



Great Oaks Career Campuses

Student Handbook

2017-18 School Year

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**GREAT OAKS CAREER CAMPUSES
STUDENT HANDBOOK
2017-18 SCHOOL YEAR**

I. GREAT OAKS PURPOSE AND GOALS

PURPOSE:

We are Great Oaks—the first choice in providing innovative career training to empower individuals and communities.

GOALS:

All associates work together to:

1. Prepare and support all learners to successfully enter, compete and advance in their educational and career paths.
2. Create an environment and provide resources that meet the evolving needs of learners, industry and our communities.

II. STUDENT RESPONSIBILITIES

Attendance

Attendance is vital to the student’s success at Great Oaks! The student is establishing an attendance record that will be carried over to the next step in their career. Whether the next step is college, working in their career, military or a combination of these, establishing a good attendance record is a necessary factor in the student’s success. Attendance is required of all students enrolled in school during the days and hours that the school is in session.

The campus requires notification and cause for any absence from school or required school activities from the parent. The student’s parent/guardian is required to contact the school office prior to 9:00 AM on the day of the absence. The campus has the right to verify and investigate the cause of any and all absences of any student.

Attendance Definitions

- A. Excused Absences:** Absences will be excused only under the following circumstances.
- a. **Short Term Personal Illness:** The parent or guardian of a student may write an excuse for a student experiencing illness for up to sixty (60) hours. After sixty (60) hours, a doctor's excuse must be provided, signed by the doctor and indicating the reason for the student's inability to attend school. Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, (i.e. two (2) business days), of the student's return to school or the absence will be unexcused.
 - b. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, (i.e. two (2) business days), of the student's return to school.
 - c. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, (i.e. two (2) business days), of the student's return to school.
 - d. **Death in the Family:** Three (3) days excused absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence; however, under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate (i.e. funeral service documentation, etc).
 - e. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, (i.e. two business days), to the absence.
- B. Unexcused Absences:** Absences by consent of the parent or with the parent's knowledge for a reason not acceptable to the school or absences that are not followed by written documentation from the parent or doctor. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
- a. Missing the school bus
 - b. Experiencing transportation problems at home or on the way to school
 - c. Remaining at home to complete school assignments
 - d. Missing school without legitimate illness
 - e. Oversleeping
 - f. Working at a job during the school day without proper job placement paperwork completed
 - g. Babysitting
 - h. Any form of recreation
 - i. Personal business that can be done after school or on the weekends
 - j. Non -school sponsored sports or non-school events

- k. Pictures or portraits
- l. Hunting season

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

For students determined to be habitually truant:

1. Written notice will be provided to the parent/guardian
2. Student will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling will be provided
5. The student's parent or guardian will be asked to attend parental involvement programs or truancy prevention mediation programs
6. As applicable, the registrar of motor vehicles will be notified
7. Children Services will be notified as deemed necessary

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

For students determined to be excessively absent:

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

E. Absence Intervention Team

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

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

1. A representative of the school or district.
2. Another representative from the school or district who has a relationship with the child.
3. The child's parent/guardian.

Care of Equipment

Students are required to show appreciation of and respect for property, including all equipment, supplies and furnishings in the school campus complex as well as that of their own and other students' property.

General housekeeping chores are required of all students including disposal of wastepaper and trash into proper receptacles, keeping work areas free of dirt and litter and, in general, keeping the

classrooms, labs, restrooms, cafeteria, halls and grounds clean, attractive and safe. Students who destroy property or school furnishings and equipment will be held responsible for its immediate repair replacement. Parents or legal custodians may be fined up to \$10,000 and costs for malicious destruction of property by students. (ORC 3109.09)

Career-Technical Courses/Academic Courses Make-up Work

Students are responsible and obligated to make up the work they miss due to absence. All work missed by students must be made up as soon as possible after returning to school. All make-up work must be completed within the quarter missed unless extenuating circumstances (i.e., extended illness) are present requiring special arrangements from administration and instructors. If a course has a time requirement the student will also need to make up the time missed.

Students who are suspended or absent have three days upon their return to make arrangements with their instructor to make up the work. Students expelled will not be permitted to make up their work.

Emergency Medical Forms

Emergency Medical forms are filed in the student's file. Each student is required to return the completed Emergency Medical form to the campus no later than the end of the first week of school. Students may be denied career-technical program participation until the form is completed and submitted.

Enrollment Recommendations

Students enrolled in a two-year secondary program at a career campus are recommended to be in good standing and of junior status in the student's affiliated school. Students enrolled in a one-year program are recommended to be in good standing and of senior status in the student's affiliated school.

Students may earn up to seven credits each school year, depending upon the career-technical pathway and academic courses. Students will receive their high school diplomas from their affiliated schools.

Health and Safety

Correct health and safety practices and procedures are observed on the campus. Proper use of safety equipment and shop safety practices are integral parts of the career-technical program. All accidents must be reported immediately to the main office when they occur.

Great Oaks follows the guidelines of the Occupational Safety and Health Administration (OSHA). Students will not be permitted to fully participate in their educational program if they are in violation of safety guidelines.

Locker Access

Personal possessions of students ordinarily used in school activities may be stored in lockers owned and provided by the school. Students are responsible to lock or secure the lockers. The school is not liable for any item which is damaged or stolen.

Loitering

Loitering about the campus buildings and parking lots is not permitted. Students who arrive early or stay late must be in a designated area. Any student or employee who observes someone loitering on campus should report them to the office.

Medications

Students required to take medication at school must comply with the following procedures:

1. Prescription medication must have written orders from the physician detailing the name of the drug, the dosage and times, and the reason for its use. An employee designated by the Campus Dean must initial and file the orders in the Student Services office.
2. The parent or legal guardian must provide written permission requesting the school to administer the prescribed and/or non-prescribed medication. An emergency telephone number of the parent or legal guardian must be included in the request.
3. The medication must be taken in the presence of the designated employee.
4. The medication must be in its original container.
5. The medication shall be stored properly and secured in the Student Services office.
6. The campus personnel shall notify the parent or legal guardian of any suspected reaction and/or side effects to the medication, which they observe or is reported to them.
7. Accurate records must be kept on all medications administered to students by the designated employee.
8. New request forms must be submitted for each school year and as necessary for any change in medication.

The intent of the above procedures is to ensure that no medication will be taken without proper authorization. The role of the campus will be one of cooperation with the parent and student. The designated employee will distribute medication only if necessary and all of the above guidelines have been followed. (Policy 5141.3)

Parking Permits

Parking permits are available for students not using bus transportation. This includes co-op students who work off campus. Permits to drive on a continuing basis must also be approved by the parents. Parking permits must be displayed in accordance with campus procedures. Cars must be parked and locked upon arrival at the campus. No visiting, eating, loitering or going out for lunch in cars is permitted. Abuse of the use of cars and parking privileges will result in loss of their use. The District will not be held liable for damages, theft, or contents of vehicles on the property.

Personal, Locker, and Vehicle Searches

Student lockers and lab lockers assigned to the student are the property of the Great Oaks Career Campuses (Great Oaks). School officials may conduct random searches of student lockers and their content at any time. Canines may be used for such random searches.

In addition to random searches of lockers and their content, school officials may conduct searches of lockers and any school property assigned to students if there is reasonable cause to believe that the school property or area being searched contains an item or items that constitutes or is evidence of a violation of law or school rules or may be a threat to the safety or security of the student, others, or property. General housekeeping inspection of school property assigned to students and their contents may also be conducted with advance notice to students, and searches of school property assigned to students and their contents may be conducted when there is an emergency situation or imminent threat to the safety of persons or property. Canines may be used for such searches.

A student's person, personal property or automobile may be searched at any time there is reasonable cause to believe that the student has on his or her person or the student's personal property or automobile contains an item or items that constitutes or is evidence of a violation of law or school rules or may be a threat to the safety or security of the student, others, or property. Canines may be used for such searches.

In addition to canine searches, as indicated above, canines may be used, at any time and without notice, to "sniff" any school property areas or automobiles on school property.

Student Dress and Uniforms

The prime responsibility for a student's dress rests with the parent and student. All students shall be neat and clean and shall dress in a manner that is not unduly distracting to others or that interferes with or disrupts the educational process.

Students are to dress in a manner that would satisfy and be acceptable to future employers. This purpose of the dress code is to "dress for success" and come to school properly prepared to participate in the educational process. The dress code includes, but is not limited to hair, clothing, buttons, badges, insignia, words, pictures, jewelry, or other items or symbols or expression ("student dress").

A. Dress Guidelines

Each Great Oaks Career Campus has more specific guidelines regarding student dress and program uniforms.

The following are dress guidelines students are expected to follow.

1. All clothing must be in good taste, clean and in good condition.
2. All students shall wear footwear.

3. Skirts shorter than four inches above the knee, are considered inappropriate for school and are not permitted.
4. Shorts, muscle shirts, strapless or thin strapped tops/dresses, tank tops and mesh dresses/blouses are not permitted.
5. Pants must be worn at the waist. Any clothing, which exposes the midriff, abdomen, cleavage, undergarments or private parts (intentionally or accidentally), is prohibited.
6. Clothing or jewelry displaying words or pictures that represent alcohol, tobacco, drugs, weapons, vulgarity, or a topic that would be inflammatory or offensive is not permitted.
7. Hats or other head coverings are not permitted, except in lab areas where it is necessary for safety purposes.
8. Wearing or carrying gang or satanic symbols or making gestures that symbolize gang membership is prohibited.
9. Wearing sunglasses inside the school building is prohibited.
10. Clothing or jewelry, which represents a potential danger or safety hazard, is not permitted.

B. Lab Attire

The general rule for program attire is "industry standards." All programs have a dress code. Students are expected to fully comply with program and safety attire.

Uniform colors and styles will be determined by instructors and program affiliation. The instructor will also determine when uniforms will be worn. It is recommended that students buy at least two sets of uniforms, in order to maintain a clean and neat appearance and promote good personal hygiene. In some labs, jewelry represents a safety hazard and must be removed. Hair must also be worn in such a manner as to assure the student's safety.

Program participation may be limited when appropriate lab and safety attire are not worn.

Student Handbook

All students have access to the student handbook on the district website, www.greatoaks.com, containing the student code of conduct, district and campus information.

Student I.D. Cards

A picture I.D. card is provided for each student at the beginning of the school year. The student shall be responsible for his/her own I.D. card and the cost of securing a replacement if lost. A student's I.D. shall be visibly displayed at all times when they are on school property.

Student Laptop Program and Network Information User Agreement

The Student Laptop Program at Great Oaks is designed to help students succeed academically and prepare them to be college and career ready. During the school year, students will have full use of district-owned laptops assigned to them for use in their career technical and academic courses. Students are offered access to the district computer network and the Internet. All students must obtain parental/guardian permission and sign the Computer Network Information User Agreement. This form stipulates the appropriate usages of the computer access and Internet. Violation of the user agreement form will result in disciplinary and/or legal action.

Student Tool Kits

Students are responsible for securing their tools. Each student is assigned a locker in the laboratory to secure tool kits and personal possessions. The district will not be held liable for the damage or disappearance of students' tools, uniforms, or other personal property. Students are responsible for providing a lock for their lab locker and toolbox.

III. STUDENT RESOURCES

Acorn Center

Scarlet Oaks Career Campus operates a state licensed daycare facility on a fee basis for infants and toddlers. This center operates from 7:30 a.m. to 6:00 p.m., Monday through Friday. Daycare is available to students, staff, and community. For additional information contact Scarlet Oaks Acorn Center at 513.771.8810.

Awards and Recognition

There will be numerous opportunities for students to gain recognition and to receive honors and awards. Many of these are through Career Technical Student Organizations, National Technical Honor Society, Honor Roll, Perfect Attendance, and Student Ambassadors. Teachers and counselors have more information on this.

Career Passports

The Career Passport is a credentialing tool that documents the specific occupational skills, academic skills, and employability skills of students who participate in a secondary or post-secondary program in Ohio. It contains a cover letter from the Great Oaks President/CEO of Great Oaks, a Personal Data sheet highlighting the graduate's education and employment history, activities, awards, and special recognitions, community service, etc. A competency profile of the skills mastered in the Career Pathway is included.

The Career Passport provides employers with an accurate, reliable tool for evaluating job applicants. It enhances the individual career planning process for students and assists them in marketing themselves to prospective employers. It increases the accountability to the community by documenting each

student's mastery of specific competencies that business and industry has said their employees must have to be successful.

Career Technical Certificates

A. Certificate of Career - Technical Preparation

This certificate is for students that have successfully completed all courses in their career-technical program. For a 2- year program, it is all career tech courses for both years. For a 1- year program it is for all courses for 1-year program.

B. Certificate of Participation

This certificate is for students that do not successfully complete all courses in their career technical program.

College Credit Opportunities

Great Oaks students are able to earn college credit through College Credit Plus, Career Technical Assurance Guides (CTAG) and Articulation Agreements. Our Career and Technical Instructors and Counselors can help guide the student through this process.

A. College Credit Plus (CCP)

All of our campuses offer the opportunity for qualifying students to participate in College Credit Plus. College Credit Plus is simultaneously earning college and high school credit, in the academic areas of English, mathematics, science, social studies, and some career-technical programs. Students who earn these credits will receive a transcript from our partnering postsecondary school. By law these credits will be accepted by any public college or university in the State of Ohio.

B. Career Technical Assurance Guides (CTAG)

Many of our Career and Technical Courses have been approved for college credit. These courses are designated as a **CTAG** course and if successfully completed are eligible for college credit at an Ohio public college or university in an approved post-secondary pathway. Some of the **CTAG** credits are combined with successful completion of an industry credential and/or passage of WebXams which are end of courses assessments for our Career and Technical courses. For more information on **CTAG** go to: <https://www.ohiohighered.org/transfer/ct2/earning-college-credit> .

C. Articulation Agreements

Great Oaks has articulation agreements with area colleges and apprenticeship programs. Great Oaks articulation agreements are formal agreements between Great Oaks and the specific entity of postsecondary-level learning which details how learning completed at Great Oaks will be accepted and applied by another toward its courses/certificates/degree programs.

Cybrary and Maker Space

In addition to instructional and media resources, each of our Cybraries have a Maker Space. A Maker Space is where people can gather to create, invent, and learn. Each campus has a Maker Space with a 3D printer, laser engraver, button maker and more! All students are encouraged to utilize these resources.

Free and Reduced Price Meals

Great Oaks participates in the Direct Certification Process with the National School Lunch Program. More information about the National School Lunch Program is at <http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>. Each campus offers breakfast and lunch each day. School counselors can assist with this process.

Great Oaks Foundation Student Financial Assistance

The Great Oaks Education Foundation helps students overcome the obstacles to graduation, employment and continuing education. The foundation provides funds to each campus to address these obstacles. If in need, students should meet with their counselor for support.

The Great Oaks Education Foundation also provides scholarship opportunities to graduates on a competitive basis. All scholarships are endowed scholarships that have been established by generous donors. Information and applications are available on the Great Oaks Education Foundation website.

Great Oaks Warranty Program

Great Oaks is confident that its graduates have acquired the best possible career technical education. We will stand behind our product, cognizant of the fact that the curriculum and the quality of instruction are excellent. To demonstrate this confidence, Great Oaks will warranty all Great Oaks graduates who qualify for the Certificate of Career-Technical Preparation and who are employed through the campus placement program. This warranty issued to employers who hire our graduates will guarantee free additional education if the graduate's certified competencies is found lacking.

Job Placement

Job placement services are available to all students. During the school year the initial contact is the career technical instructor. In addition, we have resources for the student on all aspects of the job application process. This includes resumes, interview tips and a job posting database. Job placement provides an opportunity for the student to make a transition from school-trained skills to job skill application under the guidance of the instructor and the employer.

A. Youth Apprenticeship Program

This registered apprenticeship option will allow for the expansion of apprenticeship and mentorship starting at the completion of the 10th grade level and expanding beyond the High school year. The program is designed to prepare students for a school-to-work transition in collaboration with business, industry, labor, and education, which ensures what is learned at

school, is in concert with the world of work. Students will not receive credit for work hours until officially accepted into the appropriate apprenticeship program per their trade area.

Youth Apprenticeship includes the following programs:

Heating, Ventilating, and Air Conditioning
Commercial and Residential Electricity
Construction Framing and Finishing Technologies
Culinary Arts and Hospitality Services
Engineering Technologies & Robotics
Heavy Equipment Operations
Masonry
Precision Machining
Welding

Contact the Director of Student Services for specifics on enrollment guidelines.

B. School-to-Apprenticeship Program

Apprenticeship is a system for teaching the practical and theoretical aspects of technical and skilled trades needed by business and industry. It combines on-the-job training with related classroom technical instruction. Apprentices train under the direction of experienced craftsmen commonly called “journeymen.”

School-to-Apprenticeship Programs include:

Auto Collision
Auto Mechanics
Commercial and Residential Electricity
Construction Framing and Finishing Technologies
Culinary Arts and Hospitality Services
Engineering Technologies & Robotics
Heating, Ventilating, and Air Conditioning
Heavy Equipment Operations
Industrial Diesel Mechanics
Masonry
Precision Machining
Welding

C. Co-Op/Internship Program- (May begin the second week of senior year)

The Co-Op/Internship Program is designed to place students in a career where a registered apprentice program is not available. This experience will give the student an opportunity to compete in their career area.

Requirements for Co-Op/Internship and Apprenticeship Programs:

1. Maintain good attendance - 95% junior year and current year - No more than 9 days' absence in junior year.
2. Grade Average - B or better in each course that is presently being taken and in all courses completed during the junior year.

3. Instructor recommendation
4. On track to meet all graduation requirements of the affiliated school and all testing and credential requirements for the career pathway.

D. Progressive Placement- (Begins second semester of the senior year and is open to qualified students in any program.)

Third Quarter (May begin first day of the 3rd Quarter senior year)

1. Maintain attendance 95% for 5 quarters (Junior Year 1st Quarter waived adjustment period)
2. Grades - passing grade in all subjects with accumulated grade average of B through 5 quarters (Junior Year 1st Quarter waived adjustment period)
3. Instructor recommendation
4. Job position must be in career field trained and lead to full-time employment
5. Eligible for a certificate of career-technical preparation
6. Not in danger of failing any subject
7. On track to meet all graduation requirements of the affiliated school and all testing and credential requirements for the career pathway.

Fourth Quarter (May begin first day of the 4th Quarter senior year)

1. Maintain 95% attendance or better through six quarters (Junior Year 1st Quarter waived adjustment period)
2. A passing grade in all subjects with accumulative grade average of 2.0 (C) ... through six quarters (Junior Year 1st Quarter waived adjustment period)
3. Instructor recommendation
4. Job position must be in the career field trained
5. Eligible for a certificate of career-technical preparation
6. Not in danger of failing any subject
7. If otherwise qualified, lab only students can be placed during the fourth quarter at the discretion of the instructor, the coordinator of the program, and Dean of Instruction of the campus
8. On track to meet all graduation requirements of the affiliated school all testing and credential requirements for the career pathway.

E. Transitional Placement (May begin after week five of the 4th Quarter senior year)

1. Instructor recommendation
2. Job position must be in career field trained
3. Student not in danger of failing any subject
4. If student is unable to meet requirements for a career-technical preparation certificate, then the student will be ineligible for the Great Oaks Warranty Program

An appeal process can be initiated if there is any extreme and unusual circumstance for each of the types of placement. The instructor must submit an appeal to the Campus Dean for review and approval.

Job Placement Services for Alumni

Great Oaks Career Services is a resource for all Great Oaks alumni in addition to current students. We provide assistance with all aspects of the job application process. This includes resume writing, interviewing tips and access to our job posting database. For more information, contact Great Oaks Career Services at 513.612.3642.

Neediest Kids of All

Qualified students may apply for N.K.O.A. funds for basic necessities, such as clothing, shoes, food, glasses, hearing aids, etc. if they are not eligible as a recipient through other programs of existing social agencies.

Safe School Hotline

Safe School Hotline: 844-SAFEROH (844-723-3764)

Any student or parent can anonymously report anything that is suspicious or endangering you, your friends, your school. Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts in the Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit. When action is needed, the TAP Unit immediately forwards information to local school officials, local law enforcement agencies and others, if necessary.

School Based Mental Health Programs

Each of our career campuses provide mental health counseling through our school based mental health partners. Please contact your school counselor for more information.

Student Services Program

One of the primary goals of Great Oaks is to assist students in making satisfactory progress through their career-technical pathway. The Student Services Program provides a continuous support system in preparation for the next step in our student's career path. This includes a successful entry into the world of work, college and/or military.

Students with Special Medical and Other Health Conditions (Including Drug Misuse)

You, as a student, are the best judge of your physical and mental health. If you need some advice or help, see your program counselor.

Substance Abuse Prevention

Chemical dependence, or substance abuse, is recognized as a disease. The school's role is one of intervention not treatment. The role of Great Oaks is to provide the necessary support to the student to assist him/her in the successful completion of the educational program.

Voter Registration

The Great Oaks Career Campuses participate in the Ohio Secretary of State's voter registration program entitled, "Ohio's First Vote." Any student meeting Ohio's voter eligibility requirements may register to vote by obtaining registration forms from a teacher in the Social Studies department. Forms mailed to the County Board of Elections must be postmarked no later than 30 days prior to an election in order to be eligible to vote in that election.

IV. SCHOOL OPERATIONS

Affiliated School Relationship

Students attending a Great Oaks Career Campus graduate from their affiliated school. Students are encouraged to participate in activities at a student's affiliated school as well as the Career Campus. To stay informed, students should check the bulletin boards daily, campus website daily, Great Oaks email, and listen to daily announcements. Opportunities to order class rings, caps and gowns, etc., will be provided for students through the student services offices.

Bloodborne Pathogens

All staff and students practice universal precautions for infection control because all direct/indirect contact with human blood and body fluids may be infectious for HIV, HBV and/or other bloodborne pathogens.*

*Bloodborne pathogens - pathogenic microorganisms that are present in human blood and in some body fluids can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the President/CEO or designee to develop and implement an Exposure Control Plan.

Breakfast and Lunch - Cafeteria

Great Oaks participates in the National School Lunch and Breakfast Program. Applications for this program are on the campuses websites and available in Student Services. In addition, we use the EZPay system for student lunch accounts. Directions on how to register to use this system are on the career campuses websites. Students may also use cash to purchase breakfast and lunch food items in the school cafeteria. Students will be allowed to charge a maximum of 3 lunches consisting of a meat, grain, fruit, vegetable, and milk but not a la carte items. With a negative balance, students will not be able to purchase a la carte items.

We offer a meal deal for both breakfast and lunch. The meal deal consists of the following.
Lunch meal deal is \$2.90; includes grain, meat/meat alternate, fruit, vegetable, and milk

Breakfast meal deal is \$1.25; includes grain, meat/meat alternate, fruit, and milk
We also have a la carte items available. No food or beverages are to be consumed or carried from the cafeteria. Students are responsible for removing their tray and litter from the tables when they finish and for placing them in the proper receptacles. Delivery of food from outside of the school during the school day must have the campus administration approval.

Emergency Drills

Procedures have been developed for the safety of all people in the buildings. In the event of an emergency, remain under control, be alert, and follow directions established.

Grades

Student progress reports will be made every nine weeks to parents and affiliated schools. Students will be graded on the level of skill proficiency that they develop.

- A - Superior = 4 points
- B - Above Average = 3 points
- C - Average = 2 points
- D - Below Average = 1 point
- F - Failing = No points/No credit

The District grading scale is:

- A = 100% - 90%
- B = 89% - 80%
- C = 79% - 70%
- D = 69% - 60%
- F = 59% - 50%

Percentage grades are used to determine the letter grade used on report cards. Percentage grades of each grading period are averaged to get semester and final grades. The credits earned through successful completion of the student's courses are recommended to the affiliate schools for credit.

Grades are determined by each instructor, on the instructional activities and the quality of work received from the student.

Due to extenuating circumstances, a student may be given an incomplete. Incompletes must be made up through special arrangements with the approval from campus administrator.

Quarterly report cards are sent to the affiliated schools and mailed to parents. The report gives the student and parents the opportunity to review the student's progress for that quarter of the school year.

Progress Book is used for grades, students and parents are encouraged to check the student's progress in their courses regularly. For information on how to access Progress Book, contact the Student Services Secretary at each campus.

Nondiscrimination and Equal Opportunity in Educational Programs and Activities -Students

The Great Oaks Career Campuses (Great Oaks) provides equal educational opportunities for student admission and participation in services, programs, and activities sponsored by Great Oaks. It is the policy of Great Oaks not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, ancestry, religion, sex, age, or disability in admission to, access to, or receiving benefits from any service, program, or activity sponsored by the District. (Policy 5111.5 Nondiscrimination and Equal Opportunity in Educational Programs and Activities – Students)

Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972 should be directed to the Great Oaks Director of Student Services, Nancy Mulvey (mulvey@greatoaks.com) Scarlet Oaks Career Campus, 300 Scarlet Oaks Dr., Cincinnati, OH 45241, 513.771.8810

Complaints involving alleged harassment or discrimination on the basis of race, color, national origin, ancestry, religion, sex, age, or disability should be reported using the procedures developed pursuant to Policy 5111.5. In addition, a complainant has a right to file a formal complaint with the Office for Civil Rights.

Prohibition of Bullying and Harassment

It is the policy of Great Oaks Career Campuses to prohibit harassment, intimidation, or bullying of any student on school property or at school-sponsored events (Policy 5111.52 Prohibition Of Harassment Or Bullying Of Students Pursuant To Ohio Revised Code Section 3313.666) As used in this policy, the term "harassment" is defined as harassment, intimidation, or bullying and further means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- (1) Causes mental or physical harm to the other student; and
- (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The procedures for promptly reporting incidents of and documenting any reported incidents of harassment prohibited by this policy are outlined in Great Oaks procedures for implementation of Policies 5111.5 and 5111.52 and are incorporated into this policy.

Procedures for responding to and investigating and reporting incidents of harassment prohibited by this policy are outlined in Great Oaks Procedures for implementation of Policies 5111.5 and 5111.52 and are incorporated into this policy.

School personnel must promptly report incidents of harassment prohibited by this policy of which they are aware to the Campus Dean or administrator designated by the Campus Dean. The reports must be

in writing and follow the procedures outlined in Great Oaks procedures for implementation of Policies 5111.5 and 5111.52.

The parents or guardians of any high school student involved in an incident of harassment prohibited by this policy will be notified and, to the extent permitted by ORC 3319.321 and FERPA, have access to any written reports pertaining to the prohibited incident.

A violation of this policy is a violation of the Student Code of Conduct, and any student who violates this policy is subject to discipline pursuant to the Student Code of Conduct.

Strategies to protect victims of harassment from additional harassment and from retaliation following a report of a violation of this policy include, but are not limited to, discipline pursuant to the Student Code of Conduct of students who violate this policy, monitoring or counseling by school personnel, or other appropriate action as determined by the Campus Dean or designee. In implementing this policy, Great Oaks will not violate a student's rights in violation of the First Amendment of the U.S. Constitution.

The CEO or designee shall provide the President of the Great Oaks Board of Directors (Board of Education) a written summary of all reported incidents of violation of this policy in January and July of each year, beginning July 2008. The summary shall consist of the number of reported incidents that have been determined to have violated this policy for the six-month reporting period. The summary consisting of the number of reported incidents that have been determined to have violated this policy for the six-month reporting period will be posted on Great Oaks' website.

Any training required by Ohio Revised Code Section 3313.666 and 3313.667 will be provided.

This policy does not create a new cause of action or a substantive legal right for any person.

Reporting a Complaint by Students or Parents

1. Informal Procedure

Great Oaks encourages individuals who believe they are being, or have been harassed or discriminated against, to clearly and promptly notify the offender that his or her behavior is unwelcome. If, for any reason, an individual does not wish to approach the offender directly, or if such discussion does not successfully end the harassment or discrimination, then the individual or if minor student's parent should notify his or her teacher, counselor, or campus administrators, or if for any reason the reporting individual does not feel comfortable discussing such matters with his or her teacher, counselor, or campus administrators, such report shall be made to the Director of Student Services. The Director of Student Services or designee may talk to the alleged harasser or persons involved in discrimination or arrange for mediation between the individual and the alleged harasser or persons involved in discrimination with a third person acceptable to both. This informal procedure is not a required first step for the reporting individual. Informal complaints that are determined to be a violation of Policy 5111.52 must be documented.

2. Formal Procedure

In the event that the reporting individual does not wish to pursue the informal procedure, or in the event that the informal procedure does not produce a result satisfactory to the reporting individual, an individual who believes he or she has been subject to discrimination or harassment or the parent of a student who is a minor should report the incident in writing to the Director of Student Services using the discrimination and harassment complaint and Section 504 Grievance Procedure Form for implementation of Policies and Procedures 5111.5 and 5111.52 (Complaint Form) for use by students or parents of minor students.

An individual also has the option of reporting the harassment or discrimination in writing to Campus Dean. In such a case, the Campus Dean must immediately file a written report of the complaint with the Director of Student Services.

School Calendar

All Great Oaks students should follow their Campus school calendar in regards to school holidays, winter and spring breaks in-services. Transportation from the affiliated schools is provided for Great Oaks every day we are in session. School calendars have been sent to each of our affiliated school transportation department.

Snow Days and Calamity Days

All students should follow their affiliated school's decision on snow closing and delays. Great Oaks Career Campuses will close or go on a delay when the majority of their affiliated schools make that decision. Information about snow closings and delays will be on all local TV stations, radio stations and on our website, www.greatoaks.com. We will also use our telephone communication tool to inform you of closings or delays.

Student Conduct - Student Rights

Students of the Great Oaks Career Campuses will be treated without regard to race, color, religion, age, sex, national origin, or disability.

Responsibility for observance of the law shall rest with the students of Great Oaks without exception including laws regarding drugs, alcohol, tobacco, weapons, restrictive or threatening actions against others, violence, theft or destruction of property, disorderly conduct, traffic regulations, public dress and decorum.

Great Oaks administration will observe its educational, legal and civil responsibilities to maintain an effective training and learning climate for all its students without exception and to affect the necessary regulations to protect the health and safety of students and staff.

Student Grievance Procedure

Any student having a specific grievance should contact their guidance counselor to address the situation. The student should meet with the guidance counselor within three (3) school days of the occurrence. If discussion with the counselor does not resolve the issue, the student may approach the Campus Dean with the information within three (3) school days of the meeting with the guidance counselor. The Campus Dean may share the student's concerns with the faculty if appropriate. This meeting should also happen within three (3) days of notification to the Dean. If there is still no resolution to the issue, the Dean will ask the student to follow the formal grievance process outlined in Policy 5111.5.

Submission of a complaint or grievance will not affect the complaining party's grade(s) or assignment(s). Retaliation against an individual who submitted a complaint or grievance, or assisted in an investigation, is prohibited.

Student Records

Parents and students who are eighteen (18) years of age or attending an institution of post-secondary education are permitted to inspect and review the education records of the student by contacting the appropriate building dean. Parents or eligible students are permitted to seek the correction of inaccurate records through a request to amend the records or a hearing. They are also permitted to place a statement in the educational record of the student as a result of such a hearing if they wish to comment upon the information. Under the "Family Education and Privacy Act of 1974", 18- year old students have the right to review their school records. The following guidelines apply to record review:

1. Individuals must make the request in writing to their school counselor. The request will become part of the records.
2. A school official must be present at the review of the records.
3. A copy of any records can be made. (A fee may be charged.)
4. Individuals have the right to ask for correction or deletion of any information in the records.
5. Individuals must give written permission for the school to release information to outside individuals or institutions.

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the campus guidance office and complete the Student Records Release Form. Reference Board Policy 5125 – Procedures Student Records Release Form.

Transportation

Where bus transportation is provided, students are encouraged to ride the bus. School bus services are offered through the cooperation of the affiliated schools. Great Oaks offers daily shuttles from our career campuses.

The shuttles are:

- Diamond Oaks to Scarlet Oaks
- Laurel Oaks to Live Oaks
- Laurel Oaks to Scarlet Oaks
- Live Oaks to Scarlet Oaks
- Live Oaks to Laurel Oaks
- Scarlet Oaks to Diamond Oaks
- Scarlet Oaks to Live Oaks

Visitors

We encourage visitors and want to be a known, accepted and appreciated part of the community at large. However, all visitors must register upon arrival at the campus. All visitors, including parents, are requested to call the Dean's office ahead of any visits to the campus to enhance the smooth operation of the educational process.

Infants and toddlers are not permitted in the classrooms, hallways, or cafeteria during the school day.

V. STUDENT CODE OF CONDUCT

Grounds for Suspension, Expulsion, Emergency Removal or Other Disciplinary Action

Violation on the part of a student of any one or more of the following rules shall constitute misconduct and may result in the suspension, expulsion, emergency removal, or other discipline of a student.

These student code of conduct regulations are applicable to conduct while school is in session, at school sponsored activities or events whether on or off school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the student is subject to the authority of the Board of Education or school district personnel. Students are also subject to discipline for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the educational process. In addition, a student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse or other harmful or disruptive behavior toward school personnel during non-school hours.

The offenses listed below include suggested discipline. However, the suggested discipline guidelines are not, in any way whatsoever, binding on school district personnel assigning discipline to a student for violations of the Code of Conduct. A student may, at any time, for any violation of the Code of Conduct, be suspended, removed, and/or expelled from school, and/or be subject to other disciplinary action or referral to law enforcement or other officials.

Section 1 - Suspension for 10 days with recommendation for expulsion

Students committing any offense in Section 1 will be suspended from school for ten days and will be recommended for expulsion from school. The matter may be referred to law enforcement or other officials.

A. Alcoholic Beverages and/ or Drugs

A student shall not possess, use, sell, offer to sell, conceal, transmit, give attempt to purchase, or be under the influence of any alcoholic beverage or illegal or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances or otherwise violate Board of Education Policy 5131.1, "Use of Harmful Substances By Students." "Possession" includes, but is not limited to, retention on the student's person or in a purse, backpack, wallet, locker, desk, or vehicle. A student shall not possess, use, sell, offer to sell, conceal, or transmit any drug-related paraphernalia. A student shall not have the odor of illegal toxins, such as alcohol, marijuana etc. on or about their person. It is not a violation of the Code of Conduct if a substance is used for medical purposes in accordance with directions for use, in accordance with a valid prescription (if the substance is a prescription drug), and in accordance with Policy 5141.3, "Student Medications." Such a validly used/possessed substance must be (1) if a prescription drug, authorized by a medical prescription by an authorized health-care professional and kept in the original container, which shall state the student's name and directions for use and expiration date; or (2) if an over-the-counter drug, kept in the original container, which shall state directions for use.

See Policy 5131.1 for guidelines for discipline for violation of this Code of Conduct section.

B. Arson/Unauthorized Use of Fire

A student shall not cause or attempt to cause any flame, spark or other form of fire to be ignited without the authorization to do so.

C. Assault

A student shall not cause, attempt to cause, or threaten to cause physical injury to any person.

D. Dangerous Weapons

A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, fireworks, explosive ordnance or dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance, or dangerous instrument. "Look -alike" weapons, firearms, knives, fireworks, explosive ordnance, or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, fireworks, explosive ordnance or dangerous instrument.

As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not

limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

Nothing in this provision is intended to, nor shall it, preclude the President/CEO from suspending, expelling or removing a student in accordance with Ohio law for otherwise possessing, transmitting, or concealing a weapon, explosive ordnance, or other dangerous instrument that is not as just defined herein.

E. False Alarms/Inducing Panic

No student shall induce panic, cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm by:

Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when the student knows there is no fire or making a bomb threat when the student knows that there is no bomb, or making a false "hit list."

Threatening to commit an offense of violence, as that term is defined in Ohio Revised Code Section 2901.01 (A) (9). Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into a school.

Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means disregarding a known risk that the student's conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects on others of the action taken by the student. Under Ohio law, any person who "induces panic" is guilty of a felony, regardless of whether anyone is hurt or their school suffers economic harm.

F. Indecent Exposure

A student shall not expose their person in an indecent manner or engage in any act of public indecency prohibited by Ohio Revised Code Section 2907.09.

G. Unauthorized Entry

A student shall not enter a closed or restricted school building, school vehicle, or other Board owned or leased property that has been locked or otherwise secured or prohibited from student use or access without administrative or staff approval.

Section 2 - Suspension with possible recommendation for expulsion

Students committing any offense in Section 2 may be suspended from school for one to ten days. Serious and/or repeated violations may result in a recommendation for expulsion from school.

A. Abuse of Computer Hardware, Software, and/or Internet

A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computers or computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computers, computer hardware or software; or using computer phone or computer mail network facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the President/CEO or the President/CEO's designee has been obtained. A student shall not use the Internet or computer in violation of any policies or rules established for internet use.

B. Defiance/Insubordination

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel. A student shall not refuse to identify himself/herself when asked.

C. Destruction to Private Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.

D. Destruction to School Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property including, but not limited to, buildings, grounds, equipment, materials, or computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

E. Use of Profane, Vulgar or Abusive Language or Gestures Toward Employee(s)

A student shall not direct toward Great Oaks employee(s) profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. A student shall not direct toward Great Oaks employee(s) any derogatory words or gestures. Such prohibitions include, but are not limited to, use of computers or other technology or communications.

F. Disruption of Educational Environment

A student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any lawful mission, process, or function of the educational process of the school district including, but not limited to, curricular and extracurricular activities or the normal operation of the school.

G. Disruptive Demonstration

A student shall not participate in demonstrations or other similar behavior that has the effect of disrupting the educational process or safety of students or others.

H. Endangering the Health and Safety of Others

No student shall purposefully expose students or employee(s) to unsafe conditions.

I. Extortion

A student shall not gain or attempt to gain any money or thing of value from any person unless both parties agree freely and without the presence of an implied or expressed threat.

J. Failing to Follow Directions in an Emergency

A student shall not refuse or fail to follow directives of safety or law authorities or personnel or school district personnel evacuation of any school building or property at the time of an alarm.

K. Failure to Serve Detention, /Evening School or Alternative School

Assignments

A student shall not fail to Serve Detention, Evening School or Alternative School Assignments.

L. Fighting

A student shall not engage in physically hostile bodily contact with another person.

M. Frightening or Intimidating Acts

A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten or intimidate the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such student will cause physical harm to the person or property of such other person.

N. Harassment, Bullying, Intimidation, Dating Violence or Other Degrading, Disgraceful, Discriminating and/or Racist Acts

A student shall not harass, bully, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or any other person or otherwise disrupt the school environment. A student shall not commit dating violence.

For this purpose, harassment, intimidation, or bullying also includes, but is not limited to, the possession of; or the taking, disseminating, transferring or sharing of, by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) Any student possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the code of conduct and may be reported to the appropriate law enforcement agencies.

Harassment is defined as harassment, intimidation, or bullying that:

1. Causes or intends to cause mental or physical harm to another person that is sufficiently severe, persistent, or pervasive that it creates a hostile, intimidating, threatening, offensive, or abusive educational environment;
2. Causes or intends to cause another person to be reasonably placed in fear of his or her personal safety;
3. Causes or intends to cause a material disruption of the educational process;
4. Unreasonably interferes with a student's curricular, co-curricular, or extracurricular performance; or
5. Otherwise adversely and unreasonably impacts upon a student's educational opportunities.
6. Any of the foregoing that is conducted by means of an electronic device including but not limited to a cell phone, computer, pager, or other electronic device.

Dating violence refers to the intentional use of actual or threats of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control his or her dating partner. It is a pattern of coercive behavior that one dating partner exerts over the other for the purpose of establishing and maintaining power and control. For this purpose, dating means any romantic relationship between an unmarried couple, regardless of gender, and regardless of duration, commitment level, or physical intimacy.

O. Hazing

A student shall not encourage, promote, engage in, or subject any other students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks. Student organizations are not permitted to haze members or potential members of their organization.

P. Records

A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

Q. Search

No student shall refuse, impede, hinder, obstruct, or otherwise interfere with any search authorized by law enforcement and/or school officials.

R. Sexual Harassment

No student shall engage in any sexual harassment or otherwise violate Board of Education Policy 5111.51, "Sexual Harassment." Prohibited sexual harassment includes by way of example, but is not limited to: unwelcome sexual advances and requests for sexual favors, solicitation of sexual activity, displaying sexually suggestive objects, making sexual remarks or gestures, displaying

sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body or clothing, touching a person, blocking their exit or assaulting a person, or other verbal, nonverbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. A student shall not wear or possess clothing, jewelry, personal possessions, publications or other items or materials, which are sexually suggestive.

S. Sexual Misconduct

No student shall engage in any sexual conduct or sexual contact.

T. Stealing

A student shall not take nor receive or attempt to take or receive into his/her possession property of the school district or property of another student, teacher, visitor or employee of the school district without consent of the owner to do so.

U. Unauthorized Touching or Hitting

A student shall not engage in any unwanted or unwelcome touching, hitting, or physical contact with another person.

Section 3 - Alternate Disciplinary Actions With Possible Suspension

Instructors/administrators may be involved in assigning alternative discipline to a student for violations of Section 3. Alternative discipline may include but, is not limited to, lunch detentions, after school detentions, parent/student workshops, community service, or alternative center.

Students committing any offense in Section 3 may be suspended from school for one to ten days. Repeated violations may result in a recommendation for expulsion from school.

A. Absence, Class Cutting, Tardiness, Truancy

A student shall not be late, absent from school, or fail to comply with compulsory attendance laws for all or any portion of a school day, or any assigned class, or activity without proper authorization.

B. Cheating

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his or her own (or provide to another student) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments.

C. Disrupting Class or Educational Environment

A student shall not behave in a way that interferes or disrupts or attempts to interfere or disrupt any curricular or extracurricular activity or the normal operation of the school.

D. Distribution or Sale of Unauthorized Materials

A student shall not sell, distribute or attempt to sell or distribute any material, object or substance which has not been properly authorized by the President/CEO, campus administrator or their designee for sale or distribution to any person on school premises. This includes, but is not limited to, pamphlets, leaflets, buttons,

E. Dress and Expression

A student shall not violate Board of Education Policy 5115, "Uniforms/Student Dress Code and Student Expression."

F. Tobacco or Non-Tobacco Products

A student shall not smoke, use, or possess tobacco; tobacco products; other plant products (such as clove cigarettes); synthetic tobacco products, nicotine delivery products, including e-cigarettes (electronic cigarettes) and vaporizers of any kind; or any other substance that may be used for smoking, vaporizing or otherwise to consume tobacco or deliver nicotine to the body and look-alike products which may not actually contain tobacco or nicotine. This applies to school property and school events both on and off school property.

G. Electronic Devices

During class time, students are not permitted to use personal electronic devices of any kind without receiving specific permission from the classroom teacher. Class time also includes study halls, volunteering, work-study, curricular and extra-curricular programs during and after the school day. Students are not permitted to use personal electronic devices to make audio or video recordings of any kind while on school property without written permission from the building administrator.

H. Gambling

A student shall not engage in any form of gambling.

I. Leaving School Premises

A student shall not leave school premises before the time of dismissal except where individual school policy otherwise provides or without first obtaining the consent from the Campus Administrator or his/her designee.

J. Misrepresentation, Forgery and Plagiarism

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind. A student shall not give or assist in giving false or fictitious information to any police department, fire department, school official or other person acting in an official and lawful capacity.

K. Profane, Vulgar or Abusive Language or Gestures

A student shall not use profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school

district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications.

L. Student Automobiles/Parking Lot

Driving on school property and use of a school parking lot is a privilege. A student shall not violate Policy 5117.2 "Student Driving" and shall operate his or her vehicle safely in accordance with all applicable laws, rules, regulations and staff directions. Students are not permitted to be in the parking lot other than during arrival and dismissal without approval of a building administrator or designee.

M. Transportation/ Buses

A student shall not violate any policies or rules established for student conduct on Great Oaks school buses or school transportation. The entire student code of conduct applies to any school or school-arranged or related transportation.

N. Unauthorized Locations

Students are not permitted to be in any area for which they are not scheduled or are permitted to be in, without the permission of school authorities.

Section 4 - Miscellaneous Code of Conduct Violations

Students committing any offense listed in Section 4 are subject to suspension, expulsion, or any other discipline.

A. Aiding and Abetting

A student shall not, in any way, aid or abet another student or person in violating the Code of Conduct. A student who commits this offense will be disciplined according to the consequences given for the code of conduct offense that was violated by the other student.

B. Other Conduct

In recognition that any list of prohibited conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the President/CEO or a building campus administrator shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property. A student may be suspended, expelled, or otherwise disciplined for the violation of rules in the student handbook, or of any class or department.

C. Repeated Violations

A student shall not have repeated violations of any offense in the Student Code of Conduct.

D. Violation of Law

A student shall not violate any law or ordinance.

Section 5 - Permanent Exclusion

Acts Subject to Permanent Exclusion

A student shall not participate in any of the acts prohibited in Board Policy 5114, permanent exclusion, and listed below. A student, in addition to suspension, expulsion, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to R.C. 3313.662 and Board Policy 5114:

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated as a delinquent child, for committing, when 16 years of age or older, one of the following criminal offenses:

- A.** Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises, in violation of R.C. 2923.122.
- B.** Carrying or being in possession of concealed weapons on school property or at a school activity in violation of R.C. 2923.12.
- C.** Selling or offering to sell or possessing a controlled substance in violation of R.C. 2925.03 (A) (1), (4), (5), (6), (7), (9), or (10) on school property or at a school activity.
- D.** Committing one of the following on school property or at a school function: aggravated murder in violation of R.C. 2903.01, murder in violation of R.C. 2903.02, voluntary manslaughter in violation of R.C. 2903.03, involuntary manslaughter in violation of R.C. 2903.04, felonious assault in violation of R.C. 2903.11, aggravated assault in violation of R.C. 2903.12, rape in violation of R.C. 2907.02, or gross sexual imposition in violation of R.C. 2907.05; and
- E.** Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity. Complicity is defined as soliciting or procuring another to commit an offense; aiding, abetting or encouraging another to commit an offense; conspiring or agreeing with another to commit an offense; or causing an innocent or irresponsible person to commit an offense.

Section 6 - Expulsion for One Calendar Year

A student who brings a firearm, as defined in section 1 (D) above, to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year. The President/CEO may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of federal and state law related to the education of handicapped students or when the President/CEO, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662.

A student who possesses a firearm or knife, as defined in section 1 (D) above, at a school or on any other property owned or controlled by the Board of Education, while school is in session; at school sponsored activities; on school premises; off school premises at any school sponsored activity or event; in any vehicle whose use is controlled or organized by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, may be expelled from school for a period up to one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662.

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Ohio Revised Code Section 2901.01 (A) (6) while the student is at school, on any other property owned or controlled by the Board of Directors, or at an interscholastic competition, an extracurricular event, or any other school program or activity may be expelled for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662.

Legal References: ORC 3313.66, 3313.661