

POLARIS

CAREER CENTER

High School Student and Parent Handbook

2019-2020

Our Mission

Inspiring our students to achieve
career success.

Student* Standards* for* Success

I am privileged to attend Polaris.

*

My career-technical and employment training is a serious part of my education and is key to my future success.

*

My future depends on regular and punctual attendance both at Polaris and in the workplace.

*

I complete all required work and assignments to the highest and best use of my abilities.

*

I respect my fellow students, Polaris staff, employers and fellow employees.

*

I display good manners, integrity and honesty at Polaris and in the workplace.

*

I value myself by remaining drug and alcohol free at school and in the workplace.

*

I present myself professionally and dress appropriately for Polaris and the workplace.

*

I use equipment and materials responsibly and do my part to maintain a safe and secure school and work environment.

Welcome to Polaris Career Center

We are pleased that you have selected Polaris Career Center for training to prepare you for your career goals. Your decision marks the beginning of a partnership between you, your family, your associate school and Polaris. We offer you quality teaching, outstanding facilities and equipment, and the guidance necessary for you to create your own personal success.

This Student and Parent Handbook is designed to provide a clear understanding of the expectations we hold at Polaris. You are encouraged to read the handbook with your parents to assure that you have a clear understanding of the school rules and regulations. **Please note that our Polaris Career Center Code of Conduct will be enforced beginning the first day of classes at Polaris.**

You hold the power within you to choose to dedicate yourself to learning and to discipline yourself to act responsibly as a student of Polaris. Your future is in your hands. What choices will you make to move yourself in a positive direction? We at Polaris are pleased that you have chosen us to help you create your own future.

Polaris

The name Polaris means North Star, the brightest star in the constellation, which is used for navigation. Our hope is that Polaris will be a guide for you as you navigate toward career success.

**Polaris Career Center
7285 Old Oak Boulevard
Middleburg Heights, Ohio 44130-3375
440.891.7600**

www.polaris.edu

Attendance Hotline 440.891.7615

Staff

Principal	Gerald Lanning	440.891.7610 glanning@polaris.edu
Director of Pupil Personnel & Principal of Satellite Programming	Diane Xander	440.891.7679 dxander@polaris.edu
Assistant Principal	Bill Evans	440.891.7690 bevans@polaris.edu
Assistant Principal	Michael Rhamy	440.891.7649 mrhamy@polaris.edu
Transition Coordinator	Sarah Lynix	440.891.7840 slynix@polaris.edu
Transition Coordinator	Gerri Polo	440.891.7634 gpolo@polaris.edu
Counselor	Ned Barnett	440.891.7640 nbarnett@polaris.edu
Enrollment Coordinator	Cindy Crisler	440.891.7732 ccrisler@polaris.edu
Director of Community Outreach	Doug Miller	440.891.7609 dmiller@polaris.edu
Data & Accountability Coordinator	Pam Vizer	440.891.7622 pvizer@polaris.edu

**Polaris Career Center
Dates to Remember
2019-2020**

Monday	September 2, 2019	No School (Labor Day)
Thursday	October 10, 2019	Parent Conferences – 12:00 noon-3:00 PM
Friday	October 11, 2019	No School (NEOEA Day)
Friday	October 25, 2019	End of First Grading Period
Wednesday - Friday	November 27-29, 2019	No School (Thanksgiving Break)
Monday - Friday	Dec. 23, 2019– Jan. 3, 2020	No School (Winter Break)
Friday	January 17, 2020	End of Grading Period
Monday	January 20, 2020	No School (Martin L. King, Jr. Day)
Monday	February 17, 2020	No School (Presidents’ Day)
Friday	March 20, 2020	End of Grading Period
Friday - Friday	April 10-17, 2020	No School (Spring Break)
Friday	May 15, 2020	Last day for Senior Classes
Monday	May 18, 2020	Senior Awards – 7:00 p.m.
Friday	May 22, 2020	Junior Awards
Thursday	June 4, 2020	End of Grading Period
Thursday	June 4, 2020	Last Day for Students

Places to Go

“Admit to Class” slips	Welcome Center
Enrollment/Withdrawal	Guidance Counselor
Elevator Pass	High School Office
Hall Pass	Classroom Instructor
Illness, Injury or Accident.....	Welcome Center
Lost Items	High School Office
Parking Permits	Welcome Center
Passes to Parking Lot	Welcome Center
Permit to Leave Campus	Welcome Center
Prearranged Absence forms	Welcome Center
Schedule Conflicts	Guidance Counselor

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Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another

school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with requirements of FERPA. The Office name and address that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

ATTENDANCE

Attendance Hot Line: 440.891.7615

Regular and punctual attendance is the greatest single factor in school success and vital in the world of work. All students are expected to be in attendance at Polaris Career Center on all scheduled days as mandated by the State of Ohio. Consult the Polaris Career Center School Calendar to note any differences from associate school calendars. If the associate school furnishes bus transportation for Polaris students, the students are expected to be present in class at Polaris even when the associate school is closed.

Junior program students attend from 7:50 a.m. – 10:50 a.m.
Senior program students attend from 11:20 a.m. – 2:20 p.m.

Absence Calling Procedure

In addition to calling the associate high school, student's parent/guardian must call the Polaris Career Center Attendance Hotline Number at 440.891.7615 and state the following information clearly:

1. Name of parent/guardian calling.
2. The student's name (please spell last name).
3. The student's program area and associate school.
4. Date(s) and reason for absence.
5. Number where parent/guardian may be reached.

A phone call or written note from a parent/guardian is required within 24 hours of a student's return to school to change the absence(s) from unexcused to excused. The attendance office voicemail can be reached 24 hours a day by calling 440.891.7615.

Polaris may require medical verification from a doctor if a student's absence exceeds five (5) days. *Students with excessive absences may be required to provide medical or other documentation for all subsequent absences. These students and their parent/guardian will be notified if such documentation is required.* Attendance is based on the total number of hours of instruction a student receives in a career-technical program. (Example: 1 day of instruction = 4 periods @ 45 minutes per period totaling 3 hours per day) Each full day of absence from a career-technical program will translate to 3 hours of absence on the student's record. If a student is unexcused absent during a school day and a parent/guardian call is not received, an automated calling system will call the student's home phone number beginning at 9:00 a.m. for junior students or 12:00 noon for senior students to alert parents as to their student's absence. This also serves as a reminder that a call must be received on the Polaris Career Center Attendance Hotline in order to excuse the absence.

Absence Classifications

- **Excused Absence**

The following are the only conditions under which a student's absence is considered excused. A student will be excused from school who is:

1. Under a doctor's care substantiated by a note from the doctor.
2. Hospitalized, verified by a note from the hospital.
3. Death of a relative, verified by a parent/guardian.
4. Religious holiday (excluding St. Patrick's Day).
5. Personally ill, verified by a parent/guardian.

- **Early Dismissal**

Only a parent/guardian may request a student's early dismissal for any of the reasons listed as "excused." Only telephone calls will be accepted. If the late arrival or early dismissal is for an appointment, **documentation must be turned into the office the next day of attendance.**

Students need to pick up early dismissal passes from the Welcome Center upon their arrival to school, and they **must sign out** in the Welcome Center **before leaving** or they will be considered truant.

- **Field Trips**

Educational field trips may be scheduled during the regular school hours. Students are not permitted to participate in a field trip unless there is written permission from a parent/guardian. The appropriate permission form must also be given to the instructor and associate school attendance office **prior** to the field trip.

- **Planned Absences**

A planned absence request is used to provide students and their families some flexibility in arranging their schedules for educational or career visitations, family emergencies, or obligations such as out-of-state graduations or weddings. The planned absence form can be obtained at the Welcome Center in advance of the absence and must be signed by the student's parent/guardian and their respective teacher(s). To be approved, the signed form must be returned to Welcome Center at least one day before the anticipated absence from school.

- **Tardiness**

The only tardiness that will be excused is that relating to the Excused Absence section in this handbook, or tardiness caused by a late bus. Junior students arriving after the 7:54 a.m. tardy bell or Senior students arriving after the 11:24 a.m. tardy bell must report to the

Welcome Center to be issued an admit slip to enter their class. Students who have excessive tardiness will be subject to disciplinary action under the Polaris Career Center Code of Conduct. A parent or guardian must call within 24 hours to change the late unexcused to excused. **Examples of unexcused tardiness are car problems, oversleeping, missing the bus.**

- **Unexcused Absence/Class Cutting**

Class cutting is an absence of 20 minutes or more from any assigned periods.

Unexcused absence is any absence that does not meet one of the reasons listed in the Excused Absence section of the handbook or is not an approved planned absence. A student with an unexcused absence will be considered truant and no credit will be earned for work missed during those days.

An unexcused absence exists when a student is absent from school with his/her parent's knowledge, but for a reason deemed to be unacceptable by the administration. (Example: oversleeping, missed bus, car trouble, etc.). Students are not permitted to make up work when their absence is unexcused.

Truancy is defined as an absence from school and/or any part of class without parent's and/or a school official's knowledge or permission. Truancy may result in disciplinary action, forfeiture of any opportunity to make up work, juvenile court filing, and/or loss of driving privileges.

- **Excessive Absences and Habitual Truant**

Excessive Absence is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- 38 or more hours in a month without legitimate excuse

- 65 or more hours in a school year without legitimate excuse

Habitual truant is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- 30 or more consecutive hours without legitimate excuse

- 42 or more hours in a school month without legitimate excuse

- 72 or more hours in a year without legitimate excuse

If a student is not lawfully excused from school attendance, or if a student has a record of excessive absences, the parent will be notified that attendance must improve immediately. In the event the student's attendance does not improve, the attendance officer shall file a

complaint in the appropriate juvenile court and/or file with the Bureau of Motor Vehicles for removal of the student's driver's license. Further disciplinary action may also occur. An attendance contract may be developed with students, parents/guardians, and Polaris staff to improve attendance.

- **Withdrawal**

Any student who withdraws from Polaris Career Center must pick up his/her supplies and equipment within 30 days. All personal belongings will be disposed of after 30 days.

- **Making up Missed Work**

Students who have been **excused** absent may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. With an extended excused absence, students may make up tests and assignments within a reasonable time limit provided arrangements for such make-up are requested by the student the first day of his/her return to school. Failure to make up the work may result in academic penalties. Participation points may not be made up.

Due to the nature of authentic learning experiences and work created for a lab environment in career-tech education, it may not always be possible to recreate missed assignments for make up. Teachers will make every effort to assist with excused missed lab assignment. However, the possibility exists that this may not always be able to be done.

- **Associate School Exams**

Students taking required tests at associate schools and missing classes at Polaris Career Center must complete and return an Exam Verification Sheet to the Welcome Center in order for the absence to be considered excused and allow students to make up work missed at Polaris Career Center.

GENERAL INFORMATION

ANNOUNCEMENTS, BULLETIN BOARDS

All students are expected to check their associate school bulletin boards daily for special associate school announcements. These boards are located in the Commons. All items posted on any of the bulletin boards throughout the school must have prior approval from an administrator.

ASSEMBLIES AT ASSOCIATE SCHOOLS

Students will be excused from Polaris to attend assemblies at their associate school provided that they have completed an on-line authorization form. On-line forms are available to students and parents/guardians at the start of the school year to authorize attendance at associate school assemblies. Polaris is not responsible for students who leave to attend assemblies. **Failure to sign in and/or out at the associate school and Polaris Career Center for assemblies at the associate school may result in an unexcused absence and disciplinary action.**

BOARD OF EDUCATION POLICIES and PROCEDURES

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. These policies and procedures are available on-line at <http://www.boarddocs.com/oh/polaris/Board.nsf/Public>.

BUILDING ENTRY/EXIT PROCEDURES

Polaris Career Center is dedicated to maintaining a safe and secure environment. All students are expected to enter through the main entrance in the front of the building.

COMMONS/LUNCH

Junior Polaris students are expected to leave the school building after the conclusion of their program. Students wishing to eat lunch at Polaris may do so in the Commons. Hot lunches are available each day as well as a variety of a la carte hot and cold food and beverage items. **All food and beverage items are to be consumed in the Commons.**

FREE/REDUCED LUNCHES

Based on a student's financial need, the District offers a program of free and reduced meal prices. Information and application for this program are available on-line at the Polaris website.

CAREER PORTFOLIO

The Career Portfolio is a credentialing tool that documents the skills and achievements of students who have successfully completed a comprehensive career-technical program in Ohio. It is designed to assist employers in

identifying, screening and evaluating applicants, while helping career-technical students market their skills. It should be the goal of every Polaris Career Center student to **earn a career portfolio by successfully passing all semesters** of the career-technical program. A failing grade for any semester of the program will make the student ineligible to receive the portfolio.

Included in the portfolio:

- Certificate of Attendance (see criteria below)
- Resume
- Competency list (skills mastered)
- School endorsement
- Grade and attendance page
- Industry certifications (where applicable)
- Awards, honors and other program specific certificates
- Samples of the student's work

CERTIFICATE OF ATTENDANCE

Students who earn the Certificate of Attendance will be eligible for alumni assistance through Polaris including access to job leads and assistance with resume revision/job search skills. The Certificate of Attendance is awarded to those students who meet the following criteria:

- Maintain attendance of 95 percent of the total program hours. This allows for 36 periods of absence/tardies (excused and unexcused) per year. **36 periods are equal to nine (9) school days.** Hours cannot be made up.
- Achieve passing grades and satisfactory skill development in their career-technical program area.
- Complete the career-technical program.

DRESS AND GROOMING GUIDELINES

A dress code or a uniform may be required for appearance, safety factors and as a necessity to protect clothing. Clothing that is excessively tight, short, or revealing is inappropriate. This includes extremely short shorts and skirts, tank tops, or clothing that reveals the midriff. Students must wear shoes. Clothing or attire that can be construed as gang-related is not permitted.

Any apparel or accessory that graphically or symbolically is vulgar, offensive, obscene or libelous or promotes sex, violence, tobacco, drugs, or alcohol is unacceptable and will not be permitted. In addition, chains, spikes or any other item that may be construed by a school official as a safety hazard will not be permitted.

Program uniforms and safety glasses need to be worn as determined by the program teacher or administrator. Wearing sunglasses is permitted only for medical reasons.

The dress and grooming guidelines have been established to promote a positive school image and environment. The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments.

The provisions of the dress and grooming code are enforced at school and at school-sponsored activities. The District encourages students, with the supervision of their parents, to maintain high standards of dress, grooming, and personal appearance. School attire should never be suggestive or indecent. The following guidelines apply:

1. Hats and/or head coverings and visible body piercing may not be allowed in certain classes, programs, and areas of the building.
2. Brief and revealing clothing are not appropriate apparel in school. The following are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, strapless garments, or large arm holes. Garments that are see-through, cut low, or expose one's midriff or undergarments while the wearer is engaged in normal activity are not acceptable.
3. Tops and bottoms must overlap at all times, including when arms are raised.
4. Bicycle or tight shorts are not permitted. Skirts and shorts shall be no more than four inches above the top of the knee.
5. No writing or pictures are allowed on any clothing unless it meets the following guidelines:
 - School "spirit wear" is permissible.
 - College or accredited post-secondary school apparel is permissible.
 - Professional sports team apparel is permissible (Browns, Cavaliers, etc.).
 - Apparel related to branches of the military is permissible.
 - Apparel with a logo of a recognized clothing manufacturer is permissible (Polaris Career Center administration reserves the right to use their discretion in the recognition of legitimate clothing apparel manufacturers).
6. Extremes in any types of clothing, footwear, make-up or jewelry shall not be permitted. Costumes are not allowed unless approved by administration.
7. Appropriate footwear that is not considered a safety hazard shall be worn at all times; instructors shall determine what is and what is not appropriate for their classroom or lab.

8. Clothing intended to be worn as undergarments or sleepwear may not be worn as outer garments. **No undergarments (boxers, etc.) shall be exposed.**
9. Clothing may not depict bombs, weapons, or illegal acts.
10. Clothing may not depict gangs or signify membership in gangs.
11. Metal-studded collars, arm bands, wristbands, chains, and/or metal-studded clothing are not permitted. Restrictive devices are not permitted.
12. Pants that sag or fit below the waist are not permitted.

DRIVING AND PARKING

Students must secure and fill out a Polaris parking permit. Parking permit application forms are available on-line. **There is a \$25.00 non-refundable fee for the parking permit.** Student drivers have the responsibility of maintaining safety standards and observing the following rules and regulations:

1. All students must park in the student parking lot.
2. Parking permit **MUST** be visible in the vehicle.
3. Once a student arrives at school, the parking lot is off limits unless a pass has been obtained from the Welcome Center.
4. Motorcycle operators must abide by the driving and parking rules as stated.
5. Violation of driving regulations may result in the revocation of driving privileges.
6. Polaris assumes no responsibility for theft or damage to a vehicle or its contents.

DRUG POLICY

In accordance with federal and state law, Polaris prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, chemicals which release toxic vapors, any controlled substance as defined by Ohio statute or substance that could be considered a "look-alike" controlled substance. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When appropriate or required by law, Polaris will notify law enforcement officials.

Students involved in any extremely hazardous activity can be required to submit to a drug test when there is a reasonable suspicion that the student is using drugs. Failure to comply with testing may result in suspension and/or expulsion. Two diluted tests will be treated as a positive result. Causes for reasonable suspicion include, but are not limited to, the following: (1) the student's performance or behavior appears to be affected

by drugs; (2) the student may have contributed to or been involved in an accident during school hours which resulted in injury to himself/herself, another person, or damage to property, or (3) whenever his/her behavior causes a safety hazard.

Polaris is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he voluntarily recognizes the need for help through programs and services available in the community. Students and their parents/guardians should contact an assistant principal or counselor whenever such help is needed.

EIGHTEEN-YEAR-OLD STUDENTS

Any 18 year old student requesting restricted parental access to his or her school information must submit a request in writing to his or her associate school and provide a copy of the approved request to his or her assistant principal.

ELEVATORS

Elevators are not for use by the general student population. Students who require the use of an elevator must secure written permission from a school official.

EQUAL EDUCATIONAL OPPORTUNITY, DISCRIMINATION, HARASSMENT, AND BULLYING

The Polaris Career Center Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. If you are having a problem or have questions or concerns regarding compliance with the Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973, contact: Assistant Superintendent; Title IX and Section 504 Coordinator; Phone: 440.891.7745. See Board Policy 3122.

The Board of Education views harassment and bullying as a form of discrimination. Harassment or bullying is defined as either of the following:

1. Intimidation by threats of or actual physical violence; the creation, by whatever means of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.
2. Violence within a dating relationship. Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating

partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Polaris prohibits discrimination on the basis of race, color, sex, national origin, religion, veteran status, disability, or age in its educational programs, activities services or employment policies.

An individual interested in filing a civil rights complaint is not required to follow the district's grievance procedure. At anytime, complaints may be filed with the U.S. Department of Education.

House Bill 116 – Jessica Logan Act

Cyberbullying refers to any harassment that occurs via the Internet, cell phones, or other devices. Communication technology is used to intentionally harm others through hostile behavior such as sending text messages and posting ugly comments on the Internet.

The National Crime Prevention Council defines cyberbullying as "the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person."

Cyberbullying could be limited to posting rumors or gossips about a person in the Internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

False reports can also be subject to discipline. See Board Policy 5517.

FINES AND FEES

Students who are not current with financial obligations may not be allowed to participate in student activities. Student grade cards, schedules, diplomas, and transcripts may not be released to any student who fails to pay all fines and fees. Any senior who is not current with financial obligations, will not receive their Career Portfolio or participate in the Senior Awards Ceremony.

FIRE, LOCK DOWN, TORNADO DRILLS

Drills will be held at various times during the year. Correct procedures are posted in each classroom. Students will proceed to areas designated during such drills.

FLEXIBLE CREDIT

Polaris Career center offers students the option of credit flexibility. Credit flexibility is any alternative course work, assessment or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be forwarded to associate high school guidance counselors.

GIFT AND FOOD DELIVERIES

Students are not permitted to have gifts items or food delivered by outside vendors to classes or the Commons. Any items delivered will remain at the Welcome Center until dismissal.

GRADES, CREDITS, AND FAILURES

Length of Grading Period - the school year is divided into four quarters and two semesters. Credit is earned for a student by semester. Grades are issued to associate schools for reporting purposes on a student's report card and official transcript. The length of each marking period is nine (9) weeks per quarter and eighteen (18) per semester. After each grading period, the **associate school will issue report cards. The closing dates for the four nine-week grading periods for the 2019-2020 school year are:**

October 21, 2019 January 17, 2019 March 22, 2020 June 4, 2020

Credits for courses taken at Polaris are issued by each associate school district upon the recommendation of the Polaris administration. Upon successful completion of Polaris and associate school requirements, students may receive a high school diploma as well as a Polaris Career Center Portfolio.

Junior students who pass both semesters are eligible to advance to the senior year of their career-technical program. For students who fail to pass one or more semesters of their program, a conference will be held with the student and/or parent to determine appropriate future placement in the student's career technical program.

Progress reports are available on line via the Infinite Campus - Campus Portal. Parents/Guardians can monitor their student's grades and attendance 24 hours a day. The progress (interim) report may include comments and indicate areas needing improvement or commend good work being done.

Grades are determined in the following manner at Polaris Career Center:

A quarterly grade is determined using the final percentage corresponding with a letter grade provided in the scale below. A semester grade is

determined by using the average percentage between the two quarters in the semester. The first semester grade is an average of the first quarter percentage and the second quarter percentage. The second semester grade is determined the same way using the third and fourth quarters. There are two semester grades reported to the associate school in which a student can earn credit.

The following scale will be used for reporting grades:

Letter Grade	Percentage Value
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99
F	0-59.99
I	Incomplete

Grades are recorded in the Polaris Career Center Infinite Campus gradebook. This gradebook can be accessed on-line through the Internet via the Infinite Campus student/parent portal. Students and parents are provided secure log-ins and passwords by Polaris Career Center at the start of the school year.

Procedure for Incompletes - the mark of Incomplete (I) is given when a student has been absent (excused from school) and unable to complete the work. Failure to do required assignments results in a zero for the assignment. At times, in cases of absence, it becomes impractical to require that all work be made up. Averages should be determined by averaging the marks earned while the pupil was present. However, on occasion the assignment is of sufficient importance that it should be a part of the grade average. It is then that an extension of time is permitted and the grade should be recorded as "I." All incomplete work should be made up as soon as possible. The incomplete shall then be changed in the student's record, and the grade card and the correction shall be forwarded to the associate school. Incomplete assignments are to be made up by the student NO LATER THAN THE SECOND WEEK FOLLOWING THE END OF THE MARKING PERIOD. Failure to complete the work may result in a grade of "F" or failure being recorded.

GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students between 7:30 a.m. and 3:00 p.m. each school day. Certified counselors are available to discuss educational, career-technical, social, or personal concerns. Appointments are requested but not necessary.

HALL PASSES

Students leaving the classroom must gain permission and carry a hall pass between 7:30 a.m. and 2:20 p.m.

HEALTH SERVICES

All injuries, accidents and illnesses must be reported to the adult in charge.

Illness

Students must secure a pass designated for the Welcome Center.

Students will not be permitted to leave the building because they are ill unless a parent/guardian has given permission and the student has signed out at the Welcome Center. Parents must be notified before a student is permitted to leave the building due to illness.

Medication

Whenever practical, students/parents/guardians are urged to request physicians to schedule the administration of medication at times other than during school hours. If it becomes necessary for a student to take medication during the time he/she is in attendance at school, the procedures set forth in the Ohio Revised Code and by the District will be followed.

Medication Procedures

- A. Management and/or administration of medication at school will be approved by the building administrator when all of the following requirements have been met:
 1. A written request by the parent on the approved form
 2. Written statement from a physician on the approved form
 3. The container will be labeled with the following information:
 - a) Name and telephone number of pharmacy
 - b) Student identification
 - c) Name of physician
 - d) Dosage to be taken
 - e) Frequency/time at which medication is to be taken
 - f) Prescription number/name of medication, date issued.
- B. Medications will be kept in a locked storage area except if refrigeration is required.
- C. The student must present a picture ID each time medication is administered.
- D. The principal will designate school personnel to be responsible for the management of the medication. Such personnel will keep accurate records as to:
 1. Date and time medication is given to student.
 2. Dosage self-administered by the student.
 3. Type of medication.
 4. Name of school personnel observing steps 1 – 3.

INTERNET STUDENT INFORMATION

Polaris has implemented an Internet portal providing students and parents with the ability to check on attendance, grades, test scores, homework assignments, and a host of other information. This information can be reviewed from any Internet connection. For additional information, please contact the guidance office secretary at 440-891-7617.

INTERROGATIONS AND SEARCHES

- To maintain order and discipline in the schools and to protect the safety and welfare of students, employees, and community members, the Board of Education authorizes its administration to conduct searches of school property, searches of a student's person or personal property, and student automobiles in accordance with board-adopted procedures. The Board of Education further authorizes its administration to seize illegal, unauthorized, or contraband materials that may be discovered in any search. The Board has developed procedures that will be followed in the event a law enforcement agency requests an opportunity to search or interrogate a student.
- **Searches of School Property**
The administration is authorized to conduct periodic general inspections of any school property for any reason, at any time without notice, without student consent, and without a warrant. School property includes school lockers, desks, or other receptacles that a student may use for storage of personal or school belongings.
- **Personal Searches**
A student's person and/or personal effects (i.e. book bag, purse, pockets) may be searched when an administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or is otherwise in violation of school policy. Any personal searches will be conducted in accordance with the procedures governing personal searches.
- **Automobile Searches**
The Board of Education reserves the right to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. When the administration has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student's vehicle, the administration may inspect the interior of the vehicle. Routine patrols and inspections of student parking lots and student automobiles may be conducted without notice, without student consent, and without a search warrant.

- **Searches or Interrogations by Law Enforcement Officials**
Generally, law enforcement authorities will only be allowed to interview students on school premises if there are special circumstances requiring an immediate interview or if the interview is conducted at the request of the school. Law enforcement authorities will not be allowed to search a student's locker, desk, automobile, or person without a search warrant, unless public health or safety is involved. Any interrogations or searches conducted by law enforcement authorities will be governed in accordance with the District's procedures.
- **Trained Dogs**
In an effort to keep the workplace and school free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert to current presence of concealed prohibited items and illicit substances. This program is implemented in response to drug use concerns in schools and to maintain a safe school environment conducive to education.

LOCKERS AND DESKS/PERSONAL BELONGINGS

Students are responsible for all books, clothing, tools and personal items stored in the lockers, desks, and classrooms. All classroom procedures for tool storage must be followed. Students must report lost or stolen items to Polaris administration and security in a timely manner. This includes filing a written incident report with the appropriate administration or security personnel. Polaris will make every effort in recovering lost or stolen items. However, Polaris assumes no responsibility for lost or stolen items. A lost and found is located in the High School Office. At the end of the school year, all lockers are cleaned and contents discarded.

LOST AND DAMAGED TEXTBOOKS

Students are responsible for maintaining and returning all textbooks issued and materials lent to them throughout the school year. Students will be assessed a fine for the repair or replacement of any book or equipment that is damaged or lost while under their responsibility. Student grade cards, schedules, career portfolios, diplomas, and transcripts may not be released to any student who fails to pay all fines and fees.

MILITARY CONTACT

Polaris provides all branches of the military the opportunity to distribute information to interested students during our lunch periods. Often the various military branches request a list of our students including addresses and phone numbers which we will provide. If you want your son's/daughter's name removed from this list, please contact the guidance office secretary at 440-891-7617.

PLACEMENT

Polaris Career Center provides job placement services to assist students in obtaining employment. Students are eligible for “internships” or “early placement” during their senior year if they meet the grade and attendance requirements and are recommended by their instructors. Students must provide their own transportation.

SCHOOL CLOSING

In the event that all local participating schools are closed because of inclement weather, Polaris will cancel classes. School closing information will be announced on the local radio and television stations. When an associate school closes for inclement weather or other calamity days, students from that attending school will be excused from Polaris.

STUDENT RECORDS

Parents/guardians and eligible students under law and school policy hold the following rights:

1. The right to inspect and review the student’s education records.
2. The right, in accordance with the established procedure, to seek to correct parts of the student’s education record, including the right to a hearing if the District decides not to alter the record according to the parents’/guardians’ or eligible student’s request.
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Education Rights and Privacy Act (FERPA, see page 7 & 8).
4. The parents/guardians or student may obtain copies of this policy without charge from the High School Office, the Office of the Treasurer, or the Office of the Superintendent.

The District limits the disclosure of information contained in the student’s education records, except: by prior written consent; as directory information; and under other limited circumstances, as enumerated under administrative regulations.

VIDEO SURVEILLANCE

The interior and exterior of Polaris are under surveillance by video equipment. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law.

POLARIS CAREER CENTER HIGH SCHOOL STUDENT CODE OF CONDUCT

In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Polaris constantly strives to make disciplinary decisions that will result in positive student growth. However, certain irresponsible acts can and will result in detentions, emergency removal, out-of-school suspension, expulsion, and/or referral to juvenile court. In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Polaris Career Center Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The rules and standards set forth apply to conduct on school premises, on school buses or any other school vehicle owned or leased by Polaris, involving school property, at any school-sponsored event or function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs that is directed at a district employee or the property of such employee.

Violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis. Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. The determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

Polaris will honor out-of-school disciplinary removals imposed by the student's district of residence without the need for a separate hearing. Additionally, disciplinary removals will extend to school-assigned work placements, where the work assignment coincides with the date(s) of the removal.

Suspended students may complete assignments for points while they are suspended. These assignments are due to the teacher the day the student returns from suspension. It is the responsibility of the student to email the teacher for assignments as well as turn these assignments in upon return.

CONSEQUENCES

The following discipline management techniques may be used alone or in combination for behavior violations listed in this section of the **Polaris**

Career Center Code of Conduct. These techniques may also be used for non-code of conduct violations:

1. Verbal correction
2. Cooling-off time or "time out"
3. Seating changes
4. Counseling by teachers, counselors, or administrators
5. Parent-teacher conference
6. Removal from class for a period of time
7. Confiscation of items that disrupt the educational process
8. Withdrawal of rewards
9. Behavioral contracts
10. Alternative Behavior Center (ABC)
11. Assigned school duties other than class tasks
12. Referral to an outside agency and/or legal authority
13. Suspension from school
14. Expulsion

DISCRETIONARY INFORMAL REMOVAL

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement. However, they **may** result in a routine referral, formal removal, or the use of any other discipline management technique.

DISCRETIONARY FORMAL REMOVAL

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

Any removal of a student by a teacher requires that a student behavior referral be made by the teacher if the student's conduct is a violation of this code.

STUDENTS WITH DISABILITIES

Students with disabilities are subject to applicable state and federal law in addition to the Polaris Career Center Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

Students with disabilities will not be removed for a total of more than 10 days without the appropriate procedural safeguards being employed. If a change in placement is determined to be appropriate, the IEP team will review the student's progress and make recommendations regarding placement. The student's district of residence will be notified and involved in any manifestation hearings and IEP meetings related to a disciplinary removal.

I. MINOR VIOLATIONS

Minor violations are considered breaches of the Polaris Career Center Code of Conduct. Minor violations will ordinarily not, in the first instance, result in out-of-school suspension or expulsion from school. Instead, minor violations will ordinarily result, in the first instance, in sanctions such as detentions, in-school suspensions, and other alternatives to out-of-school suspensions. However, conduct that is prohibited both as a minor violation and as a suspension/expulsion violation may subject the student to the greater penalty of out-of-school suspension or expulsion. Additionally, multiple minor violations of different categories, minor violations that are repeated, or a single course of conduct that consists of multiple minor violations may result in out-of-school suspension or expulsion. In all cases, the decision of which penalty to assess is left to the administrator. The following is a list of conduct that will result in minor violations:

1. TARDINESS

Students are tardy when failing to report at a prescribed time and place.

2. TRUANCY

Students are truant when absent from school without school authorization and parent consent. A student may not leave school property during school hours without the permission of his or her parent/guardian or an appropriate school administrator.

Habitual Truant:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse;
- or
- c. Absent 72 or more hours in one year without a legitimate excuse.

Excessive Absence:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

3. CLASS CUTTING

A class is cut when a student fails to report to a class or assigned area.

4. DRIVING AND PARKING REGULATIONS

All students will be expected to abide by the "Student Parking Regulations" outlined in the High School Student and Parent Handbook. Students are not to drive or park on the school premises without having the school-issued permit. Students must park in the student lot only.

If a student drives to school while under a parking revocation, that student may have parking privileges taken away and may incur other disciplinary consequences.

5. ELECTRONIC DEVICES

Use of electronic devices such as cell phones, radio, iPods, MP3 players, etc., is generally restricted to the following: before school, during lunch periods, after school, and **only** in the commons area. Cell phone or electronic devices use **at any other time** must be approved by school personnel. The administration reserves the right to confiscate any items considered inappropriate for a school setting. Polaris Career Center is not responsible for the loss of electronic devices. See board Policy 5136.01. All use of electronic devices must be appropriate and follow all rules in the student handbook. Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations is not permitted. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations. Students are not permitted to video, record, or take pictures during the regular school day without consent from administration.

6. INAPPROPRIATE APPEARANCE OR DRESS

Students are expected to be dressed in clean and appropriate attire for school and school-related activities. Clothing, accessories, and/or hair length that constitutes a safety hazard or makes a statement inappropriate for a school setting or distracts from the educational process will not be permitted. Student dress and appearance will not interfere with the orderly process of education. Students shall be responsible to follow the "Appropriate Dress and Grooming Guidelines" established in the High School Student and Parent Handbook. Many Polaris Career Center programs require the wearing of specific uniforms. Failure to abide by the program uniform rules may result in disciplinary action.

7. INAPPROPRIATE DISPLAY OF AFFECTION

Students are not permitted to display affection in such a manner as to be considered inappropriate or embarrassing to themselves, other students, staff members, or visitors.

8. LEAVING SCHOOL WITHOUT PERMISSION

Students will not leave the school building before dismissal except where school policy otherwise provides or without first obtaining the consent of their parent/guardian or appropriate school administrator.

9. LOITERING

Loitering includes, but is not limited to standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised; parking areas on the campus, in or out of cars; on streets and areas immediately adjacent to the school; lavatories other than when specifically using these facilities as intended.

10. FAILURE TO FOLLOW SCHOOL RULES AND POLICIES

In recognition that any list of prohibited conduct cannot encompass every conceivable action, which may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth will be at the discretion of the administrator.

11. BUILDING ENTRY/EXIT PROCEDURES

Students will enter through the main entrance in the front of the building at the start of their school day. Students who enter or allow other students to enter through improper entry ways will be subject to discipline.

II. SUSPENSIONS

The Polaris administration may suspend a student from school for not more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the administration may apply any remaining part or all of the period of the suspension to the following year. Suspensions may be imposed for violations of the rules and regulations appearing in the Polaris Career Center Code of Conduct and Board of Education policies on student behavior.

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side of the situation.

After that informal meeting, the assistant principal or principal will make a decision whether or not to suspend. If a student is suspended, the district will assume the student has delivered a copy of the *Notice of Possible Suspension* to the parent(s)/guardian(s) within one day of the action. Parents/guardians also will be notified of the suspension by the regular U.S. mail. The suspension may be appealed to the Board of Education's designee within five (5) calendar days after receipt of the suspension notice. The request must be in written form and directed to the assistant superintendent. During the appeal process, the student will serve the consequence as stated.

The appeal shall be conducted in a private meeting and the student may be represented. Given testimony shall be recorded. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Cuyahoga County Court of Common Pleas.

The student's district of residence will be notified of any out-of-school suspension and the reasons for the suspension. During any out-of-school suspension imposed by Polaris, the student will not be permitted on school grounds, at school events, or school-assigned work placements.

MISCONDUCT FOR WHICH SUSPENSIONS MAY BE IMPOSED

12. ACADEMIC DISHONESTY (CHEATING, PLAGIARISM, COLLUSION)

Under no circumstance will one student obtain and/or use the work of another student (i.e. tests, homework, papers, projects, or any other assignment) or copyrighted materials for which credit will be awarded.

13. UNWANTED PHYSICAL CONTACT

Students will not knowingly cause, attempt to cause, or threaten to cause verbal or physical harm to another student. Students are responsible to resolve personal conflicts in a mature manner. This can be accomplished by discussing issues and problems with counselors or other staff. This contact may include, but is not limited to the following:

Level I – Pushing, shoving, bumping into, grasping or engaging in activities to incite anger or stir up another individual. Physical contact with another person without their permission.

Level II – Involvement in a physical altercation that does not result in injury and is ended by the students themselves.

Level III- Physical altercation that had to be ended by bystanders/school personnel.

14. DISRESPECT TO A STAFF MEMBER

Students talking back to, arguing with, or making disrespectful comments (either verbally or in written form) directed at staff members, or about staff members, are not permitted. All school personnel will be addressed in a proper manner.

15. DISRUPTIVE BEHAVIOR

Ohio Revised Code (3313.20, 3313.66, 3319.41) and the Board of Education Policy states that school authorities may take disciplinary action with any student whose conduct at any time or in any place

interferes with or obstructs the mission or organization of the school district or the safety or welfare of students and employees. A student found in possession of or using any nuisance object to disrupt school may be subject to discipline (i.e., water pistols, whistles, electronic talking devices, laser pointers).

A student will not, knowingly or with reckless disregard, act or urge other students or persons to act in such a way as to cause, by the use of violence, force, noise, threat, intimidation, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any mission, process, or function of the school district.

16. FAILURE TO ACCEPT/ATTEND ASSIGNED DISCIPLINE

Students will not refuse to accept/attend discipline from administrators, teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel. This includes an unexcused absence on the day(s) of assigned discipline.

17. FAILURE TO PROVIDE EVIDENCE/PROVIDING FALSE INFORMATION/LYING

Students are expected to be honest concerning violations of the Polaris Career Center Code of Conduct. The procedural steps in due process are a Constitutional safeguard for an individual's rights, but also to help school officials establish the truth about a possible violation of the Polaris Career Center Code of Conduct. In establishing the facts concerning an incident, students are expected to cooperate with school officials. Students will not give or assist in giving false or fictitious accounts to any police official, fire official, school official, or other person acting in an official and lawful capacity. Students will not misrepresent the truth either verbally or in writing.

18. FORGERY OR MISREPRESENTATION

Students will not, orally or in writing, use or sign the name of another person, including parents or falsify times, dates, grades, addresses, or other data on school records or in correspondence or other written material directed to the school or school personnel (i.e., school materials and documents).

19. GAMBLING

Students will not engage in any form of gambling on school premises, including buses, or while at any school-sponsored activity, function, or event.

20. MISUSE OF TECHNOLOGY

Students will not abuse the school district's hardware or software including, but not limited to, the following: tampering with computer programs (when 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 computer hardware or software; sending network messages to other individuals; and using computer facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from a school official has been obtained. The use of the Internet must occur within the guidelines established by the school. Students are solely responsible for any material or data on their computer.

The Board retains the right to monitor any and all student usage of the school district's information technology facilities. This right explicitly includes the right to read students' communications, if any. No students should have any expectation of privacy regarding the use of the school district's information technology facilities. No student will violate the Board's Technology Use Policy.

Student Owned/Licensed

Students are not permitted to send, share, or post information, pictures or material obtained while at Polaris Career Center on any electronic device, hard copy or on the Internet.

21. SEXTING

Students will not send, share, view or possess pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone, or other electronic device.

22. INSUBORDINATION, DEFIANCE OF SCHOOL PERSONNEL/AUTHORITY, NOT FOLLOWING DIRECTIONS

Students are considered to be insubordinate by disregarding or refusing to obey reasonable requests or directions given by school personnel.

23. PUBLICATIONS

The following are unacceptable items in a publication on school property or at any school sponsored event, whether or not the publication is school sponsored:

- Defamatory statements.
- So-called "hate" literature which attacks ethnic, religious, gender, disabilities, or racial groups.

- Publications aimed at disrupting order or discipline in school or creating hostility or violence or violation of school policy or civil law.
- Obscene, pornographic or vulgar material or material which contains lewd or vulgar language.
- Materials denigrating to specific individuals in or out of school or which invade the rights of others.
- Material that promotes drug/alcohol/tobacco use.

24. USE OF TOBACCO/NICOTINE PRODUCTS

Use of tobacco/nicotine products is prohibited. Students are not to possess and/or use tobacco/nicotine or tobacco/nicotine-like products on school property or at a school-sponsored activity or event. Smoking, possessing a lighted or unlighted cigarette or e-cigarette, as well as, chewing, spitting or possessing a tobacco/nicotine substance will constitute a use of tobacco/nicotine substance.

25. UNAUTHORIZED USE/POSSESSION OF A FLAMMABLE OBJECT

Students will not cause any flame, spark, or other form of fire to be ignited without the proper authorization to do so. Students will not have in their possession any objects (i.e., lighters, matches, etc.) that could produce a flame or spark.

26. UNSAFE BEHAVIOR/HORSEPLAY IN THE LAB OR SCHOOL

Students will not behave in such a way that would disrupt the educational process or interfere with the education of others or cause an unsafe condition in the lab. No student will interfere with or cause harm to the work/equipment/project of another student in the lab.

27. USE OF PROFANE, VULGAR, OR ABUSIVE LANGUAGE OR GESTURES

Students will not use profane, vulgar, or abusive language, or gestures

III. EXPULSIONS

The Polaris superintendent may expel a student from school attendance for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than 80 school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or his/her designee may apply any remaining part or all of the period of the expulsion to the following year.

Any act that would be a criminal offense when committed by an adult, that results in serious physical harm to persons or property, (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion of up to one year. Additionally, violations of the weapons in

schools policy may result in expulsion of up to one year. This list is not all-inclusive.

Expulsion may be imposed for violations of rules and regulations appearing in the Polaris Career Center Code of Conduct or in Board of Education policies. When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parent(s)/guardian(s) and the student. The district will assume the student has given the letter of notification to the parent(s)/guardian(s). A notice of the recommended expulsion also will be mailed to the parent(s) guardian(s) and the student by mail. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent or his designee during which time the student may be represented by his/her parent(s)/guardian(s), legal counsel and/or by a person of his/her choice. This is a formal exclusion from school, school activities, and school property for period of up to 80 school days or 180 school days. It is issued by the Office of the Superintendent upon the recommendation of a school administrator (principal or unit principal). The decision can be appealed to the Board of Education. Parents/guardians are notified of an expulsion in writing.

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn, and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

The student's district of residence will be notified of any expulsion and the reasons for the expulsion. During any expulsion imposed by Polaris, the student will not be permitted on school grounds, at school events, or school-assigned work placements.

MISCONDUCT FOR WHICH EXPULSIONS MAY BE IMPOSED

28. UNWANTED PHYSICAL CONTACT/VIOLENT BEHAVIOR OR THREATENING A STAFF MEMBER

Students are not to come into physical contact with staff members at any time. Students are not to knowingly by word, action or gesture cause, attempt to cause, intimidate or threaten to cause physical harm to a staff member, or behave in such a way that could recklessly cause serious physical harm to a staff member. (ORC 2903.13) Violation of this rule will result in suspension and recommendation for expulsion.

Students are expected to respect all staff members and administrators who work at Polaris Career Center.

29. DANGEROUS INSTRUMENTS/WEAPONS AND LOOK-ALIKES

Students will be expected to keep all dangerous instruments or instruments that look to be dangerous off school property. A student will not possess, handle, transmit, or conceal any object, which a reasonable person might consider capable of harming a person or property including but not limited to guns, pocketknives, sharp metal objects, or foreign objects such as tools that could be used to inflict harm or damage property. No personal safety devices including but not limited to pepper gas, mace, stun guns may be brought to school or be in the possession of a student.

30. FALSE ALARM (i.e., FIRE, BOMB THREATS, 911)

Students will not attempt to disrupt school in any manner by illegally pulling or attempting to pull a fire alarm, calling in a bomb threat, or falsely calling Emergency 911.

31. VIOLENT BEHAVIOR/FIGHTING

Students will not knowingly cause physical harm to another student, or behave in such a way that could recklessly cause serious physical harm to another student. Fighting includes, but is not limited to, planning and engaging in physical actions (i.e., pushing, shoving, slapping, hitting) that cause physical injury to another person (ORC 2903.13).

32. HARASSMENT/BULLYING/CYBERBULLYING

Students will not engage in or encourage harassment. Harassment on the basis of race, national origin, religion, disability, gender, and age includes such conduct as slurs, jokes, or any other verbal or physical attack that (1) has the purpose or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunities or participation in the educational environment.

The Board of Education views harassment and bullying as a form of discrimination. Harassment, bullying or cyberbullying is defined as one of the following:

1. Intimidation by threats of or actual physical violence; the creation, by whatever means of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred,

contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

2. Violence within a dating relationship. Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.
3. Any act falling under the provisions of the Jessica Logan Act found on page 18 of this handbook.

Any student who believes he or she has been harassed should contact a teacher, counselor, or administrator. All complaints will be investigated as in accordance with Board Policy. Harassment away from school of students or school employees may be considered a violation of this policy.

33. HAZING or THREATENING, DEGRADING, and DISGRACEFUL ACTS

A student or group of students will not subject any other student to act or participate in any act/acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. A student will not, while on school property, under school authority (including school vehicles), or while at any school-sponsored activity, function, or event, engage or threaten to 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.

Polaris Career Center Board Policy - Hazing/Anti Hazing

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No student, including leaders of student organizations, may plan, encourage or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

All hazing incidents will be reported immediately to the principal. The school district will discipline or take appropriate action against any

student, teacher, administrator, volunteer, contractor or other district employee who is found to have violated this policy.

34. MISCONDUCT AWAY FROM SCHOOL

Students will be expected to abide by all rules and regulations when attending school functions or school-sponsored activities on or off school property.

35. REPEATED OR CONTINUED VIOLATION OF MINOR SCHOOL CONDUCT RULES OR RULES FOR WHICH SUSPENSION MAY BE IMPOSED

If, after out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for continued conduct infractions after having served an out-of-school suspension.

36. SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual conduct, especially that which unreasonably interferes with an individual's school performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment includes, but is not limited to, unwanted sexual advances, which may be verbal, visual, or physical; verbal abuse; making suggestive comments, demands, or gestures of a sexual nature; propositioning; making threats of reprisal or actual reprisal after a sexual proposition is refused; unwanted physical touching; showing sexual pictures, cartoons, drawings, devices or materials; making lewd sexual insults or comments; applying subtle or overt forms of pressure for sexual activity or conduct; physical aggressiveness such as touching, pinching, and patting; writing sexually suggestive notes, letters, or comments; spreading unsubstantiated or malicious comments of a sexual nature about another person. Harassment away from school of students or school employees may be considered a violation of this policy. Any student who believes he or she has been harassed should contact a teacher, counselor, or school administrator.

37. SEXUAL MISCONDUCT

Students will not engage in any sexual conduct, exposure, or sexual contact while on school premises, under school authority (including buses), or while at any school-sponsored activity, function, or event.

38. POSSESSION/SUBSTANCE ABUSE (ALCOHOL, DRUGS, AND/OR COUNTERFEIT CONTROLLED SUBSTANCES)

Students will not possess, use, inhale, transmit, conceal, or distribute any mood altering substance of any kind including, but not limited to, any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, steroids, alcoholic beverages, counterfeit controlled substances, look-alikes, over-the-counter drugs, and harmful intoxicants. Students may also not possess, use, transmit, conceal or distribute any drug abuse instrument or drug paraphernalia including but not limited to syringes, rolling papers, bongos, roach clips, razor blades, pipes, or snorting spoons.

Since the use or possession of drugs or evidence of alcohol within the school day or at school-sponsored activities is strictly prohibited, no student or participant in a school-related program, activity, or service may participate in such program, activity, or service if the student(s) show evidence of consumption or are in possession of alcohol or drugs.

39. THEFT OF PROPERTY

Students will not take, attempt to take, or have in his or her possession the property of another without permission of the owner. Personal property found on Polaris premises must be turned in to the High School Office in a timely manner. Failure to do so may be considered theft.

40. TRESPASSING ON SCHOOL PROPERTY

Students are not permitted to enter upon the grounds or premises of the student's regularly assigned school, or any other assigned school, without the express permission of an administrator when the student has been placed on suspension, expulsion, or removal.

41. VANDALISM OR DAMAGE TO PRIVATE, PERSONAL OR SCHOOL PROPERTY

Students are expected to respect the personal property of other students and staff members at Polaris Career Center. Students will respect the public property owned by the community and the Polaris Career Center Board of Education. A student who knowingly or with reckless disregard causes or attempts to cause damage to private or personal property of others, while under school authority (including buses), will be subject to disciplinary action in accordance with State Law ORC 2090.05. Parents and students may be liable for payment for the cost to repair or replace any such property damage.

42. VIOLATIONS OF STATE OR FEDERAL LAWS ON SCHOOL PREMISES OR AT SCHOOL-SPONSORED ACTIVITIES

A student who violates any law or ordinance when on school premises, while under school authority (including buses), or at any school-sponsored activity, function, or event will be subject to this discipline code and a police report will be made.

DISCLAIMER

In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, the Polaris Career Center’s policy prohibits discrimination on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, “Protected Classes”), or any other legally protected category, in its programs and activities, including employment opportunities.

The Board does not discriminate on the basis of legally acquired genetic information.

If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact:

Assistant Superintendent
Title IX and Section 504 Coordinator
440.891.7745

(Re-adoption Date: 06/04/20)