



2016 – 2017 Student/Parent Handbook

This Student/Parent Handbook belongs to:

Name

Program

Associate School

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 Please be advised that, due to printing deadlines, information in this Student/Parent Handbook may be outdated, i.e., changes in regulations, policies or programs.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.

15181 State Route 58 Oberlin, OH 44074
TELEPHONE NUMBER: 440-774-1051

ADMINISTRATIVE & SUPPORT STAFF

ADMINISTRATIVE STAFF

Mrs. Jill Petitti	Principal	Ext. 22271
Mr. Patrick Foreman	Assistant Principal	Ext. 22272
Mrs. Christina Pelto	Assistant Principal	Ext. 22273
Mr. Keith Blalock	Supervisor	Ext. 22218
Mrs. Courtney Griffiths	Supervisor	Ext. 22268
Mr. Jason Kaczay	Supervisor	Ext. 22311
Mr. Brandon Kushinski	Supervisor	Ext. 22247
Mrs. Denise Scarpucci	Supervisor	Ext. 22262

STUDENT SERVICES

School Assignments may change due to enrollment numbers

Ms. Joanne Gleason	Counselor: AV, BR, MI, WE	Ext. 22284
Ms. Shannon Meadows	Counselor: AL, AM, CO, NR, OB	Ext. 22269
Mr. Chris Wilde	Counselor: CL, EL, FI, KE	Ext. 22267

SCHOOL RESOURCE OFFICER

Deputy Anthony Pluta	School Resource Officer	Ext. 22203
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SUPPORT STAFF

Ms. Michele Rennie	Admin. Assist., Principal	Ext. 22270
Mrs. Robbie Muzik	Admin. Assist., Student Services	Ext. 22237
Mrs. Jessica Ross	Admin. Assist., Student Services	Ext. 22230
Ms. Mary West	Admin. Assist., Asst. Principals	Ext. 22221
Mrs. Lucy Hardin	Admin. Assist., Attendance	Ext. 22220
Mrs. Julie Smyth	Admin. Assist., Discipline	Ext. 22507
Mrs. Cheryl Fridenstine	Admin. Assist., Career Services	Ext. 22433
Mrs. Linda Giesel	Admin. Assist., Special Ed./Supervisors	Ext. 22210
Mrs. Tania Chafin	Financial Clerk	Ext. 22275

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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 to pursue your educational career goals.

We believe that the JVS offers excellent skill training and valuable life experiences through our 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.

This handbook was written specifically to help you become familiar with our school's programs and policies. We ask that you read the Student/Parent Handbook carefully and keep it available for reference throughout the school year. For your convenience, the Student/Parent Handbook is also available on our website at www.lcjvs.com. Please feel free to contact our office if you have any questions. Again Welcome!

Mrs. Jill Petitti, Principal
Mr. Patrick Foreman, Assistant Principal
Mrs. Christina Peltó, Assistant Principal

jpetitti@lcjvs.net
pforeman@lcjvs.net
tpelto@lcjvs.net

COURSE OFFERINGS

CAREER TECHNICAL PROGRAMS:

Allied Health Sciences
Auto Technology
Bakery and Pastry Arts
Career Based Intervention
Career Explorations
Career Readiness
Carpentry
Collision Repair
Commercial Truck Technology
Computerized Design and Drafting
Cosmetology
Culinary Arts
Digital Media Arts
Early Childhood Education
Heating and Air Conditioning
Hospitality Services

Industrial Electricity
Industrial Equipment Mechanics
Job Training Program
Landscape and Greenhouse Management
Maintenance Services
Marketing and Management
Masonry Trades
Network Communications Technology
Plumbing and Pipefitting
Precision Machine Technology
Project Lead The Way - Engineering
Public Safety
Teacher Education Exploration
Web and Graphic Design
Welding and Fabrication

ELECTIVES THAT MAY BE OFFERED:

Anatomy/Physiology
Biology
Chemistry
Civil Engineering & Architecture
Communications
Early Military History
Exploration of Literature

Modern Military History
Modern Social Issues
OSHA
Planned Reading
Psychology
Sociology

COLLEGE CREDIT PLUS ON-SITE COURSES:

LCCC Math
LCCC English Composition 161
LCCC English Composition 162

ON-LINE COURSES THAT MAY BE AVAILABLE:

Health
Language Arts
Math

Physical Education
Science
Social Studies

ASSOCIATE SCHOOL INFORMATION

Lorain County JVS has students from 13 area high schools. We invite you to become involved in activities at the JVS, but we also want you to continue to be involved with your associate school. Extra-curricular activities of many different types will be offered by your associate school, and you are encouraged to participate as much as possible.

BULLETIN BOARDS

The information concerning associate schools and JVS activities will be printed on the morning announcement sheets and posted on each associate school and JVS bulletin board. The announcements must first be approved by the JVS Principal's Office. These bulletin boards are located in Quarry Room B and you should check them on a daily basis. If you need specific information concerning your associate school, you can contact your JVS counselor. By providing Student Services your email address, the morning announcements may be emailed to you daily.

ATHLETICS

Students attending Lorain County JVS are encouraged to participate in the athletic programs and other activities at their associate school. The standards established by the associate school concerning athletic eligibility will be maintained at the Lorain County JVS. The JVS staff will cooperate in providing eligibility information as needed to your associate school.

MEETINGS

Throughout the school year, representatives of associate schools will meet with JVS students to inform them of activities and listen to their concerns. You will be notified of these meetings on the morning announcements. These announcements are also available on the JVS website.

ASSEMBLIES/PROGRAMS

You may be released occasionally from the JVS to attend your associate school assemblies and other activities as scheduled by the JVS Principal and your associate school Principal. You will be notified on the morning announcements of these special events. Some associate schools schedule meetings and special activities (such as senior breakfasts) at the associate school at the beginning of the school day. When these students arrive at the JVS, they must first stop at the Attendance Office to receive a pass to return to class.

VOTING

Students are encouraged to vote for associate school events (homecoming, class officers, prom, etc.) while attending JVS. You will be able to vote on these special items in the main lobby during your assigned lunch period or at a special class meeting called by the JVS Student Services staff.

YEARBOOK PICTURES

You are required to follow your associate school policies concerning formal senior pictures for their yearbook. The JVS does send copies of the pictures taken for our school use to the associate school so they can use them. The associate schools send photographers to the JVS to get candid pictures of students working in their career-technical labs.

GRADUATION ITEMS

When your associate school is selecting its graduation announcements, class colors, etc. the materials will be on display for you to view before you make your decision. Information concerning ordering class rings or graduation materials will be given to JVS students in their classes. Representatives from these companies will be available to take and deliver orders and answer questions in the main lobby during your assigned lunch period.

ATTENDANCE AND TARDINESS

Students attending Lorain County JVS are to follow the JVS school calendar.

Associate schools may run buses when they are closed and the JVS is open.

ATTENDANCE AND JOB OPPORTUNITIES

The Lorain County JVS believes that a student graduating from high school should demonstrate the work habits expected in the business community.

ATTENDANCE POLICY

It is important that parents and students understand the Attendance Policy of the Lorain County JVS and the expectations of the Lorain County Juvenile Court. Together, the schools and the court work in partnership to promote and encourage prompt regular daily attendance. The employers expect us to have high attendance standards. As parents, please monitor your child's daily attendance and be sure to:

- 1) Call school every day that your child is absent and**
- 2) Send a note explaining the absence to school when your child returns to his/her classes.**

Without a written note, the absence(s) are considered "unexcused." The notes are to be given to the student's first period teacher on the next day of attendance. All notes should be received within one week of the absence.

Please be aware that all absences after (5) days a semester require verified written documentation for every day that your child is absent from school, regardless of the reason. Only notes from doctors, dentists, hospitals/clinics, court, funeral home, along with observance of a religious holiday, driving exam testing, and pre-arranged college visitation can officially excuse an absence after 5 days. Any undocumented days of absence are unexcused. After five (5) days of absence, notes from parent/guardians may explain an absence, but will not officially excuse the absence. Absences past 5 unexcused absences may result in a court referral. At any time, a Lorain County Juvenile Officer may counsel your child regarding attendance. Please keep in mind that the typical student misses 2-4 days of school per year. The standards of prompt, daily school attendance are covered in the Ohio Revised Code: 3321.04 and the Ohio Administrative Code: 3301-51-13.

SIGN-IN PROCEDURES FOR TARDIES/LATE ARRIVALS

Upon entering the JVS, students should "sign-in" at the Attendance Office.

EXCUSED ABSENCES

According to the Ohio Revised Code 3321.04 in reference to Attendance, the State of Ohio recognizes the following reasons for missing school:

- Personal illness
- Illness in the family
- Quarantine
- Death in the immediate family
- Approved work at home
- Observance of religious holidays
- An act of God/natural disaster
- Certified court appearances
- Approved school activity
- College visits approved in advance

UNEXCUSED ABSENCES

Students may be considered truant if absent from school without the previous knowledge or permission of their parents or guardians. Students who are truant may not make up daily attendance points or work missed. If the student is under 18 years of age and has extended unexcused absences, a court referral may be made. A court referral will determine the action to be taken. If the absences continue, alternative discipline may be necessary. Excessive unexcused absence may result in a failing grade and possible withdrawal from school.

STUDENTS ON VACATION

Vacation requests, made by parents in writing before taking vacation, may be approved as excused. Vacation request forms are available in the Attendance Office. Daily participation points are not acquired by a student on vacation. The student will receive a “zero” for each day of the vacation which will be changed when the missed work is made up satisfactorily. Compulsory school attendance law states: A request for vacation cannot exceed five school days per school year. Students with absence issues should use vacation requests carefully. Greater than five days absence will be considered unexcused.

LATE ARRIVAL/EARLY RELEASE

Permission for Late Arrival/Early Release is only granted to students on an individual basis per Administrator approval. This privilege may be revoked at any time per Administration discretion.

ATTENDANCE/ABSENCE APPEAL

A student may be in danger of failing one or more classes with excessive absences. The student’s parent or guardian will have five school days from the end of the grading period to appeal the grade in writing. Following the appeal, a decision will be made to give an “Incomplete”, a passing grade or an “F”.

EXTENDED ILLNESS

If you are ill and you will be out of school for more than five days in a row, the school needs a statement from your doctor that indicates the length of time you will be absent.

Homework Assignments

If you have an extended illness, weekly assignments may be sent to you. Teachers may give the homework assignments to the office when requested.

Tutoring

Tutoring, through your associate school, may be provided to you if you will be out of school with extended absence with associate school approval. The JVS may provide assistance or materials to tutors at hospitals and treatment centers when appropriate.

Returning to School

When you return to the JVS after an extended illness, the amount of make-up work will be determined by your teachers and approved by school officials. You may be given the opportunity to make-up work missed which will be turned in after a determined period of time, which is usually one day for each day of absence.

Grading and Make-up Work

If a student has extended illness and a grading period is ending, an “Incomplete” will appear on the grade card unless the work has been completed. The “Incomplete” will be changed to a grade after the work has been made up, or it could be changed to an “F” if the work is not made up within a certain period of time. As a general rule, one day of make-up time is available for each day of absence. Each student is responsible for requesting their make-up work.

Re-Entry Conference

Teachers and counselors will help make the return to school adjustment after an extended illness. A re-entry conference may be held with the student, teacher, counselor and other supportive people before the student goes back to class when appropriate.

TARDINESS

To School: After 7:50 a.m. students should report directly to the Attendance Office to obtain a tardy or re-admit slip. After the third tardy to school (per semester), a detention will be issued by the first period teacher and a phone call may be made by the Instructor. Beyond four tardies, the student should be referred to the Attendance Office for further discipline. At this stage a parental contact may be made to review the student's lateness. **If tardiness to school continues, alternative discipline may be necessary which can include removal of driving and parking privileges.**

If the associate school bus arrives after 7:50 a.m., the student must report to the Attendance Office for a late bus pass and then go directly to class.

To Class: Generally there are four minutes between classes. The classroom teacher will handle discipline for tardiness to class. Excessive tardies to class may result in further discipline.

Student Signs In	
7:50-9:00 am	Tardy
9:01-11:59 am	½ Day Absence
12:00 pm	Full Day Absence

Student Signs Out	
7:50-10:59 am	Full Day Absence
11:00am-1:50 pm	½ Day Absence

PERMISSION TO LEAVE THE BUILDING

A student cannot leave the building or property during the school day without first getting permission from the Attendance Office. Permission to leave the building may be issued only at the Attendance Office.

Teachers cannot give a student permission to leave the school building or property. This permission should come from the Principal or Assistant Principal. Any time a student leaves the building or property, a pass is required and signing out in the Attendance Office is a must. Failure to do so may result in the student being counted as truant from school with possible discipline to follow.

To leave school early, the student must bring a note from a parent or guardian to the Attendance Office before the start of school. A telephone call may be made to the parent or guardian to verify that they gave permission for the student to leave school early. When it is time to leave, the teacher will sign the student's Student/Parent Handbook. The student then signs out in the Attendance Office and picks up the permission slip. The student should show the pass to the guard in the parking lot as they leave.

If the student returns to school the same day, the student must sign in at the Attendance Office before returning back to class.

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 the handbook. A primary concern of the school is that students who wish to learn have the right to do so and 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. A student who has broken a school rule will find one or more of the following things happening. 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
- Loss of Driver's License
- Loss of Privilege (extracurricular, field trips, internet use, competitions, etc.)
- Removal from Class
- Removal from School
- Wednesday School
- Suspension
- Community/Social Services/Medical and Out-of-School Counseling
- Restitution
- Sheriff/Legal Authorities Notification
- Court Referral and Court Services
- Expulsion Hearing

SUSPENSION, EXPULSION AND REMOVAL

Detentions can be served Monday through Friday from 7:10 - 7:40 a.m. and 2:15 p.m. – 2:45 p.m. in the Attendance Office. Detentions may be served before or after school in 5/10 minute increments.

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. A personal detention should be signed by both teacher and student with the pink copy given to the student and the white copy will be sent to the Attendance Office.

Suspension from class may be issued from one to ten days and may be in-school or out-of-school. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gave rise to the suspension takes place, days may apply to the following school year. Students may be given an opportunity to make up tests/quizzes and assignments when they are suspended or expelled. Daily points will be "0" when suspended and expelled. Credit earned will be determined by individual teachers. 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. Then, 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 in the cafeteria. Wednesday schools are only offered monthly. Students who fail to serve Wednesday School may face two days suspension.
- In-School Assignment
 - Students assigned to the ISA Room report from 7:40 – 2:15 pm. They are given the opportunity to work on classwork. Rules of ISA apply.
- 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. Community 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. The Superintendent may continue an expulsion into the next school year. 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 on school property or at a school function.
- Assault or aggravated 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.

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.
- 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 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 or conceal any object which might be considered a weapon or dangerous instrument on school property. Weapons and dangerous instruments shall include any object which is used to inflict physical harm or damage including, without limitation laser pointers, guns, knives, ice picks, mace, brass knuckles, explosives (i.e. 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.

Rules

Rule 9 Truancy or Tardiness

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

- Obtain a pass from teacher before leaving a class.
- Return from an absence with an excuse.
- Be on time to school.
- Arrive on time to classes.
- Obtain permission from Attendance Office before leaving the building.

Rule10 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, unless authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student's name and directions for proper use. 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.

Rule 13 Smoking and Tobacco Products

No student shall possess, use, transmit, conceal or roll cigarettes or tobacco products, including smokeless tobacco products and e-cigarettes (Ohio Revised Code 3313.751). After first offense, a court referral may be made for minors.

Rules

Rule 14 Dress Code

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 17-19)

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 Route 58 South, Oberlin, OH 44074, (440) 774-1051.

Rules

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 computer 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 4, 5, 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 felony 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 money damages in a court of law for the student's conduct.

SEARCH/SEIZURE

In order to insure 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 or locker of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. 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. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects including but not limited to electronic devices. Periodic K-9 searches will be conducted throughout the school year.

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 Financial Clerk's Office after school begins.

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. Parking Permits/Spaces are not to be shared.

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:

- Truancy or tardiness
- 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 areas other than high school student lots

Driving to school is a privilege which may be withdrawn for violations of the student conduct code including, but not limited to: excessive absenteeism, tardiness and suspensions. Student drivers are expected to arrive at school on time. Any tardy issues (more than 3 per semester) may result in the loss of parking privileges. Continued absence issues may result in the permanent loss of the privilege. Violations of student parking rules or upon careless or reckless driving while on school grounds may result in the student losing driving privileges. Students who receive driving citations may be subject to meet with the Principal to discuss possible loss of driving and job placement privileges.

SCHOOL OPERATION

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 industrial-type 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. The results of 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, lanyard, and Student/Parent Handbook. **This ID card is to be worn around the neck to be visible at all times while on JVS property. Any staff member in the building may ask to see your ID card.** You may need your ID card to use the Tech Center, borrow tools, take a test, get an early dismissal, and obtain a parking permit. All students are to use both their ID card and Student/Parent Handbook as a hall pass. Lost ID cards may be purchased in the Attendance Office for a fee of \$5.00 and lanyards may be replaced for \$1.00. Failure to wear your ID card may result in discipline. After five purchased ID's, parents may be contacted and students may possibly be removed from class.

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. 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. Coats and book bags are to be kept in school lockers, not carried during the school day.

SCHOOL DRESS CODE POLICY

LORAIN COUNTY JVS IS A UNIFORMED BUILDING

JVS UNIFORM

The JVS Uniform is as follows:

- Pants: Navy, black, khaki or grey (*purchased on your own*)
Shirt/Sweater/Jacket: JVS Academy Specific Approved Attire which is purchased through the Lorain County JVS.

ACADEMY	COLOR
Building Trades	Green
Business/Marketing	Red
Community Service	Grey
Connections	Black
Culinary	Royal
Manufacturing	Maroon
Transportation	Navy

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.

APPAREL	APPROVED	PROHIBITED APPAREL
TOPS	<ul style="list-style-type: none"> • Must be long enough to be able to tuck into waistband of pants • Necklines must be above the top of the arm pit 	<ul style="list-style-type: none"> • Pajama tops • Apparel that is backless or exposes the midriff • See through, sheer or mesh tops • Tank tops, cut off shirts and sleeves, tube tops or off-shoulder tops • Reference to profanity, offensive words, slogans/pictures, drug, alcohol, tobacco, cult/gang slogans/pictures, or sexual references
BOTTOMS	<ul style="list-style-type: none"> • Pants must be worn at or near the waistline • No undergarments may be exposed • Pants must not be a safety concern due to oversize or excessive length 	<ul style="list-style-type: none"> • Pajama bottoms • Pants that are cut-off, torn or have holes • Jeggings, leggings, spandex pants, yoga or distressed exercise pants • Shorts • Skirts (unless approval given) • Jeans (no cut-offs, no holes, no undergarment visible)
FOOTWEAR	<ul style="list-style-type: none"> • Must be worn at all times • Specific to lab area for safety • Must allow student to move safely and quickly 	<ul style="list-style-type: none"> • Slippers • Flip Flops
HATS	<ul style="list-style-type: none"> • Must be stored in lockers 	<ul style="list-style-type: none"> • Caps, hats, bandannas, or any other headgear, are prohibited in classroom and halls during the school day
ACCESSORIES		<ul style="list-style-type: none"> • Jewelry that poses a safety risk • Studded, spiked jewelry, or chains. • Dark glasses unless prescribed by a doctor • Sunglasses • Any accessory which may be dangerous to other students or to school property • Costumes, masks or other clothing deemed inappropriate for school by the Administration.
NO SHORTS ARE PERMITTED AT ANY TIME DURING THE SCHOOL DAY.		

SCHOOL UNIFORM OFFENSE POSSIBLE CONSEQUENCES:

- Warning
- Detention
- Wednesday School
- ISA
- OSS
- Expulsion
- Loss of Daily Points
- Inability to participate in CTSO activity and/or field trips

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 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 TOP only on Fridays during the active season.

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. This clinic is located in the Attendance Office. **ALL STUDENTS MUST HAVE A COMPLETED EMERGENCY MEDICAL/FIELD TRIP/ACCEPTABLE USE FORM ON FILE TO PARTICIPATE IN ANY LAB OR FIELD TRIP.**

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

Guidance and 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

The Student Services Office is open to you before and after school. To see a counselor during school hours, you should get your teacher's permission to see if a counselor is available or to make an appointment.

CHANGING 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.

Juniors:

Changes from one junior 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.*

Seniors:

1. Are encouraged to complete original JVS program
2. Should make any requests to change program by the end of junior year or during the turnaround time of their senior year

Procedures for in-school changes:

1. Student must contact your 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

LORAIN COUNTY JVS BELL SCHEDULE

1 st Period	7:50 - 8:40 am
2 nd Period	8:44 - 9:30 am
3 rd Period	9:34 - 10:20 am
4 th – 5 th Period	10:24 - 11:09 am
5 th – 6 th Period	10:58 - 11:43 am
6 th – 7 th Period	11:13 - 11:58 am
7 th – 8 th Period	11:47 - 12:32 pm
9 th Period	12:36 - 1:21 pm
10 th Period	1:25 - 2:14 pm
Lunch Periods	
4 th Period	10:24 - 10:54 am
6 th Period	11:13 - 11:43 am
8 th Period	12:02 – 12:32 pm

SCHEDULE CHANGES

In order to meet the JVS program requirements, you will be expected to follow the course selection as outlined in the JVS Course Catalog. You will have an opportunity to change your program class option by having a signed course selection sheet submitted to the Student Services Department.

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 2-week turnaround period:

- Contact your JVS counselor
- Complete a “Student Change Request” 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 turn-around time may be referred to that associate school Counselor for recommendation to online courses.

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

If you have completed your junior year at the JVS you are expected to return to the JVS for your senior year.

Juniors 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.
4. A "Change of Student Status" form should be obtained from the JVS counselor and signed by all parties (parent/guardian, cashier, instructors and JVS counselor). You should present this form or a copy to the associate school. You are not permitted to return without this form. The associate school counselor will then sign the form and return it to the JVS.
5. 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.
6. If you are planning to return to your associate school and have not completed the formal transfer process by the last day of the school year, you will be considered in attendance at the JVS for the senior year and will be required to return to the JVS in the fall for at least the first three school days of the senior year.
7. If you are planning to return to your associate school during the senior year, you must complete steps 1,2,3, and 4 of the above within the first three days of the school year.
8. If you are planning to return to your associate school during the first two weeks of your junior year, you must first complete one full school week (5 days) at the JVS and then complete steps 1,2,3 and 4 before the turnaround deadline.
9. If you wish to return to your associate school after the set times in steps 7 and 8, you must do so through administrative approval (JVS and associate school Principals).
10. In all cases a check will be made to see if an IEP is in effect.

STUDENT COSTS: FEES AND FINES

Programs at the Lorain County JVS have fees associated with them. These costs include lab fees, tool kits, and workbooks. Fees may be greater in some programs due to differences in required tools. It is recognized that the payment of the total fee at one time might cause financial hardships in some cases. If this is the case, please contact the Financial Clerk's Office so a payment plan can be established or a Student in Need Grant application may be obtained. Unless arrangements are made as stated above, uncollected fees or other delinquent debts may be referred to a collection agency. The collection agency will then be contacting those individuals. A student whose fees and other debts are unpaid may be prohibited from receiving grades or grade records until the debts are paid in full.

LUNCH/CAFETERIA

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

All food and drink is to be consumed in the cafeterias. No food or beverage is to be taken into the halls, lobby or classrooms. You are required to clear the tables after eating by putting your rubbish and trays in the containers provided. Energy drinks are not recommended as part of the lunch.

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.

COMPUTER/INTERNET/IVDL 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. The computers are provided to assist the student in word processing, accounting, research, and the production of other necessary student materials. **Inappropriate use of the computer, IVDL or electronic devices may result in discipline up to and including suspension, and/or expulsion and loss of computer privileges. (Rule 20). No food or drink is permitted in the Tech Center.**

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.

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

SAFETY DRILLS

The state requires that we conduct Fire/Tornado & Lockdown 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. Pictures will be used for student ID cards.

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, 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 must have prior approval from the student's instructor and the Principal. 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 data use only. Students are permitted to be in possession of laptops, iPADS, notebook/tablets, IPOD's, and/or other electronic devices. Students will be permitted to use their electronic devices during lunch periods and in class as an instructional tool with instructor approval. Phone calls are prohibited during the school day. The school day is 7:50 am – 2:14 pm. Students refusing to turn in their electronic device may face discipline consequences, if requested by a staff member. Lorain County JVS is not responsible for lost, stolen or damaged devices.

Videotaping, filming, audio recording or photographing of any Lorain County JVS student or staff member without the explicit knowledge and permission of the student or staff member is expressly prohibited and may result in discipline.

Electronic devices may not be used on school transportation without the consent of the bus driver/or the supervising teacher. A violation of this may result in confiscation of the equipment for the entire trip. Continued violations may be considered insubordination and further consequences may result.

TECHNOLOGY ENHANCEMENTS

- Students will be permitted to use ear buds for personal use only. Speakers and Bluetooth amplification devices will be prohibited.
- Laser Pointers are prohibited.

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

iPAD PROCEDURES

- 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.
- All school devices can be searched at any time.
- 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.

POSSIBLE CONSEQUENCES FOR MISUSE OF ELECTRONIC DEVICES:

- Warning
- Detention
- Wednesday School
- ISA
- OSS
- Expulsion
- Loss of Daily Points
- Inability to participate in CTSO activity and/or field trips

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.

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.

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.

NATIONAL TECHNICAL HONOR SOCIETY

This honor is awarded to a select group of Lorain County JVS students who exhibit good citizenship, participate in community services, are involved in JVS and associate school activities, have good attendance, meet grade criteria and go beyond the assigned classroom tasks, as well as display characteristics of an excellent employee. Forms 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. In previous years, the Council has participated in dances, Thanksgiving food drives, helped with Open House, Parent Conference Days, and other JVS special events.

LCJVS INTERACT

INTERACT is a Rotary-sponsored service club for JVS students. The INTERACT Club carries out at least two service projects yearly, one that serves the school or the community, and another that furthers international understanding. The LCJVS INTERACT Club is sponsored by the Elyria Rotary Club, which provides guidance on a continuing basis. In addition, Interactors often form a service partnership with the sponsoring Rotarians, lending their enthusiastic support to a variety of Rotary projects.

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.**

COMPETITIONS

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

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. Lorain County JVS is an approved testing site for the ACT. See your counselor for testing dates.

- **OHIO GRADUATION TEST**

The Ohio Graduation Test (OGT) will be administered to all students needing to pass one or more sections of the test in October and March.

- **CAREER-TECHNICAL TESTS**

JVS students will take the 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.

SENIOR RECOGNITION CEREMONY

A special ceremony for seniors completing their career-technical program will be scheduled and held in May. The JVS will honor all phases of the school program (academic and career-technical). One senior from each program will be awarded the Outstanding Senior Award. Other students recognized will be winners of Perfect Attendance Certificates, Scholarships, and National Contests. Certificates of Completion and Career Portfolios will be awarded to each student at this event. Be sure to contact your associate school to obtain specific graduation ceremony information.

SOPHOMORE CAREER DAYS

Sophomores interested in attending the JVS, from our 13 associate school districts, visit the JVS during a two day period. **JVS** students are asked to put on demonstrations, act in a professional manner, give tours of the career-technical labs and share their experiences at the JVS.

TOUR GUIDES/PUBLIC RELATIONS PERSONS

Each school year, thousands of people tour the JVS. These include local business and community leaders, interested citizen's groups, and hundreds of students from our associate school districts. As a student at the JVS, you may have the opportunity to become one of our tour guides or a public relations person.

JVS OPEN HOUSE

Each school year the JVS sponsors an Open House for parents and other interested residents of Lorain County. Students can participate in this event by putting on demonstrations, building displays and acting as tour guides. The JVS Open House will be January 29, 2017 from 1:30 p.m. - 3:30 p.m.

VOTER REGISTRATION

If you are 18 years of age, you have the opportunity to register to vote. See your School Counselor for information concerning voter registration and they will assist you with registration forms.

GRADES, CREDITS, CLASS SCHEDULES

COURSE CREDIT

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

Academics and Electives	= .5 credit per semester
Career-Technical Lab	= 3 credits per year
Related (1 Period)	= 1 credit per year
Course Pathway	= varies per career-technical program

BECOMING A SENIOR AT THE JVS

A junior student can return to the JVS as a senior in the same program if the student passes **all parts** of the career-technical program (related lab when applicable). A junior may return to the JVS in a different program if there are openings in the desired program, and the change is agreed upon by the counselor, parent, student and program instructor.

GRADING POLICY

Each teacher you have will grade you according to that subject area. Make up work that has not been completed satisfactorily will affect your grade.

GRADE CARDS

You will receive grades for each of the four nine week grading periods in the school year along with a midterm and final exam grade.

POWERSCHOOL

As a parent of a Lorain County JVS student, you are encouraged to view your child's grades and attendance often using PowerSchool. To access PowerSchool, you will need to have an active internet connection and a username/password which will be assigned in the beginning of the school year.

To access this information go to <https://ps7-lj.treca.org/public/home.html>.

For questions or problems accessing your child's information, please contact the IT Department at (440) 774-1051 extension 21234.

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 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 1/2 credits to move onto senior year.
- * Students must earn 4.5 credits to be considered a CTE Completer.
- * 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 Courses

These courses may have the potential for weighted grades.

GRADUATION REQUIREMENTS/CREDIT DEFICIENCIES

The minimum state requirements for graduation is 21 credits, however, each associate school may have additional requirements. Be sure to check with your associate school counselor for the number of credits you will need for graduation. You and your parents are responsible to ensure that you have enough credits to graduate from your associate school. Some make up credit for deficiencies may be obtained at the JVS.

ONLINE LEARNING/CREDIT RECOVERY

Plato Coursework

- Online course work may be used to make-up calamity days.
- If you have not passed a course or need to make-up courses, see your school counselor for information.

JVS SUCCESS ACADEMY

This online school may be utilized for students with counselor recommendation to earn credits towards graduation.

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 under the Student Services page.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus 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 2016-2017 school year, the following courses may be offered on-site at JVS in partnership with LCCC: English Composition 161 and 162 and LCCC Math. 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>.

CERTIFICATES, AWARDS, SCHOLARSHIPS, FINANCIAL AID

DIPLOMA/CERTIFICATES

Diploma

Upon completion of the necessary requirements, you will be awarded a diploma from your associate school.

Certificate of Completion

You will receive a certificate of completion from the Lorain County JVS provided you meet the necessary requirements as listed for attendance and criteria for earning credit. All career-technical students must pass all parts of their career-technical program and have a zero fees balance.

Perfect Attendance

A perfect attendance certificate will be given to a student who has not missed any days of school. A certificate can be earned for single or multiple years.

CAREER PORTFOLIO

The Career Portfolio contains documents that identify and describe the marketable skills of each student who completes a career-technical program in Ohio. The students will be given the portfolio at the beginning of the junior year and will build the contents throughout their junior and senior years at the JVS.

SCHOLARSHIPS

Please visit lcjvs.com under the Student Services tab for an extensive list of available scholarships.

EMPLOYMENT & WORK-BASED LEARNING OPPORTUNITIES

WORK PERMITS

You can receive information concerning labor laws and application forms for your work permit in the Career Services Office. 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. Students may be considered ineligible to the elective activities due to unsafe driving practices. 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, established by each Academy, 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 their junior and senior year, for which a student earns 1.5 school 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 who 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:

Attendance	A maximum of 7 days absent allowed through the 3rd 9-week grading period.
Lates/Tardies	Morning tardies to school will be counted as follows: 3 tardies=1/2 day absence.
Grade Point Average	Students must have earned a 2.5 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.
Suspensions	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.
Teacher Recommendations	All teachers must recommend the student and sign the student's Summer Internship application.
Completed Summer Internship	

Application	
Resume	Recommended
Valid driver's license or approved, reliable transportation	
Fees Paid	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 who need financial assistance can inquire about the "Students in Need" grant. Students can see the JVS Financial Clerk 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 senior 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 be used.

SENIOR EARLY JOB PLACEMENT

Effective October 10, 2016

Successful completion of Summer Internship; A average in Lab; B average or above in each individual class; no more than one day of absence. Once on early job placement, no more than 3 days out in the first semester (including tardies-3 tardies equals ½ day absence); lab instructor recommendation; grade verification sheet completed; signed training agreement and current resume on file; on track for graduation; passed Ohio Graduation Tests or attending intervention and all fees paid or payment plan established.

Effective November 7, 2016

Successful completion of Summer Internship: A average in Lab; B average or above in each individual class; no more than one and ½ days absence. Once on early job placement; no more than 3 days out in the first semester (including 3 tardies equals ½ day absence); lab instructor recommendation; grade verification sheet completed; signed training agreement and current resume on file; on track for graduation; passed Ohio Graduation Tests or attending intervention, and all fees paid or payment plan established.

Effective December 5, 2016

Successful completion of Summer Internship: A average in Lab; B average or above in each individual class; no more than two and ½ days of absence. Once on early job placement, no more than 3 days out in the first semester (including 3 tardies equals ½ day absence); lab instructor recommendation; grade verification sheet completed; signed training agreement and current resume on file; on track for graduation; passed Ohio Graduation Tests or attending intervention, and all fees paid or payment plan established.

Effective January 23, 2017

B average in Lab, B average or above in each individual class, no more than 5 days of absence (including tardies – 3 tardies equals ½ day absence), lab instructor recommendation, grade verification sheet completed, signed training agreement, resume on file, on track for graduation, portfolio updated with current information and approved by supervisor, passed Ohio Graduation Tests or attending intervention, and all fees paid or payment plan established.

Effective February 21, 2017

B average in Lab, B average or above in each individual class, no more than 6 days of absence (including tardies – 3 tardies equals ½ day absence), lab instructor recommendation, grade verification sheet completed, signed training agreement, resume on file, on track for graduation, portfolio updated with current information and approved by supervisor, passed Ohio Graduation Tests or attending intervention and all fees paid or a payment plan established.

Effective March 20, 2017

B average in lab, C average or above in each class, no more than 8 days of absence (including tardies – 3 tardies equals ½ day absence), lab instructor recommendation, grade verification sheet completed, signed training agreement, resume on file, on track for graduation, portfolio updated with current information and approved by supervisor, passed Ohio Graduation Tests or attending intervention, and all fees paid or a payment plan established.

Effective April 10, 2017

C average in lab, C average or above in each individual class, no more than 12 days of absence (including tardies – 3 tardies equals ½ day absence), lab instructor recommendation, grade verification sheet completed, signed training agreement, resume on file, on track for graduation, portfolio updated with current information and approved by supervisor, passed Ohio Graduation Tests or attending intervention, and all fees paid or a payment plan established.

JUNIOR PLACEMENT ELIGIBILITY

To be eligible for early job placement during the last three (3) weeks of school during their 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 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."