

# **Southeastern Career Center – Handbook updates for 2018-2019 School Year**

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## **MISSION STATEMENT**

The Southeastern Career Center (SCC) provides its students with technical skills integrated with academic knowledge while promoting work ethics, citizenship, and self-esteem to prepare them for careers in business and industry. In addition, we provide them a foundation for postsecondary education and advanced technical training.

## **SCHOOL OBJECTIVES**

The primary objectives of SCC are:

1. To prepare students for gainful employment.
2. To provide career education programs which are realistic in terms of employment opportunities.
3. To provide a broad spectrum of career training opportunities.
4. To provide to students viable training programs that cannot, due to economic considerations, be offered at each of the participating high schools.
5. To provide guidance for students regarding employment opportunities in their selected field.
6. To prepare students with job seeking and job success skills that will make for a smoother transition from school to the "World of Work".

## **ATTENDING HIGH SCHOOLS**

BATESVILLE

EAST CENTRAL

JAC-CEN-DEL

JENNINGS COUNTY

LAWRENCEBURG

MADISON

MILAN

RISING SUN

SOUTH DEARBORN

SOUTH RIPLEY

SOUTHWESTERN

SWITZERLAND COUNTY

## **CAREER & TECHNICAL PROGRAMS**

Architectural Drafting and Design (CAD)

Automotive Collision Repair Technology

Automotive Services Technology

Building & Facilities Maintenance

Computer Tech Support (Computer Repair)

Construction Technology (Building Trades)

Construction Technology Electrical

Construction Technology Heavy Equipment

Cosmetology

Criminal Justice (Law Enforcement)

Culinary Arts and Hospitality Management

Dental Careers

Diesel Service Technology

Interactive Media (Digital Media)

Fire and Rescue (Emergency Services)

Health Science Education (Health Science)

Health Science II: Special Topics (Medical Technology)

Network Fundamentals (Computer Networking)

Precision Machining

Welding Technology

## **DAILY SCHEDULE**

### AM Session

8:45 Warning Bell

8:50 Report To Classroom

8:55 Tardy Bell

11:20 Regular Dismissal

### PM Session

11:50 Warning Bell  
11:55 Report To Classroom  
12:00 Tardy Bell  
2:25 Regular Dismissal

## **BREAKS**

One ten-minute break is an option for morning and afternoon classes in an effort to simulate the atmosphere of business and industry. While going to and from the break rooms, students are not to wander through the building, loiter in the halls, or visit other classrooms/shop areas. Food and drinks purchased in the break area are to be consumed while in the authorized break areas and cannot be brought back to class. Students will be responsible for cleaning up their mess as they leave the break area. Break privileges given at the discretion of the instructor and/or administration.

## **GRADING POLICY**

Grades are used to evaluate the progress of student learning. Individual instructors report grades at the end of each nine week period. Grade cards are issued to students shortly afterward. Semester averages are calculated by averaging the grades from two 9 weeks together. If a final exam is given, that score can be factored into the final grade. Grades are based on the following percentage scale:

97 – 100	A+
93 – 96	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 – 0	F

A student failing to complete required work for the semester may fail even though she/he may have had a passing grade for the first grading period of the semester. Failure to complete the work required for the semester may result in an "F" or "I" if the student has not made a reasonable effort to complete the requirements for the course. An incomplete grade "I" due to non-completion of course requirement will convert to "F" two weeks after the end of the semester unless additional time is approved by the Assistant Director. See Southeastern Career Center Policy Manual, Section 5421 for further information.

## **CERTIFICATE OF COMPLETION**

Upon satisfactorily completing a program at SCC, a student is awarded a Certificate of Completion at the time of graduation. A Certificate of Completion recognizes that a student has had one or two years (based on program length) of successful training in a specific area of career and technical education. Successful means that a student has not received a failing semester grade for any course.

## **ATTENDANCE POLICY**

In an effort to prepare students for tomorrow's workplace, the attendance policy at SCC has been developed to reflect the policies used by employers. In order to properly train students to have successful work habits and to be successful in the workforce, we must insist on regular attendance. The fact remains that most employers make hiring decisions based on the number of absences in a school year. Poor attendance will affect grades, credits, continued enrollment at SCC, and job recommendations.

The following are considered NON ABSENCES:

- Page or honoree in the Indiana General Assembly.
- Witness in judicial proceedings. This includes any required court appearances such as for probation hearings, but not for court summons for arrest and/or traffic violations.
- Helper to a political candidate, a political party, or a precinct election board on the date of an election.
- National Guard Duty.
- Home school field trips or activities requested by home school prior to the event.
- Pre-arranged college visits (2 per year).

The following are considered EXCUSED ABSENCES:

- An administration approved absence such as a death in the immediate family, a funeral, a family emergency, or a family vacation. Family vacations must be approved in advance to be excused.
- Personal illness or emergency absence verified by a family note or phone call up to six (6) days.
- Observation of a religious holiday verified by a family note or phone call prior to the holiday.

The following are considered UNEXCUSED ABSENCES:

- Truancy (defined as skipping any or all of the school day).
- Forgery of parental or doctor's statement.
- Work.
- Court summons for arrest and/or traffic violations.
- Absences for illness or family emergency beyond the first six (6) absences in a semester that are not supported by a doctor's medical statement or death in the immediate family.
- Missing the bus unless excused by the home school.
- Suspension from school does not count as an absence toward the excessive absence policy, but does count as an unexcused absence. Students will not receive class credit for work or tests that are missed due to unexcused absence.

The day a student returns to SCC from being absent, he/she must report directly to Student Personnel Services Office (Student Services) before class begins and present a parental note or medical statement. The note should include a phone number for verification purposes during regular school hours. A parent may wish to phone SCC for notification of an absence at 689-5253, extension 236. Notes and phone calls regarding absences need to be received by Student Services within five (5) days of the absence or they may be counted as unexcused.

SCC will honor two (2) college visitation days per school year provided these days are in accordance to the home school policy and providing the student has not missed an excessive number of days. The student must return to SCC with a signed statement from the post-secondary institution stating the student's name, date and time of visit.

Students absent from school is also unable to participate in any extracurricular or club events the same day without prior approval from administration.

In the event of a funeral, the student and/or parent should notify the school that an absence will occur. The student will be granted an excused absence for the date of the funeral. Generally, only one day is allowed for this activity, but if a funeral is held out of state or a distance from home, two excused days may be issued. If additional days are needed, notify the school to prearrange the absences.

An excused absence allows the student to make up for the work that was assigned the day of the absence. Since the majority of the work at SCC occurs in a shop or lab, replacement assignments should be made equal to the amount of time that was missed in the classroom or lab setting at SCC. Failure to do makeup work will result in the student being given a zero for that particular assignment. It is the student's responsibility to ask the teacher for makeup work immediately following the absence and complete the makeup work according the teacher's due date.

In the event a student has multiple unexcused absences, the student, parents, and an official at the home school will be notified that an attendance problem exists. A letter will be sent to parents and Student Services will have a conference with the student at three (3) unexcused absences. Another letter will be sent and Student Services will attempt to contact the parents and/or home school officials at five (5) unexcused absences. Six (6) unexcused absences will result in all parties being notified of a loss of credit for the semester. Continued absences after that time may lead to a recommendation for removal from SCC.

Students on a non credit basis may appeal the non credit standing only if the student is doing passing work in the class. The appeals process is as follows:

- A. The Attendance/Appeal committee will be comprised of the Assistant Director, a guidance counselor, and a licensed teacher - not the same one in whose class the student is losing credit.
- B. Notification Process:
  1. A parent or guardian will receive written notification from Student Services when the student accumulates the 3rd unexcused absence.
  2. A parent or guardian will receive written notification from Student Services and an attempt will be made to make personal contact when the student accumulated the 5th unexcused absence.
  3. A parent or guardian will receive written notification from Student Services with the statement regarding loss of credit and the procedures for appeal when the student accumulates the 6th unexcused absence.
- C. The student must submit a written appeal to the Assistant Director within one week after credit is taken.
  1. The letter of appeal should contain information regarding the circumstances for the excessive absences, reasons the credit should be reinstated, and the student's plan for correcting the problem going forward.
- D. Documentation must be provided to bring absences below the maximum of six (6) unexcused.

- E. The parent/guardian and the student are solely responsible for obtaining all documentation for the appeal process.
- F. If the student does not meet all obligations of the appeal process, and/or the appeal is denied, the student will receive no credit for that semester.

If a student misses four straight days, inquiries will be made as to why. If a student misses eight straight days, the student will be withdrawn as of the last day of attendance at SCC. Re-enrollment may occur if the absences are later justified.

Students cannot miss more than twelve (12) days in any given semester. This includes all absences regardless if they are excused or unexcused. If a student accumulated more than twelve (12) absences, then a request for removal from SCC or expulsion proceedings (Indiana Code 20-33-8-19) may be initiated against the student. In extenuating circumstances, a 504 conference (Certificate of Incapacity) might be required for the student to remain in school. Parents of students receiving special education services may request a case conference about their placement at SCC.

No student may leave school property after arriving at school without permission from the Assistant Director or designee and signing out in the proper manner. Any student not complying with this will be considered truant.

If due to inclement road conditions, a school bus cannot make its regular stop to pick up a student, this will not be counted as a school day absence provided parent/guardian or home school informs a SCC official.

See Southeastern Career Center Policy Manual, Section 5200 for further information.

## **COSMETOLOGY ATTENDANCE**

The Indiana Cosmetology licensing board requires 1500 hours of classroom and lab instruction for a student to be eligible to take the state examination. All cosmetology students must achieve this number of hours by the completion of their second year in the program. Hours are accumulated by attending class for (4) hours each day over two school calendar years. Post high students attend for eight (8) hours each day and complete in one year.

The cosmetology school calendar provides enough extra days that a student could miss 14 hours per year and still accumulate enough hours to complete the program. After a student has missed 14 hours, any additional time missed must be made up by attending Saturday class or classes on the next available date or dates. Saturday school is designed for a student to make up hours, assignments and progress.

If the sending school calls a snow day or delay but SCC is still in session, parents and students should make a judgement as to whether the student should attend. These days will be counted as excused absence but the students will be responsible for making up the time.

If there is a calendar difference and the sending school is not in session when SCC is in session – Cosmetology students are required to attend SCC and absences will be counted unexcused.

Failure to make up time missed will result in a lowered grade that nine weeks period. Students will be counseled that make up work must then be completed the following nine weeks or the student's grade will be an F and the student will be dropped from the course.

A fee will be assessed for Saturday make up time.

## **PERFECT ATTENDANCE AWARDS**

To be eligible for a Perfect Attendance Award a student must have no absences charged against them at SCC or have missed attending SCC due to out-of-school or in-school suspensions. Days missed due to weather related cancellations will not affect perfect attendance.

## **SPECIAL ATTENDANCE SITUATIONS**

Student Services will notify teachers of students who are absent or should be dismissed early because of requests made by the home school. Reasons for such absences or early dismissal would include field trips and participation in home school events or programs. Absences of this nature will not be charged against the student when the home school Principal or designee notifies SCC prior to the absence or early dismissal. If no notification is received, an absence is charged against the student.

## **CLOSED CAMPUS / LATE ARRIVALS & EARLY DISMISSALS**

SCC is a closed campus. This means students are not to leave school grounds without permission, for any reason, prior to the end of the school day. Any need to arrive late or leave early will require a student to obtain permission by signing in/out in the Student Services.

Any student arriving late MUST sign in with Student Services.

Students who miss the bus and need to drive MUST complete all three steps:

- Obtain permission from the sending school to drive to SCC, have the sending school contact SCC
- Must have parent permission via the sending school or the parent must contact SCC to give permission.
- Sign in with Student Services upon arrival to SCC and sign out upon departure.

Students requesting early dismissal must do one of the following and MUST sign out in Student Services:

- present a written request from his/her parent/guardian to Student Services
- have their parents report to Student Services to sign them out
- have the home school call Student Services to verify the dismissal

EARLY DISMISSAL WILL NOT BE PERMITTED WITHOUT THE ABOVE VERIFICATIONS AND SIGNING OUT.

See Southeastern Career Center Policy Manual, Section 5230 for further information.

## **FIELD TRIPS / CLUB ACTIVITIES**

No student will be allowed to attend club events, field trips, or any other extra-curricular activities if absent the day of that activity, unless the student has a pre-arranged absence with the instructor. Only educational field trips will be allowed. Before participating in a field trip, a student must have on file in the office, a consent form properly filled in and signed by a parent or guardian.

## **TARDINESS**

Students are expected to be in classroom and in their assigned seats prior to the sounding of the tardy bell. Promptness is essential in the workforce and tardiness demonstrates a lack of effort. The accumulation of three tardies will result in 1% being taken off the grade for the grading period.

## **STUDENTS WITHDRAW**

Students withdrawing from SCC during the school year are to report to the Student Services to complete necessary paperwork.

## **STUDENT OPPORTUNITIES**

### **YOUTH CLUBS**

Youth clubs are available to all students enrolled in career education. Members of Skills USA, Business Professional of America (BPA), and Health Occupations of America (HOSA) have the opportunity to compete in leadership and skill events at district, state and national conferences. All students are encouraged to participate. See Southeastern Career Center Policy Manual, Sections 5840 and 5870 for further information

### **CAREER AND TECHNICAL HONORS RECOGNITION**

Senior SCC students may be selected to receive an honors medallion to wear during their home school graduation. Among the selection criteria considered are SCC grades, attendance, citizenship, leadership, and other job readiness characteristics.

## **POLICIES**

### **VISITORS**

All visitors must sign-in at the front office upon entering the building. Visitors will not be permitted into program areas while school is in session without advanced notice or permission from the Assistant Director. Students are not to bring visitors, including children, to school without prior approval of the Assistant Director.

### **TOBACCO FREE CAMPUS**

SCC is a tobacco free campus. Tobacco products are not allowed on school grounds.

### **INSURANCE / ACCIDENTS**

SCC does not provide insurance for students. It is the responsibility of the parent to provide for this care. Students are given the opportunity to purchase a school accident insurance policy at the start of the school year. Any student injured at school will be given first aid, and an accident report will be filled out and recorded.

## **MEDICATIONS**

Absolutely no medications (prescription or otherwise) shall be given or dispensed by a nurse or any school employees unless permission has been granted in writing by the student's parent or guardian. Telephone calls to parents confirming statements will be made if necessary. The Assistant Director's designee shall keep and dispense all medications brought in by the student. The student will take his/her medicine at the prescribed time, in the presence of authorized personnel. All medications prescribed for an individual child should be kept in the original container bearing the original label and child's name.

Students with an acute or chronic medical condition who need to keep medication with them and self-administer the medication on an emergency basis, must have their parent file with the Assistant Director of SCC an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. IC20-33-8-13

See Southeastern Career Center Policy Manual, Sections 5330, 5330.01, 5330.02, 5335, and 5341 for further information.

## **STUDENT ILLNESS / INJURY**

Students who become ill or injured at school must be seen by the school nurse, and a parent or guardian notified of the illness or injury. Permission for students to leave school grounds due to illness will be granted only upon recommendation of the school nurse and the approval of the parent or guardian. See Southeastern Career Center Policy Manual, Section 5340 for further information.

911 will be notified upon recommendation of school nurse.

## **TORNADO / FIRE / EARTHQUAKE / LOCK DOWN DRILLS**

Instructors have been given detailed plans of action in case of a tornado, fire, earthquake, or lock down. Drills will be held at intervals throughout the school year. Treat these drills seriously and follow instructions.

## **BAGS / COATS / PURSES / TOOLS / PERSONAL ITEMS**

Restrictions will be placed upon clothing, bags and personal items that are used within the school building. Students will only be permitted to wear or carry coats, book bags, backpacks or other storage units from the school entrance doors to their locker. All coats and accessories used to transport books and personal items must be stored in student lockers immediately upon arrival at school and left there until the student is ready to leave the building. Students working in inclement conditions may wear coats if permitted by their instructor. If a student wants to transport books to classrooms in a bag or pack, it must be made of transparent or mesh materials so that transported items can be easily seen.

Students are responsible for safeguarding their purses, tools, and other personal property at all times. The school does not accept responsibility for a student's personal items.

## **SEARCH / SEIZURE**

The policy on SEARCH and SEIZURE for the school is in compliance with the state of Indiana: IC-20-33-8-32. The Assistant Director or his designee may search the person, locker and possessions of a student at school or during a school activity if the Assistant Director has reasonable cause for the search. Student driven vehicles at SCC are also subject to search if there is reasonable cause to believe they contain material forbidden by school rules. In the event of an individual locker or vehicle search, the student will be notified. If present in the building, the student will be given the option to observe the search. If a student refuses a reasonable search, disciplinary actions may be pursued. See Southeastern Career Center Policy Manual, Section 5771 for further information

## **CANINE INTERDICTION PROGRAM**

This program was implemented in order to ensure that SCC is free of drugs and violence. Dogs may be used to sniff lockers, book bags and motor vehicles. If anything is found that is illegal, the student, parent/guardian and law enforcement officials are notified immediately.

## **SCHOOL PHONES**

Students will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to students. School phones are for school business and are not to be used by students for personal calls without permission.

## **DRIVING PERMITS**



Students who attend SCC are required to ride busses that are provided by their home schools. Occasionally, there are circumstances in which it is permissible for students to drive. When those occasions arise, students may secure permission to drive or, in some cases, ride with another student who is driving. In order to drive or ride, students must request permission from home school or Career Center officials, depending upon the reason the driving/riding privilege requested. Generally, if the reason to drive/ride is related to work or an activity associated with SCC, the request will originate at SCC. In cases in which the reason for driving/riding has nothing to do with SCC, the request should be initiated at the home school. A request to drive should be submitted with all signatures at least two day prior to the date on which the driving will occur. Students who drive are not permitted to park inside the security fence.

The student's copy (pink) of the driving pass or passenger pass is to be clearly visible on the dash board of a student driven vehicle during the time it is parked at SCC. Students who drive to SCC on a daily basis are required to obtain and display an SCC hang tag from their interior rear view mirror while on SCC property. Hang tags are available in the Assistant Director's office. See Southeastern Career Center Policy Manual, Section 5514.01 for further information.

## **FUND RAISING PROJECTS**

Fund raising projects must receive prior approval of the Assistant Director. Students will be held accountable for fund-raising money being submitted in a timely manner. See Southeastern Career Center Policy Manual, Section 5830 for further information

## **TEXTBOOK RENTAL**

Hard back textbooks used in classes are rented to students for a fraction of their cost. Workbooks are considered consumable and therefore cannot be reused and must be purchased by the student. Students whose family income fulfills the eligibility requirements set forth by the State of Indiana for textbook assistance should file the appropriate documents for assistance at their high school. Home schools will send a list to SCC of students receiving free books. If you receive free books at your high school, you should receive free books at the SCC. The State of Indiana will not pay fees for laboratory materials, safety glasses, respirators, hard hats, tools or vocational organization dues. The parents must pay these fees. Should a family have illness or other circumstances of financial hardship, SCC will accept regular monthly or weekly payments for the fees, but the total amount must be paid in full before Christmas break of that school year. At the end of the school year, the books are collected by the teachers. If a book has had excessive wear or damage, the student will be charged an additional fee. The student is responsible for the care, safety and cleanliness of the book. If a student loses or destroys the books he or she will be required to pay the full price of replacing the book with a new one. Seniors will not be allowed to receive their certificates of completion unless they have satisfied all financial obligations owing to the school.

## **DRIVER'S LICENSE POLICY – PUBLIC LAW 121-1989**

Indiana Code IC 20-33-8-33 provides that any person, while the age of less than 18 years of age, who has been determined to be a habitual truant cannot be issued a driver's license or permit until the age of 18. SCC defines a habitual truant as a student who willfully refuses to attend school in defiance of parental authority and is truant from school for the third time during a school semester.

Under Indiana Code IC 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11.
2. Is under at least a second suspension from school under IC20-33-8-14, or IC 20-33-8-15.
3. Is under an expulsion from school under IC 20-33-8-14,

## **INTERNET / COMPUTER USAGE POLICY & GUIDELINES**

The Internet is now available to students of SCC. Prior to gaining access to the Internet, each student and parent must agree to the following Acceptable Use Policy and Guidelines by signing the Student Information/Agreement Form. This policy is in accordance with requirements and guidelines from the Indiana Department of Education and its Internet Acceptable Use Task Force. Any violation of these rules will result in the student losing his/her Internet privileges. This policy is subordinate to all federal, state and local statutes. **Any violation of this policy will result in disciplinary action.**

Internet access is available to students and teachers at the Southeastern Career Center. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Students and teachers have access to: information and news from NASA and other research institutions, public domain software and shareware, discussion groups on a variety of topics, access to University Library Catalogs, student access to the Internet will be for research only the Library of Congress and ERIC.



The Southeastern Career Center believes the information and interaction on this network far outweighs the possibility that users may access material that is not consistent with the educational goals of the Corporation. In addition, The Southeastern Career Center has taken precautions to restrict access to controversial materials. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. If a Southeastern Career Center user violates any of these guidelines his or her account will be terminated and future access may be denied.

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1. **Acceptable Use** – The use of your account must be in support of education and research and consistent with the educational objectives of The Southeastern Career Center. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, material protected by trade secret, commercial activities, product advertisement, political lobbying. SCC will not permit the student to access areas considered inappropriate for its educational purpose of goals. Unsuitable use constitutes the pornographic, vulgar, or immoral. The student is responsible for not perusing material that would be considered offensive to the educational goals of SCC.
2. **Student Access** – Access is restricted to educational purposes only and permitted only during the time the student is in class at SCC. Unsupervised access before and after class or during student’s break is not permitted. Permission to access the Internet is granted only by the instructor supervising the Internet area. Accessing the Internet in the company of an unauthorized student is in violation of this policy.
3. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be part of a discussion with a Southeastern Career Center faculty member pertaining to the proper use of the network. The system administrators will monitor activities and deem what is inappropriate use and their decision is final. The system administrators may close an account at any time as required.
4. **Network Etiquette** – You are expected to abide by the accepted rules of network etiquette, including the following: Be polite. Do not reveal your personal address or phone numbers, or those of students or colleagues. E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.
5. **Inappropriate Language** – Profanity or obscenity will not be tolerated on the Internet. Any student using such language will have their access privileges revoked.
6. **Offensive or Inflammatory Speech** – Many opinions reside on the Internet and users may disagree with them. Students will not personally inflame (attack) the user stating the opinion. Internet users must respect the rights of other users to express his/her opinions without being personally attacked.
7. **Personal Use** – Use of the Internet resources (e-mail) for highly personal communication is not in accordance with the educational purposes of SCC and is a violation of this policy.
8. **No Warranties** - The Southeastern Career Center makes no warranties of any kind, whether expressed or implied for the service it is providing. The Southeastern Career Center will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Southeastern Career Center specifically denies any responsibility for the accuracy or quality of information obtained through its services.
9. **Security** – Security on any computer system is a high priority. If you can identify a security problem on the Internet, you must notify a system administrator. Do not use another individual’s account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
10. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any other agency or networks. This includes, but is not limited to, the uploading or creation of computer viruses.
11. **Safety** – Although they will not be able to access the sites from Southeastern Career Center, appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response will be included as part of classroom instruction.
12. **Rules of Copyright** – Users must respect all copyright issues regarding software, information, and attributions of authorship. The unauthorized copying or transfer of copyrighted materials will result in the immediate loss of Internet account.
13. **Illegal Activities** – Illegal activities include tampering with computer hardware or software, unauthorized entry into computers or accounts, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
14. **Computer Viruses** – Any software obtained from the Internet must be properly checked for computer viruses before it is used on computers at SCC. Deliberate attempts to spread computer viruses on the internet or on any computer at SCC facility are considered criminal activity.

15. **Account Responsibility** – Students are responsible for the assigned login/password information provided them. Violations of this policy will be traced to the student’s password. It is a violation of this policy to give the login/password to an unauthorized individual.
16. **External Devices** – Use of personal external devices on school computers is not permitted unless approved by the instructor. This includes but is not limited to memory storage devices, MP3 players, CDs and DVDs.
17. **Improper Use** – Students accessing areas of the Internet for any type of business transaction will lose access privileges. Parents/Guardians will be responsible for any expense incurred by students ordering or purchasing items online. Financially or commercially benefiting from information accessed while on the Internet at SCC is also in violation of this policy.

## **18 YEAR OLD STUDENTS**

Indiana law requires schools to enforce the same rules on all students, regardless of their age or marital status with respect to school attendance and driving privileges.

## **PUBLIC DISPLAY OF AFFECTION**

Any public display of affection such as kissing, embracing, or other kinds of inappropriate physical contact is prohibited on school grounds.

## **THREATS OF VIOLENCE**

Any threat of violence, either verbal or written, will be taken absolutely seriously and treated as such. Threats of violence include statements or actions that imply the intent to harm any member of the school community through physical action, or the implication of the possession of, or intent to possess a deadly weapon. In cases where threats have been issued, law enforcement authorities will be notified at the discretion of the building Assistant Director. In cases where a student has initiated threats, suspension, removal from SCC or expulsion from school will be recommended.

## **BULLYING**

Bullying will not be tolerated. Bullying is defined as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.” IC 20-33-8-0.2 This rule applies when a student is on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school; using property or equipment provided by the school. Bullying is considered to be severe misconduct and will be dealt with accordingly. The Assistant Director will take appropriate disciplinary actions for bullying up to expulsion from school.

## **HARASSMENT**

SCC maintains an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Career Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The SCC encourages students who believe they are victims of harassment to report the incident to the Director or Assistant Director for investigation. Any student found to have engaged in harassment shall be subject to disciplinary sanctions as set forth in the student handbook, including, but not limited to, warning, suspension, removal from SCC or expulsion, subject to applicable procedural requirements. A copy of the SCC policy on sexual harassment may be obtained by contacting the Assistant Director during regular school hours. See Southeastern Career Center Policy Manual, Section 5517 for further information.

## **CHILD ABUSE**

Any suspected abuse or neglect of students and youth through the age of seventeen (17) years will be reported to the child protection service in the appropriate County Welfare Department. Any staff member that receives a report or suspected abuse or neglect is required for making this report.

## **SAFETY GLASSES / PROTECTIVE GEAR**

Safety glasses and appropriate protective gear must be worn at all times in shop/lab areas. Failure to wear safety glasses or appropriate protective gear while in the shop/lab areas will lead to disciplinary actions.

## **CELL PHONES / PERSONAL COMMUNICATION DEVICES**

Students will be permitted to use their cell phones and electronic devices in the school during the following times:

-On their way to class prior to class beginning. Phones must be turned off and put away once the start bell has sounded.

- On their way out of the building once their school's dismissal bell has sounded.
- During scheduled breaks in the break room but not on the way to and from the break room.
- During designated class activities in class when the instructor notifies that cell phones can be used.

Cell Phones must be set to silent or vibrate when they are allowed to be turned on. Electronic devices must be listened to using head phones. Cell phone and electronic device use is not permitted in the hallways, restrooms, etc. while class is in session.

Students violating this policy will, on the first offense, have the phone or device confiscated and parents will be contacted. The second offense will lead to confiscation, parent contacted and one day of in-school suspension. The third offense will lead to confiscation, parent call, and one day of out of school suspension. The fourth offense will lead to confiscation, parent call, and a three day out of school suspension. Further violations could lead to suspension pending removal from SCC or expulsion. See Southeastern Career Center Policy Manual, Section 5136 for further information.

## **STUDENT TOBACCO USE / POSSESSION**

The Possession or Use of tobacco products in any form is prohibited on the grounds or in the building of SCC, or while students are off of school grounds participating in school sponsored activities. The first offense for a student found to be in possession/use of tobacco products, including e-cigarettes, vaporizers or any substitute for cigarettes or tobacco, will result in a four day suspension (a one day in school suspension to participate in the tobacco prevention program and a three day out of school suspension), the second offense will result in a five-day out-of-school suspension and the third offense will result in removal from SCC for the balance of the semester. **Underage students will also be issued a citation for each violation from law enforcement.** See Southeastern Career Center Policy Manual, Section 5512 for further information.

## **APPEARANCE / DRESS CODE**

The responsibility for dress and grooming falls directly upon the individual student and his/her parents. It is a family obligation to supervise the dress of its youth. Neat appearance and proper clothing indicates a good school attitude. School officials shall become involved when:

1. Common decency necessitates intervention.
2. Disruption of classroom order takes place.
3. Health and safety of individual students is an issue.
4. Maintenance problems are being caused by student attire.
5. When an individual's educational progress is being hampered by his/ her attire and/or grooming.
6. Clothing violates program requirements or safety procedures in the shop/lab area.

The following guidelines for appropriate dress should be used:

1. Students need to be clean in person and appearance.
2. Shoes and clothing should be appropriate for safety in their program area.
3. Hats and other head coverings should be worn in shop areas only.
4. Clothing that reveals midriffs, cleavage, or underwear while standing, sitting or bending over is not permitted. This includes halter tops, see through apparel, tops with spaghetti straps and muscle shirts.
5. Shorts and skirts must be mid-thigh or longer. Pants should be worn at the waist.
6. Clothing with writing or illustrations that are vulgar, offensive, suggestive or promoting illegal substances is not permitted.
7. Jewelry should not present a safety hazard and reflect the appearance expectations of the workplace.
8. Clothing that causes a distraction from the primary purpose of school or which may present a health or safety risk is not permitted.

Students in violation of the dress code will be asked to comply before returning to class.

See Southeastern Career Center Policy Manual, Section 5511 for further information.

## **STUDENT DISCIPLINE**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provision of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

### **TEACHERS**

Removal from class or activity - A high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day.

### **ASSISTANT DIRECTOR**

1. Consulting with Student or Group of Students

2. Conference with a Parent or Group of Parents
3. Assignment of Additional Work
4. Loss of Driving Privileges
5. Assignment to after school or Saturday School detention at the home school when acceptable to the home school administration.
6. **SUSPENSION FROM SCHOOL** – A school Assistant Director (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
7. **REMOVAL FROM SCC** – A school Assistant Director (or designee) may deny a student the right to attend the career center but allow sending school to determine the needed punishment at their school. Removal procedures will follow the Enrollment Dismissal Policy and be done in conjunction with the sending schools. Students will be dropped from the program as a withdraw failure (WF).
8. **EXPULSION** – In accordance with the due process procedures defined in this policy and IC 20-33-8-3,14, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. With the exception of a violation of the rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

Discipline Guidelines

(Not a comprehensive list of offenses)

	Offense	First	Second	Third	Fourth	Fifth
1	Not Prepared for Class	1 HR ISS	1-Day ISS	2-Day ISS	2-Day OSS	
2	Disruptive Behavior or Horseplay	1-Day ISS *	2-Day OSS	5-Day OSS		
3	Cell Phone Violation	See pg 19				
4	Endangering the Safety of other students	3-Day OSS	5-Day OSS	Removal		
5	Insubordination	1 HR ISS	1-Day ISS	2-Day ISS	3-Day OSS	
6	Incomplete/Missing/Refusing Assignments	1 HR ISS	1-Day ISS	2-Day ISS	3-Day OSS	
7	Verbal Aggression	1-Day ISS	2-Day OSS	3-Day OSS		
8	Profanity	1 HR ISS	1-Day ISS	2-Day ISS	1-Day OSS	2-Day OSS
9	Physical Aggression	1-Day OSS	3-Day OSS	5-Day OSS	Removal	
10	Fighting	3-Day OSS	5-Day OSS	Removal		
11	Taunting/Teasing (minor offense)	Warning	1 HR ISS	1-Day ISS	2-Day ISS	1-Day OSS
12	Bullying	3-Day OSS	5-Day OSS	Removal		
13	Disrespectful Toward Staff Member	1-Day ISS	2-Day OSS	3-Day OSS		
14	Dress Code Violation	Warning	1 HR ISS	1-Day ISS	2-Day ISS	1-Day OSS
15	Public Display of Affection	Warning	1 HR ISS	1-Day ISS	2-Day ISS	1-Day OSS
16	Damage to School Property, Customers' Property, and/or any other property	2-Day OSS *	5-Day OSS	Removal		
17	Tobacco Violation	See pg. 11				
18	Failure to attend ISS	2-Day ISS	1-Day OSS	2-Day OSS	3-Day OSS	

19	Failure to complete assigned work in ISS	1-Day ISS	2-Day ISS	2-Day OSS	3-Day OSS	
20	Theft	3-Day OSS	5-Day OSS	Removal		
21	Failure to wear proper program attire	Warning	1-Day ISS	2-Day ISS	2-Day OSS	
22	Not wearing Safety Glasses/Protective Gear	1-Day OSS	3-Day OSS	5-Day OSS	Removal	
23	Internet Use Policy Violation	Warning	1-Day ISS	2-Day ISS	Internet	

\*May also include replacement costs

Adjustments made at the discretion of the Administration. Classroom teacher/staff will document the infraction on the student behavioral form and submit it via email to Administration.

### **GROUND FORS SUSPENSION, REMOVAL FROM SCC OR EXPULSION**

Grounds for suspension, removal from SCC or expulsion via the sending school are student misconduct or substantial disobedience per IC-20-33-8. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or rooms.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to or vandalizing school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to or vandalizing private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Harassing, threatening, or intimidating another person. Harassing behavior is behavior directed toward another person after that person has clearly indicated the behavior is unwelcome.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to;
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using or transmitting any substance which is represented to be or look like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. knowingly possessing, using or transmitting paraphernalia related to the use of narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;

- f. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - g. the possession or use of tobacco in any form on the grounds or in buildings of SCC;
  - h. after procuring or having the resources to procure necessary tools, clothing, safety equipment, texts or materials, consistently appearing at the school without the same;
  - i. being in unauthorized areas;
  - j. using vulgar or offensive language in the presence of students or staff;
  - k. immoral conduct;
  - l. indecent exposure or suggestive clothing;
  - m. setting false fire alarms;
  - n. possession of, or exploding of, firecrackers or other such devices;
  - o. possession of water balloons, squirt guns, bottles, etc.,
  - p. forging passes or adding names to passes;
  - q. throwing of projectiles or other objects such as snowballs, rocks, pencils, etc.;
  - r. lying in any situation to any school employee;
  - s. cheating on school related assignments;
  - t. harassing another student through conduct or communication of a sexual nature;
  - u. Possession of chemical mace, pepper gas, animal scents or other chemical gases designed or used to cause respiratory discomfort or disruption of the educational environment of SCC.
  - v. Bringing non-service animals of any kind to the career center without prior permission given by administration.
12. Continued Violation of the Cell Phone / Electronic Device Policy.

### 13. POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - ii. The frame or receiver of any weapon described above
    - iii. Any firearm muffler or firearm silencer
    - iv. Any destructive device which is an explosive, incendiary charge of more than one-quarter ounce, mine, or any similar device
    - v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
    - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- The grounds for suspension, removal from SCC or expulsion listed above apply when a student is:
- a. On school grounds immediately before and immediately after school hours and at any other time when the school is being used by a school group;
  - b. Off school grounds at a school activity, function, or event, or
  - c. Traveling to or from school or a school activity, function or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

See Southeastern Career Center Policy Manual, Sections 5513, 5516, 5600, 5605, 5610, 5610.2, 5611, 5620, and 5772 for further information.

## SUSPENSION PROCEDURES

When the Assistant Director (or designee) determines that a student should be suspended. The following procedures, defined in IC20-33-8 will be followed:

- 1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and



- c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

## **NON DISCRIMINATION STATEMENT**

It is the policy of SCC to comply with the Indiana Civil Rights Act (I.C.22-9-2), I.C. 20-8.1-2, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1992, the Family Medical Leave Act of 1993, and other applicable State and Federal statutes).

SCC further assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability or limited English proficiency, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of any of its educational programs and activities and the operation of its facilities.

Inquiries regarding compliance with Title IX, Section 504, and American Disabilities Act (ADA), or limited English proficiency should be directed to Jenny Truesdell, SCC's (ADA) Coordinator, 901 West US Hwy 50, Versailles, IN 47042 (812) 689-5253.

## **GRIEVANCE PROCEDURE FOR DISCRIMINATORY VIOLATIONS, INTERPRETATIONS AND APPLICATION**

Applies to Regulatory Titles VI (race, color, national origin), Title IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition). Interested parties include Career Center officers, employees, students and patrons. This applies to acts or omissions relating to protected rights based upon age, race, color, national origin/religion, sex and handicapping conditions including limited English proficiency.

### **Compliance Officer**

1. The building Assistant Director or designee for allegations of building level violations to students or building patrons.
2. The Director or designee for allegations and violations of a corporation level such as policy or practice.

### **The Process**

#### **Level One**

1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above. The complaint shall stipulate the specific act of omission, the date of same and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator, and submits such statement in writing to the compliance officer, a Level Two Procedure shall be enacted.

#### **Level Two**

1. The compliance coordinator shall submit the written disagreement statement and all related information to the Director within three (3) calendar days of receipt.
2. The Director shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator and the Director. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The Director shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowance if a request is made in writing by either party and so agreed to by the parties. NOTE: If the alleged violation, interpretation, or application is of a corporate nature, such as a written rule, or policy; then Level Two is initiated immediately.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

A copy of Family Educational Rights and Privacy Act is on file in the Assistant Director's office and may be reviewed at any time upon request. SCC will follow the guidelines set forth by the act. SCC may make public "directory information" unless, within a reasonable period of time, a student's parent informs the Assistant Director that any or all of the designated information should not be released without the parent's prior consent.

"Directory information" includes but is not limited to the following:

1. Student's name, address, telephone listing, date and place of birth.
2. Name of student's vocational training program, participation in officially recognized activities, and awards received.
3. Most recent educational agency or institution attended by student.



4. Student's dates of attendance at SCC.
5. Student's height, weight, eye color, sex, race, and motor vehicle description, including license plate number.

### **Annual AHERA Notification**

Under the Asbestos Hazard Response Act of 1986 (AHERA) the Southeastern Career Center is required to annually notify all school building employees, building occupants or their legal guardians of the availability, and location of the Asbestos Management Plans and of any post response action activities, including periodic inspections and surveillance activities that are planned or in progress.

### **School Policy Manual**

The Southeastern Career Center Policy Manual can be found on our website [www.sccenter.k12.in.us](http://www.sccenter.k12.in.us) under Neola information.