sup>th</sup> – 10 <sup>th</sup> Period	12:39 – 1:24 PM
11 <sup>th</sup> Period	1:28 – 2:14 PM
LUNCH PERIODS	
4 <sup>TH</sup> Period	10:31 – 10:57 AM
6 <sup>th</sup> Period	11:20 – 11:46 AM
8 <sup>th</sup> Period	12:09 – 12:35 PM
10 <sup>th</sup> Period	12:58 – 1:24 PM

### SCHEDULE CHANGES

In order to meet the JVS program requirements, you will be expected to follow the course sequence according to the course pathway.

Any schedule changes will be made for the following reasons only:

- To meet graduation requirements
- To accommodate an IEP schedule conflict
- To resolve an incorrect or incomplete schedule
- To add a class, provided an opening exists in the class and in your schedule

Procedure for change of a class during the turnaround period:

- Contact your JVS counselor
- Complete a “Change in Student Status” form
- Your request will be reviewed and recommended by a JVS Counselor

At the end of the turnaround deadline, no schedules will be changed. Any student wishing to withdraw from JVS after the turnaround time should see their School Counselor.

## **CHANGING CTE PROGRAMS**

Students who are accepted into a program at the Lorain County JVS are expected to remain in and successfully complete that program. In-school changes from one program to another can only be made for special circumstances.

Changes from one CTE program to another can only take place:

1. During the turnaround time at the beginning of the school year
2. When there are program openings
3. When the waiting list is depleted

*Any changes requested after the turn-around time will be reviewed by JVS counselors, teachers, and administrators, to determine eligibility.*

### **Procedures for in-school CTE program changes:**

1. Student must contact JVS counselor to schedule a parent conference
2. Student must complete a Change in Student Status form and get parent/guardian permission in writing
3. The student request will be reviewed by a JVS counselor and, if necessary, JVS teachers, administrators, etc. for recommendation.

## **CHANGE IN STUDENT STATUS**

Contact the Student Services Office if changes are to be made in any of the following:

(A note from your parent and/or guardian is required for any of these changes.)

- New associate school
- New address
- New telephone number
- Change of name
- Request to withdraw from school
- Change in Guardianship (requires copy of legal documentation)
- All other changes in student status

## **RETURN TO ASSOCIATE SCHOOL**

Once a student is enrolled at the JVS, they are expected to remain with us through high school.

Students who request to return must follow these procedures:

1. If you wish to return to your Associate School, you must have a conference with the appropriate JVS counselor. Contacts with the associate school counselor should be made at this time.
2. You also may be required to have an informal conference with your associate school counselor.
3. After completing steps 1 and 2, you and your parent/guardian might be required to have a formal conference with the associate school counselor, the JVS school counselor, and administrators from both districts.
4. A “Change in Student Status” form should be obtained from the JVS counselor and signed by all parties (parent/guardian, Treasurer’s Office, instructors and JVS counselor). A copy will be emailed to the associate school. You are not permitted to return to your Associate School without this approved form. The only students exempt from the above procedures (steps 1, 2, and 3) are those students required to return due to failure at the JVS.
5. If you are planning to return to your associate school during the turnaround time, you must first complete one full school week (5 days) at the JVS.

## STUDENT COSTS: FEES AND FINES

The Lorain County JVS (LCJVS) has multiple types of fees that can be applied to your student's account. These fees are as follows:

- **One-on-One Device Fee**
  - The One-on-One device is an electronic device (iPad) that will be used throughout your student's career at LCJVS.
  - This fee is a one-time fee of \$330, and will be applied to your student fee account on the first day of the first year enrolled.
  - This fee **MUST** be paid in full by March 1<sup>st</sup> of your student's senior year or upon separation from LCJVS.
  - If your student withdraws from LCJVS before the end of the first semester of the first year of enrollment, this fee will be waived upon the return of the one-on-one device that is in good working condition as determined by the LCJVS IT department.
  - This fee is **NOT** waivable based on your students' free and reduced lunch status.
- **Program Fee**
  - The program fee is based on tools, equipment, and materials that are necessary for workforce-readiness training, and will be retained by the student upon separation.
  - The program fee varies by program.
  - The program fee **WILL** be waived if your student qualifies for free and reduced lunch.
  - The free and reduced lunch application **MUST** be completed prior to September 30<sup>th</sup> in the year the fee has been applied.
  - Upon separation from LCJVS, the tools, equipment, and materials will be released when all outstanding fees are paid in full.
  - If the fee is not paid within one year of separation the tools, equipment, and materials will no longer be available to your student, however, the fee will still be owed.
- **Online Classes**
  - In the event your student will need a credit recovery class, the fee for this class will be \$125.00.
  - This fee is **NOT** waivable based on your student's free and reduced lunch status.

**Uncollected fees or other delinquent debts may be referred to a collection agency and grades or grade records will be withheld until the debts are paid in full.**

## LUNCH/CAFETERIA

The two cafeteria areas (Quarry Rooms A & B) are located off the main hallway.

You are required to clear the tables after eating by putting your rubbish and trays in the containers provided. During your assigned lunch period, you are to go to the cafeteria area. You are not permitted to leave the school building. Parking lots are off limits. You are not permitted to order food from outside vendors and/or to have food delivered during school hours.

## TECHNOLOGY USE

Every student using an electronic device or accessing the WiFi network at the JVS must have on file a completed "ACCEPTABLE USE" form. This form must be signed by a parent or guardian unless the student is 18 years of age or older – this form is included in the Online Registration Packet. **Inappropriate use of technology, may result in discipline up to and including suspension, and/or expulsion and loss of technology privileges. (Rule 20).**

## DISPLAYING POSTERS/ANNOUNCEMENTS

All posters, signs, etc. must be approved by the Principal's Office before they are displayed in the appropriate areas. Any materials placed in areas which are not approved will be taken down.

## SAFETY DRILLS

The state requires that we conduct Safety drills. The purpose of these drills is to prepare the student body so that in the event of an emergency the building may be emptied quickly and in an orderly manner. Instructions will be posted indicating the exits to use for fire and storm warning drills, and it is imperative that all persons move quickly out and away from the building through the specified exits. Each program will have an assigned area for cover in a storm warning drill. Staff members will take attendance.

Lockdown Drills are conducted periodically to practice securing the building and all occupants. It is imperative that all students remain quiet throughout the drill.

Tornado Drills are set-up to help prevent injuries and deaths during an emergency. Tornado Drills will be indicated by a separate alert. Students are to proceed to designated areas and assume the required position.

Students refusing to follow emergency drill procedures may be subject to disciplinary consequences.

### **STUDENT PICTURES**

Individual pictures of students will be taken at the JVS. Even though everyone must be photographed for school purposes, only those students who pay at the time that the picture is taken will receive a picture package.

### **LOST AND FOUND**

Take all found articles to the Attendance Office. Students who have lost possessions may claim them at the Attendance Office. Positive identification is necessary. Unclaimed articles will be disposed of at the end of each semester. Lorain County JVS is not responsible for any lost or stolen items.

### **SCHOOL CLOSING**

When the decision to close the Lorain County JVS is made, due to weather conditions or other designated calamity, it will be announced on WEOL—the Elyria Radio Station (930 AM), WOBL—the Oberlin Radio Station (1320 AM), and WTAM in Cleveland (1100 AM) as well as Cleveland TV stations. You may also check [lcjvs.com](http://lcjvs.com), Facebook and Twitter for closing information. In addition, an outbound message for school closings will be made to every student residence. Please be sure to update a phone number change in the Student Services Office. If Lorain County JVS is open and your associate school is closed, you are to be in attendance if transportation is provided.

### **VISITORS**

Students may have no outside visitors during the school day. Parents are to call ahead for an appointment to see an Instructor, School Counselor, or Administrator. **All visitors must sign in at the Attendance Office.**

### **ELECTRONIC DEVICES**

Students may possess cellular phones and other electronic devices on school property for-instructional use only. Students will be permitted to use their electronic devices during lunch periods and in class as an instructional tool with instructor approval. Audio and video calls are prohibited during the school day outside of the Student Services offices. The school day is 7:40 am – 2:14 pm. Students refusing to turn in their school-issued electronic device, if requested by a staff member, may face discipline consequences.

**Filming, audio recording or photographing of any Lorain County JVS student or staff member is expressly prohibited and may result in discipline.**

### **TECHNOLOGY ENHANCEMENTS**

- Students will be permitted to use ear buds for personal use only. Speakers and Bluetooth amplification devices are not prohibited.

**Lorain County JVS is not responsible for any lost, stolen or damaged electronic devices brought to school.**

### **iPAD PROCEDURES**

- All school devices can be searched at any time.
- Plagiarism – academic dishonesty--will not be tolerated.
- Students should not have inappropriate photos, text or downloadable material.
- Do not sync your school devices with personal electronic devices.
- Maintain settings initiated by Lorain County JVS.
- Damaged, lost or stolen devices are the responsibility of the parent/guardian (see contract).
- Students may not use their devices to interface with school equipment or disrupt the educational process.
- Students are not permitted to access the school network using a.vpn or proxy server.

### **TEXTBOOKS/TOOLS/EQUIPMENT**

It is your obligation to take care of your books, tools and equipment. Lorain County JVS is not responsible for lost, stolen or damaged materials. Fees may be assessed for lost, stolen or damaged materials.

### **AFTER HOURS USE OF BUILDING**

When school is not in session, only students with official approval and supervision by an approved faculty member shall be in the building or on the school grounds. Any accidents occurring at this time should be reported to the Principal/Assistant Principal.

### **PARENT CONFERENCES**

Formal parent conferences are held each semester during the evening. A parent may schedule additional conferences by contacting the Student Services Office and/or the classroom teacher.



## WHAT'S HAPPENING

### CLUBS: CAREER-TECHNICAL

These clubs, also known as CTSOs (Career Technical Student Organizations), are designed to develop leadership potential, cooperation, social interactions, and an awareness and appreciation of good citizenship. All members may have the opportunity to participate in competitive skill events.

BPA	Business Professionals of America
DECA	Distributive Education Clubs of America
FCCLA	Family, Career, Community Leaders of America
FFA	An Association of Agricultural Students
HOSA	Future Health Professionals
SkillsUSA	
ER	Educators Rising

**Participation in all club activities is a privilege and may be denied or revoked. Students may be denied participation due to grades, attendance, discipline and/or behavior.**

### COMPETITIONS

A student may be determined ineligible to participate in competitions due to excessive absence, grades, attendance, discipline and/or behavior.

### NATIONAL TECHNICAL HONOR SOCIETY

This honor is awarded to a select group of Lorain County JVS students who exhibit good citizenship, participate in community service, are involved in JVS and associate school activities, have good attendance, meet grade criteria, go beyond the assigned classroom tasks, and display characteristics of an excellent employee. Applications are available on the JVS website.

### VOCATIONAL YOUTH COUNCIL/INTERACT

The Vocational Youth Club Council is made up of JVS students who are members of the vocational youth, leadership and social clubs. An interested student may apply to become a member of this group and can help plan a calendar of school-wide activities.

### COLLEGE/TRADE SCHOOL/ARMED SERVICES PRESENTATIONS

Representatives of colleges, trade schools, and all branches of the Armed Services visit the JVS to provide information and answer questions about opportunities they can offer. You will need to make an appointment in the Student Services Office to see these representatives. Armed Services representatives may have displays set up in the lobby that you can visit during your lunch period. **Students who do not want to have contact with military recruiters may “opt-out” by completing the appropriate form.**

### TESTING

- **COLLEGE AND ARMED SERVICES TEST**

You may sign up for and take the Pre-Scholastic Aptitude Test (PSAT) and the Armed Services Vocational Battery Test (ASVAB) at the JVS. You can obtain more information and sign up to take these tests in the Student Services Office. Information and registration forms for the Scholastic Aptitude Test (SAT) and the American College Test (ACT) are also available. See your counselor for testing dates.

- **CAREER-TECHNICAL TESTS**

JVS students will take career-technical testing throughout the school year. These tests measure occupational skills attained in your career-technical program.

- **STATE REQUIRED ACADEMIC TESTING**

JVS students will take the state required mandated testing academic end-of-course exams as needed.

# GRADES, CREDITS, CLASS SCHEDULES

## COURSE CREDIT

You may earn the following high school credits while attending the JVS each year:

Academics and Electives

= .5 credit per semester

Career-Technical Lab

= 1.5 credits per semester

## GRADES

Grades are readily available to parents in Canvas. Only end of year grade cards will be mailed home.

## CANVAS

Canvas is an LMS (Learning Management System) that makes teaching and learning easier. It simplifies teaching and learning by connecting all the digital tools teachers use in one easy place.

Parents can co-enroll in Canvas with their child automatically, allowing them to view grades, upcoming assignments and due dates, missing work, and teacher communication. Teachers can send individual, group, and course-wide messages to students and parents, and students can communicate safely with teachers and each other. Parents and students are encouraged to monitor students' progress by accessing Canvas. Both parents and students will be provided log in information. Canvas usernames and passwords can be obtained from the High School Office throughout the year if they become lost.

## SCHOOL GRADING SYSTEM

SCORE	LETTER GRADE	VALUE
90-100	A	Outstanding
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing Work
	I	Incomplete

An incomplete must be made up within two weeks after the end of a grading period; otherwise an "F" may be entered as the student's grade.

\* College Courses and honor courses may be graded on a weighted scale.

## EARLY JOB PLACEMENT

Students on early job placement receive their lab grade from the employer. If a student is fired from their job, they may receive an F in lab for the time spent on the job for that grading period.

## FINAL GRADE FOR A SEMESTER LONG COURSE

Final grades for a **SEMESTER LONG** course are determined by doubling the nine week grades and adding the midterm and then dividing by 5.

### Example:

	1st		2nd		Exam								TOTAL
Class	A	4	B	3	C	2							9
	A	4	B	3									7
Total Points													16
Divided by													5
Final Grade													3.2
Final Letter Grade													B

FINAL GRADE SCALE	
A	3.5 – 4.0
B	2.6 – 3.4
C	1.6 – 2.5
D	0.6 – 1.5
F	0.0 – 0.5

## **PASSING A SEMESTER LONG COURSE**

To successfully pass a semester course, students must have each of the following:

1. At least 3 quality points during the course (A=4, B=3, C=2, D=1, F=0) - Quarter grades are doubled, exams are not.
2. At least 2 out of the 3 grades must be passing grades.

## **GRADING FOR CTE SEMESTER COURSES**

- \* Students must earn 1.5 credits to move onto senior year in the same program.
- \* End of Course Exams will be taken during the same school year as the course is taken.
- \* Students may have the opportunity to retake the End of Course exams for a better score during the senior year.

## **GRADING FOR COLLEGE CREDIT PLUS AND HONORS COURSES**

Grades for these courses are weighted on a 5 point scale..

## **GRADUATION REQUIREMENTS/CREDIT DEFICIENCIES**

Refer to the ODE website for current graduation requirements and/or contact your Associate School counselor.

## **ONLINE LEARNING/CREDIT RECOVERY**

- Students should expect online course work via Canvas on calamity days.
- If you have not passed a course or need to make-up courses, see your school counselor for information.

# **COLLEGE CREDIT**

## **ARTICULATED CREDITS**

JVS graduates may be eligible to receive college credits for the successful completion of their program. Students who meet all requirements agreed to by the JVS and the college for the junior and senior years may qualify for articulated credit at LCCC or other colleges. Graduating seniors should contact their instructor or the Student Services Office to check their eligibility.

## **NCAA CLEARINGHOUSE INFORMATION**

May be obtained by contacting your counselor or visiting [www.LCJVS.com](http://www.LCJVS.com) under the Student Services page.

## **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus (CCP) program can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course through College Credit Plus is free of charge. For the 2021-2022 school year, the following courses may be offered on-site at JVS in partnership with LCCC: English Composition 161 and 162 and History – United States I and II. Students can also take college courses on campus at LCCC and/or online. Students must meet LCCC requirements in order to participate in these courses. For more information on College Credit Plus, contact the Student Services office or visit the Ohio Department of Education webpage at <http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus> or the Ohio Board of Regents webpage at <https://www.ohiohighered.org/ccp>.

## **C-TAG Credit**

C-TAG credit may be earned when students demonstrate specific competencies in career technical programs. See your school counselor with questions/

# **CERTIFICATES, AWARDS, SCHOLARSHIPS, FINANCIAL AID**

## **DIPLOMA/CERTIFICATES**

Diploma	Upon completion of the necessary requirements, you will be awarded a diploma from your associate school.
Career Tech Certificate	You will receive a Career Tech Certificate from the Lorain County JVS, provided you meet the criteria for your career tech program.
CT Honors Diploma	Students may have the opportunity to earn a Career Technical Honors Diploma. CT requirements can be met at the JVS. See your counselor for details.

## **SCHOLARSHIPS**

Please visit [lcjvs.com](http://lcjvs.com) under the Student Services tab for an extensive list of available scholarships.

## EMPLOYMENT & WORK-BASED LEARNING OPPORTUNITIES

### WORK PERMITS

Information concerning labor laws and application forms for student work permits are available in the Career Services Office. The work permit form is available on the JVS website under Student Forms. When these forms are completed and returned, the permit will be entered into the State system. A copy will then be signed and given back to the student to be taken to the employer.

### JOB SEARCH ASSISTANCE

The JVS Career Services Office provides assistance to students to help them find a suitable job related to their training program. Student attendance, job readiness, program competency evaluations, and teacher recommendations are all factors considered to determine placement eligibility. The following information outlines the opportunities available to students: Work-Based Learning Experiences, Summer Internship, and Early Job Placement.

### WORK-BASED LEARNING EXPERIENCES

Students may have an opportunity to participate in a Work-Based Learning Experience before graduation, provided they meet certain criteria, based on grades, attendance, behavior, and teacher recommendations. These experiences are customized for each program. Work-based learning experiences are usually unpaid and generally short in duration. They are designed to let students improve the skills they've learned in the technical lab and acquire new skills specific to the worksite. As part of the experience, students will be asked to share the new skills or experience they've had with their classmates. A work-based learning experience allows an employer to assess a student's abilities, work ethic and may lead to employment.

Additional work-based learning experiences include but are not limited to:

- Job Shadowing
- Working Interview
- Job Visitation/Tour

Although work-based learning experiences are considered excused time off from school, students are responsible for completing all missed work.

### SUMMER INTERNSHIP

The Summer Internship Program is an on-the-job, paid summer training experience for high school students, between the junior and senior year, for which a student earns 1.5 school elective credits. The goal of the Summer Internship Program is to enhance student competencies and develop additional skills that strengthen personal qualities important in the workplace.

A Summer Intern will work a minimum of 180 hours at a job related to his/her program of study. There is no limit to the amount of additional hours the Intern may work. Summer Interns are paired with a trained mentor from the company they are working for. This person is an experienced employee that the student can learn from and model. A JVS Job Coach (usually the lab instructor) will also visit the student at the worksite several times during the Internship. The Job Coach will help the student adjust to the workplace culture and work with the mentor to evaluate their job performance.

Students who successfully complete the Summer Internship Program, meet eligibility criteria, and who have lab and academic instructors' recommendations, may begin early job placement on the specified date of the first grading period.

All junior students are eligible to apply for the Summer Internship Program. Applications are available from the lab instructors in March. The application process is selective and students must meet the following criteria to be considered for an Internship:

<b>Attendance</b>	A maximum of 7 days (42.91 hours) absence allowed through the 3rd 9-week grading period.
<b>Grade Point Average</b>	Students must have earned an overall 2.5 cumulative GPA in all Academic courses taken at the JVS, and have earned a cumulative 3.0 GPA in lab by the end of the third grading period. Students must have enough credits to be considered "on track" for graduation.
<b>Suspensions</b>	Students with less than 5 days OSS may be considered for the internship with review and approval by the Principal and/or Assistant Principals. Students with 5 days or more of OSS may not be eligible for Summer Internship. Students who have repeated ISAs or Wednesday School may also be considered for the internship with review and approval by the Principal and/or Assistant Principals.
<b>Teacher Recommendations</b>	All teachers must recommend the student and sign the student's Summer Internship application.
<b>Completed Summer Internship Application</b>	
<b>Resume</b>	Recommended
<b>Valid driver's license or approved, reliable transportation</b>	
<b>Fees Paid</b>	All fees must be paid in full or a payment plan must be established before a student can be accepted into the Summer Internship Program. Students should see the JVS Treasurer's Office to set up a payment plan.

To get full credit for the Internship and be eligible for early placement, students must:

- Work a minimum of 180 hours.
- Attend all scheduled Summer Internship workshops and meetings.
- Complete and turn in all required documentation including: training agreement and wage & hour form.

Not completing all necessary requirements for the Summer Internship as stated above, will affect a student's early job placement privileges.

## **EARLY JOB PLACEMENT**

### **JOB PLACEMENT PHILOSOPHY**

An important goal of career-technical education is effective job placement for students. Early Job Placement matches students' skills and career interests with employers' needs. Effective job matches will reduce an employer's hiring and turnover costs.

Early Job Placement is a training option for qualified students that aids in the transition from school to work prior to graduation.

Early Job Placement may begin on the specified date of the first grading period for those students who successfully completed the Summer Internship Program, who meet eligibility criteria and have all lab and academic instructors' recommendations. In addition, Early Job Placement may begin for all other students based on the schedule and criteria below. Eligible students are permitted to work during the lab portion of the school day up to 100 half-days or 50 full-days during their senior year, based on their program schedule.

Prior to early job placement, all students and their employers will complete a formal Training Agreement. The Training Agreement outlines personal information and lists job duties and responsibilities. In addition, the early job placement eligibility form must be completed.

**Participation in all job placement opportunities is a privilege. Students may be denied participation due to grades, attendance, discipline and/or behavior. In addition, each student will be looked at on an individual basis; administrative discretion may apply.**

### **SENIOR EARLY JOB PLACEMENT**

***Due to House Bill 410, all attendance is based on minutes/hours.***

***Therefore, time not spent in school, whether tardy or unexcused, will be counted towards an absence.***

#### **Effective October 10, 2022**

Successful completion of Summer Internship; A average in Lab; B average or above in each individual class; no more than one day (6.13 hours) of absence. Once on early job placement, no more than 3 days out in the first semester; lab instructor recommendation; grade verification sheet completed; signed training agreement; on track for graduation; passed and/or met requirements for state testing, and all fees paid or payment plan established.

#### **Effective November 7, 2022**

Successful completion of Summer Internship; A average in Lab; B average or above in each individual class; no more than two days (12.26 hours) absence. Once on early job placement; no more than 3 days out in the first semester; lab instructor recommendation; grade verification sheet completed; signed training agreement; on track for graduation; passed and/or met requirements for state testing, and all fees paid or payment plan established.

#### **Effective December 5, 2022**

Successful completion of Summer Internship; A average in Lab; B average or above in each individual class; no more than three days (18.39 hours) of absence. Once on early job placement, no more than 3 days out in the first semester; lab instructor recommendation; grade verification sheet completed; signed training agreement; on track for graduation; passed and/or met requirements for state testing, and all fees paid or payment plan established.

#### **Effective January 9, 2023**

B average in Lab, B average or above in each individual class, no more than 5 days (30.65 hours) of absence, lab instructor recommendation, grade verification sheet completed, signed training agreement, on track for graduation, passed and/or met requirements for state testing, and all fees paid or payment plan established.

#### **Effective February 6, 2023**

B average in Lab, B average or above in each individual class, no more than 6 days (36.78 hours) of absence, lab instructor recommendation, grade verification sheet completed, signed training agreement, on track for graduation, passed and/or met requirements for state testing, and all fees paid or payment plan established.

**Effective March 6, 2023**

B average in lab, C average or above in each class, no more than 8 days (49.04 hours) of absence, lab instructor recommendation, grade verification sheet completed, signed training agreement, on track for graduation, passed and/or met requirements for state testing, and all fees paid or payment plan established.

**Effective April 3, 2023**

C average in lab, C average or above in each individual class, no more than 12 days (73.56 hours) of absence, lab instructor recommendation, grade verification sheet completed, signed training agreement, on track for graduation, passed and/or met requirements for state testing, and all fees paid or payment plan established.

**JUNIOR PLACEMENT ELIGIBILITY**

To be eligible for early job placement during the last three (3) weeks of school during the junior year, students must meet the following criteria:

- A 3.4 or better in Lab
- A 3.0 (B average) or better in each individual class
- Lab Instructor Recommendation
- All Teachers Recommendations
- Excellent Attendance (0-5 Absences, excused or unexcused)
- Signed Training Agreement
- Fees Paid or a payment plan in place
- Principal/Assistant Principal Recommendation
- Suspensions will be reviewed and taken into consideration
- Resume
- Students must be a Summer Internship candidate to be eligible for early junior placement privileges; however, junior early placement is not a requirement of the Internship Program.
- Each student will be looked at on an individual basis; administrative discretion may be used.

**EARLY PLACEMENT FOLLOW-UP**

1. Instructors maintain regular contact with students and employers to monitor student progress, as the instructor is still the teacher of record.
2. It is recommended that instructors use the Employer Evaluation Sheet for each student on placement throughout each quarter. The Employer Evaluation Sheet will be saved by the instructor and used to determine the quarterly grade.
3. Students must adhere to the placement criteria including grades, attendance and behavior to remain on early job placement. Difficulties with attendance, grades and/or suspensions may mean loss of placement privileges.

## **SECTION 504/TITLE IX**

Any questions or concerns pertaining to Section 504/Title IX should be directed to the Title IX Coordinator at Lorain County JVS, 15181 State Route 58, Oberlin, OH 44074, or by calling (440) 774-1051.



"The Lorain County JVS does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups."