



Dear Family,

I hope you had an enjoyable summer. The new school year is rapidly approaching. For your convenience, we have enclosed the required 2018-2019 school paperwork.

On Monday, August 6, 2018, you are invited to the Knox County Career Center between 10 am and 6 pm to pick up your student's schedule and bring the completed school paperwork. You will also have an opportunity to pay fees, and ask questions.

As a reminder, the first official day for students in sophomore and junior programs is Wednesday, August 15, 2018. That day will be filled with activities, information sessions, and introductions to KCCC staff and classmates. All students will report on August 16.

We look forward to working with your student. It is going to be a great school year.

Sincerely,

A handwritten signature in black ink that reads "Jeff Lavin".

Jeff Lavin
High School Director



Important Documents

Student and Parent/Guardian:

The attached packet are forms that must be completed, signed, and returned to the Career Center.

To simplify the process, we have included a checklist, and each form has been colored coded.

- Emergency Medical Form
- Student Insurance Documentation
- Attendance Policies
- Safety Agreement
- Terms and Conditions of Student Enrollment
- Test Security Agreement for Students and Parents
- Internet Agreement - Student
- Parking Permit Request (**blue**)
- Free/Reduced Lunch Application, *if applicable*
- Locker Request/Refusal Form (**purple**)
- Parent Volunteer Form (**green**)





EMERGENCY MEDICAL AUTHORIZATION FORM

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Student's Last Name
Student's First Name
Student's Middle Name
Birthdate
Grade

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Student's Home Address
City, State, Zip
Parent's Email

PURPOSE - To enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority when parents/guardians cannot be reached.

Circle One: Both Parents | Mother Only | Father Only | Guardian/Foster/Host | Grandparent | Mother-Stepfather | Father-Stepmother | Self
Student Lives With:

Parent/Guardian gives KCCC permission to contact the following:

RELATIONSHIP	NAME	HOME PHONE	PERMISSIONS
Mother/Guardian		Home #: () _____ - _____ Cell #: () _____ - _____ Work #: () _____ - _____ Employer: _____	Emergency Contact: Yes No Can Pick-Up Student: Yes No Has Legal Custody: Yes No <i>If Yes, must provide documents</i>

Mother/Guardian Address (if different from student):

Father/Guardian		Home #: () _____ - _____ Cell #: () _____ - _____ Work #: () _____ - _____ Employer: _____	Emergency Contact: Yes No Can Pick-Up Student: Yes No Has Legal Custody: Yes No <i>If Yes, must provide documents</i>
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Father/Guardian Address (if different from student):

Step Mother		Phone #: () _____ - _____	Emergency Contact: Yes No Can Pick-Up Student: Yes No
Step Father		Phone #: () _____ - _____	Emergency Contact: Yes No Can Pick-Up Student: Yes No
Other: _____		Phone #: () _____ - _____	Emergency Contact: Yes No Can Pick-Up Student: Yes No
Other: _____		Phone #: () _____ - _____	Emergency Contact: Yes No Can Pick-Up Student: Yes No

EMERGENCY MEDICAL AUTHORIZATION - Part 1 OR Part II below must be completed.

CONSENT FOR TREATMENT	REFUSAL TO CONSENT
<p>I hereby give consent for the medical care providers and local hospital to be called. In the event reasonable attempts to contact me or the other parent have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.</p> <p>Preferred Physician: _____ Phone #: _____</p> <p>Preferred Dentist: _____ Phone #: _____</p> <p>Medical Specialist: _____ Phone #: _____</p> <p>Preferred Hospital: _____ ER Number: _____</p> <p>Parent/Guardian Signature: _____ Date: _____</p>	<p>I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment. I wish the school authorities to take the following action:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Parent/Guardian Signature: _____</p> <p>Address: _____</p> <p>_____</p> <p>Date: _____</p>

MEDICAL HISTORY: Facts concerning the child's medical history including allergies, medications being taken, date of last tetanus shot, and any physical impairment of which a physician and/or school personnel should be alerted.

Knox County Career Center
306 Martinsburg Road
Mt. Vernon, Ohio 43050
(740) 397-5820

Student Insurance/Waiver
STUDENT INSURANCE DOCUMENTATION

According to Board of Education policy, insurance must be obtained by all students unless a waiver is signed by the parents. A Student Insurance/Waiver Form must be turned in to the career-technical instructor by the first day of school. Students will not be permitted to participate in their career-technical laboratory until the insurance form or waiver has been submitted. Additionally, no grades or grade cards will be issued until this requirement is met.

Please Check the Appropriate Box and Sign Below

I/We have insurance on my/our child.

I/We do not have any insurance on my/our child.
The Knox County Career Center is not responsible for any liability resulting from lack of insurance on my/our child.

Student's Name: _____

Career-Technical Program: _____

Parent(s) Signature: _____

Date: _____

ATTENDANCE POLICIES

Absence From School

If a student is going to be absent, a parent/guardian shall notify the office at 740-397-5820, by 8:25 a.m. on the day of the absence. Otherwise, a phone call will be made by the automated school messaging system to the home or cell phone provided to inform you of the absence. If no phone call can be made, a card will be sent to the parent/guardian.

A **maximum of two (2) absences** per quarter, in any period, with a parent/guardian note, will be allowed as an excused absence. Notes **MUST** be turned in within **THREE DAYS** from the absence to be excused. Any additional parent/guardian notes within the quarter will be considered unexcused.

Two (2) unexcused absences per quarter, in any period, will result in the assignment of a **Saturday School**. Failure to serve Saturday School will result in further disciplinary action.

Students with **eight (8) or more absences per semester (half a year)** in any period or **sixteen (16) or more absences during the school year** in any course may face the loss of lab certification/competencies and/or withdrawal from Knox County Career Center.

Procedures To Follow Upon Returning To School

- 1) A written note from the parent/guardian or a doctor's excuse must be presented to the Attendance Clerk upon returning to school within three (3) days of the absence. The student will then be issued an admission slip, which is to be presented to each instructor. The student has one day for each excused day absent to make up work.
- 2) A student who is absent and fails to provide a valid written excuse will be given an unexcused absence upon their return. The student has three (3) days from their return to school to turn in an excuse into the attendance office. An unexcused absence means the student receives no credit for assigned work for the day and may not make up the work for credit.

Tardy To School

Any student arriving between 8:00 a.m. and 8:23 a.m. must report to the Attendance Office to sign-in and secure an admission slip to enter the class. The Knox County Career Center makes no distinction between "excused" or "unexcused" tardies. Continual tardiness to school will result in the following disciplinary action (*per quarter*):

3rd Tardy Assigned a 30-minute detention during the student's lunch period

4th Tardy May result in further disciplinary action, such as a Saturday School.

Excessive tardies may result in further discipline including referral to the juvenile court truancy officer.

Tardy To Class

Any student arriving after the bell signaling the start of class will be considered tardy to class. Students must obtain a written pass from the office, attendance office, counselor, administrator or teacher from the prior class to be admitted. Three (3) or more tardies in any quarter may result in disciplinary action assigned by the classroom teacher and/or administration.

Early Dismissals/Release

Students needing an early dismissal/release must have a written request signed by a parent/guardian. Early dismissals/release must be approved by the Attendance Office between 7:45 a.m. and 8:00 a.m. Students need to sign out and back in at the attendance office. Early dismissals/releases with parent notes will count towards the maximum allowed notes each quarter if other excuses are not provided.

Truancy

Habitually Truant: A student may be considered habitually truant if the student is absent without a legitimate reason for 30 or more consecutive hours, 42 or more school hours in one (1) month, or 72 or more hours in a school year. When a student becomes truant, the school will; contact the parent in writing, schedule an intervention team and develop an intervention plan, notification of the registrar of motor vehicles. If a student does not make progress on the plan, the school may file a complaint in the juvenile court.

The attendance officer may also provide notice to the parent/guardian of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

ATTENDANCE POLICIES

Attendance/Tardy Procedure

Student absences/tardies will be determined by the following guidelines:

Full-Time Students

- Tardy - Arriving at school between 8:00 a.m. and 8:23 a.m.
- Absent - Anytime between 8:24 a.m. and 2:30 p.m. Total time absent will be calculated toward truancy.

On A 2 Hour Delay

- Tardy - Arriving at school between 10:00 a.m. and 10:20 a.m.
- Absent - Anytime between 10:21 a.m. and 2:30 p.m. Total time absent will be calculated toward truancy.

Home School Calendar Consideration

In all circumstances, students are to follow the Career Center school calendar and NOT the calendar of their home school.

A student is not considered absent if his/her home school is not in session due to inclement weather only. If KCCC designates certain days to be in session through online learning, students must do the online assignments to be considered present. **In all other circumstances, students are to follow the Career Center school calendar and NOT the calendar of their home school.**

Contracts

Students may be placed on Attendance Contracts once the student has missed twelve (12) days, (excused or unexcused) in any period.

Students who violate a Knox County Career Center Attendance Contract may result in disciplinary action, including and up to the loss of lab certification/competencies and/or loss of enrollment at the Knox County Career Center.

By signing below, you have read and understood the Attendance Policy at Knox County Career Center.

Parent/Guardian Signature

Date

Student Signature

Date



Knox County Career Center

Student Safety Agreement

While participating in the Career-Technical training program at the Knox County Career Center, I agree to abide by all safety rules and regulations which include:

1. Wearing approved safety glasses or goggles when specified.
2. No Horseplay – throwing, running, etc.
3. Report unsafe hazards.
4. Don't work around machinery with loose clothing or long hair.
5. Never operate equipment without having received proper instructions and being properly authorized.
6. Conduct myself in a sensible, courteous manner at all times.
7. While participating in any field trips, abide by all rules and regulations by the school and/or instructor.

We have read, understand, and agree to abide by the Student Safety Agreement.

Parent/Guardian Signature: _____

Student's Signature: _____

Career/Technical Program: _____

Date: _____

EQUAL OPPORTUNITY EMPLOYER

Knox County Career Center

Terms and Conditions of Student Enrollment

Please Mark One

Yes No We have read and agreed to abide by the Student Handbook of the Knox County Career Center. *For Student Handbook go to www.knoxcountycc.org – click on High School, click on student/parents tab, select handbook.* Hard copies can be made available upon request.

Yes No I have read and agreed to the Attendance Policies.

Yes No While participating in the Career-Technical training program at the Knox County Career Center, I agree to abide by all safety rules and regulations of my lab and classrooms.

Yes No The Knox County Career Center is not responsible for any liability resulting from lack of insurance on my child.

Yes No I give permission for my child's photo to be published in the school building and yearbook.

Yes No My child's picture may be published online (specifically on school-sponsored social media sites), provided only his/her first name is used. Live images of my child (as part of a group) may be transmitted over the Internet via a webcam. I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own concerning such class work. I understand only my child's first name will accompany such class work.

Yes No We have read and agreed to abide by the Internet Agreement-Acceptable Usage Policy and give my permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.

For the student, acceptable use policy, go to www.knoxcc.org, click on high school, then select student/parent tab and then select Student Internet Agreement.

Yes No We have read and agreed to the Student Identification (ID) Badge Policy in the Student Handbook. I understand that my photo will be taken and placed on the ID Badge for security purposes and that I would be charged a \$5 replacement fee for lost, misplaced, forgotten or defaced ID badges. **We understand that the ID badges must be visible and appropriately worn at all times.**

Yes No We have read and agree that a locker will not be assigned unless we complete the Locker Request and Assignment Form. We understand at any time a locker may be assigned.

Parent/Guardian's Signature

Date

Parent/Guardian's Printed Name

Relationship To Student

Student's Signature

Date

Student's Printed Name

Lab

**KNOX COUNTY CAREER CENTER WRITTEN TEST
SECURITY PLAN
FOR
PARENTS/GUARDIANS AND STUDENTS**

ODE is requiring all schools to establish a security testing plan accord to Rule 3301-13005 of the Ohio Administrative Code for students, parents, guardians, and teachers. Before your son or daughter can be administered a standardized test such as EOC, WEBXAM, WORKKEYS, ACT, ACCUPLACER, etc., they must sign the testing agreement.

Please read and sign below. If you have questions, please contact Vicki Clark, Testing Coordinator at the Knox County Career Center, 740-397-5820.

A STUDENT TEST TAKER MAY NOT:

1. Discuss any specific test items on the tests with fellow students before, during, or after the administration of the tests.
2. Take tests in an environment that are not proctored or an approved district location.
3. Use any technology or material during the test other than what is allowed by a student's Individualized Education Plan (IEP).
4. Access an electronic device during testing (grounds for test invalidation).
5. Students must not describe test questions in an e-mail, or discuss specific test questions with anyone (including parents, guardians, teachers, or peers).
6. If paper is provided during testing, it must be turned into test proctor and shredded. It must not leave the testing area (grounds for test invalidation).

Student Signature _____

Parent Signature _____

Date _____

Knox County Career Center

INTERNET AGREEMENT - STUDENT

Purpose and Need

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. The following guidelines define the responsibilities of all Knox County Career Centers' employees and students using network and Internet resources provided by public funds. In general, this requires efficient, ethical, and legal utilization of network resources. Any attempts of misuse or abuse of network resources by students could result in the suspension of usage as well as other disciplinary action called for in the Student Code of Conduct as determined by the school administrator. Any attempts of misuse or abuse of network resources by school employees could result in the suspension of usage as well as other disciplinary action by the building director or other administrator. This resource, as with any other public resource, demands those entrusted with the privilege of its use be accountable. **USE OF THE KNOX COUNTY CAREER CENTER SCHOOL NETWORK RESOURCES IS A PRIVILEGE NOT A RIGHT.**

Privacy

Users should NOT expect that files stored on school-based computers would be private. Electronic messages stored on school computers may be treated like school lockers. The files may be reviewed to insure that users are acting responsibly. If you are granted e-mail privileges, the technology administrator and administrators have the right at any time to see the contents of your e-mail files.

Non-Liability

Knox County Career Center makes no warranties of any kind, whether expressed or implied, for the service it provides, and will not be held responsible for any loss of data resulting from delays and service interruptions.

Knox County Career Center makes no guarantee that the system will be error free and is not responsible for the accuracy or quality of information obtained through the system. All users make use of the information obtained at their own risk.

Users are NOT AUTHORIZED to make any purchases of goods and/or services through school accounts. Furthermore, Knox County Career Center is not responsible for financial obligations arising from such purchases.

Acceptable Use Policy

All users of school provided Intranet/Internet services, including electronic mail, must comply with the following standards of acceptable use:

Use of network resources must support educational objectives and be consistent with the mission of the Knox County Career Center.

Users must abide by the copyright law, licensing restrictions, contracts and other local, state and federal laws, school board policies and regulations, as well as school-based guidelines.

Use of network resources for commercial use or profit is prohibited.

Intranet/Internet accounts are to be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Others will hold individual users accountable for use of their accounts.

Students' telephone numbers and addresses shall not be transmitted or posted to insure student privacy and safety without parental consent. Student personal information shall not be transmitted or posted to insure student privacy and safety without parental consent.

Users who receive information or messages that make them uncomfortable must immediately report the occurrence to the supervising teacher and/or building director.

Users will never agree to meet with someone they encounter online without the prior permission of their parents/guardians.

Users will not attempt to access private or personal materials, information, or files of others without prior authorization.

Users will not vandalize damage or disable the work of another individual or organization. Students will be held responsible for all damage to any electronic device including but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Users will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.

Users can copy only material for which they have permission.

Users will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.

Chatting on computers of any nature is prohibited unless under the direct supervision of a classroom teacher as related to their course of study.

The downloading of music (MP3's), game or video files are prohibited unless under the direct supervision of a classroom teacher. The Technology department must be informed prior to any downloading of this type of material.

Users will not install music files, games or video files unless approved by the classroom teacher for use in the course of study.

Users will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.

Users must abide by the acceptable use policy of any accessed network.

Sanctions for Violations

- ◆ Disciplinary action, if any, shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Knox County Career Center electronic equipment, and/or other appropriate legal or criminal action, including restitution, if appropriate. Students shall be subject to the sanction of Ohio state law or administrative code, as appropriate.

Copyright Web Publishing Rules

Copyright law and District policy do not allow the re-publishing of text or graphics found on the Web on the district Web sites or file servers without explicit written permission.

- ◆ Use of a graphic must come from a free source of graphics. If a graphic is a recognizable figure, slogan, or logo, assume that it is copyrighted and do not use it.
- ◆ The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a web site, the webmaster may not be considered a source of permission.

Students with questions regarding these guidelines are advised to check with the webmaster before proceeding with the collection of images and text.

Student Agreement/Parent Permission

YEAR _____ **STUDENT** _____

Independent Use of Electronic Information Technology Permission Form

Students using Knox County Career Center Electronic Technology service shall have this form signed and placed on file in the school office. In addition, a faculty member shall give permission for each instance of independent use. Students who receive this permission are responsible for upholding the guidelines set forth in the acceptable use policy.

I have read the Acceptable Usage Policy of Knox County Career Center and will abide by its regulations. I understand that violation of these regulations shall result in limitation or cancellation of user privileges and possible school disciplinary action. **I understand that downloading or installation of any material not approved by the classroom teacher will result in termination from the program.** I also understand that certain violations may constitute a criminal offense.

Student Signature _____ **Date** _____

School _____ **Lab Program** _____ **Grade** _____

May Use

May Not Use Internet

I have read the Acceptable Usage Policy of Knox County Career Center and accept responsibility for conveying standards of ethical Electronic Technology behavior to my son/daughter. I grant my son/daughter permission to use Electronic Information Technology resources at school within the guidelines. I understand that violation of these regulations shall result in limitation or cancellation of user privileges and possible school disciplinary action. **I understand that downloading or installation of any material not approved by the classroom teacher will result in termination from the program.** I also understand that certain violations may constitute a criminal offense.

Parent Signature _____ **Parent Signature Date** _____

Knox County Career Center

Web Page Permission Form

Vision Statement

Knox County Career Center maintains a website to provide a pathway of information among students, teachers, parents, and the community as well as to showcase the Knox County Career Center programs.

Our school and individual teachers will be developing Web Pages this year. This is a wonderful opportunity to highlight our students' accomplishments and to keep parents and the community informed.

There will be many opportunities during the school year for pictures of your child to appear on our class or school web pages. We need your written permission in order to show your child's face or identity by name. Please read the following, sign below and return.

STUDENT _____ PROGRAM _____

During the school year, photographs or videos may occasionally be taken of students for various activities including, but not limited to, yearbook, school publications, newspapers, school projects, and the school web page. Additionally, a student's intellectual property such as artwork, poetry, essays, performances, etc., may also be posted on the school's web page. Any information posted on the web has to support the curriculum, school mission statement, and school initiatives.

Please complete and sign the following release form and return it to the school with your child.

I (Do_____, Do Not_____) authorize the release of my child's individual picture to be used on the Knox County Career Centers' Web Pages. Group pictures of four or more students may be posted on the Web Page without parental consent.

I (Do_____, Do Not_____) authorize the release of my child's intellectual property such as artwork, poetry, essays, performances, etc. to be used on the Knox County Career Centers' Web Pages.

Student Name (please print) _____

Parent/Guardian Signature _____

Date _____

This document will stay in effect for the student's school career unless the parent/guardian indicates a necessary change. All changes must be in writing.

This document will be kept on record in the Student Services Office.