



2016/2017 Parent/Student Handbook

Serving Athens, Hocking and Perry Counties



Spartans



Lancers



Buckeyes



Falcons



Bulldogs



Chieftains



Panthers



Tomcats

**Alexander, Athens, Federal Hocking, Logan, Miller, Nelsonville-York,
New Lexington, and Trimble High Schools since 1968**

2016-2017

Student Handbook

**The mission of Tri-County Career Center is to Inspire, Challenge,
and Prepare Students to Reach their Career Potential.**

***Tri-County Career Center
15676 State Route 691
Nelsonville, Ohio 45764***

Phone: (740) 753-3511 or 1-800-637-6508

***Superintendent: William Wittman
Principal: Connie Altier
Assistant Principal: Kelly Leffler
Assistant Principal: Tom McGreevy
School Counselor: Andy Dodd***

www.tricountyhightech.com

<https://www.facebook.com/TriCountyCareerCenter>

<https://twitter.com/TriCoCC>

Tri-County Career Center 2016-2017 Calendar

August 22	First Day of School for Students
September 5	Labor Day – NO SCHOOL
October 11	Parent/Teacher Conference Day – NO SCHOOL
October 21	End of First Grading Period
October 24 – November 6	OGT Testing
November 23 – November 28	Fall Break -- NO SCHOOL
December 6	Conference Day/Sophomore Showcase – NO SCHOOL
December 7	Job Shadow Day/Sophomore Showcase – NO SCHOOL
December 21 – January 2	Winter Vacation – NO SCHOOL
January 13	End of First Semester
January 16	Martin Luther King Day – NO SCHOOL
February 20	President's Day – NO SCHOOL <i>(To be used as make up day if needed)</i>
March 17	End of Third Grading Period
March 13 – 26	OGT Testing
April 12	Job Shadow Day – NO SCHOOL
April 13 – April 17	Spring Break – NO SCHOOL
May 25	Last Day for Students End of Second Semester
May 27	Memorial Day – NO SCHOOL <i>(If makeup days are added)</i>

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TRI-COUNTY CAREER CENTER STUDENT HANDBOOK 2016-17

Welcome to Tri-County Career Center! This handbook is designed to provide students with general information about the operation, policies, procedures, and codes related to the operation of the school. Please read it, share it with your parents/guardians, and keep it for future reference. If you should have any questions concerning the contents, feel free to ask for clarification.

Our expectations for student success are as follows:

RESPECT

- Have a positive attitude and show self-discipline
- Be polite and considerate of other people and their property

RESPONSIBILITY

- Give 100% effort
- Take ownership of behavior and attitude

RIGOR

- Work hard and be self-motivated
- Take charge of your own education

RESULTS

- Positive outcomes
- Success in life and work

PARENTAL RIGHTS AND RESPONSIBILITY

To promote increased understanding and cooperation between home and school, the following Parent's Bill of Rights and Responsibility is proposed.

Every parent has the right to:

- Be treated with courtesy by all members of the school staff and student body.
- Respect as an individual regardless of race, creed, national origin, religion, economic status, age, ancestry, military status, gender or disability.
- Information about academic requirements of any school program.
- Participate in meaningful parent-teacher conferences to discuss his or her child's school progress and welfare.
- Information about school policies and administrative decisions.
- Information about approved procedure for seeking change in school policy and for appealing administrative decisions.
- Inspect his or her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal Governments.
- Information about all programs in special education.
- Appeal the placement, in accordance with established guidelines, of his or her child in a special education class.

- Secure as much help as is available from the school district to further the progress and improvement of his or her child.
- Expect that reasonable attempts will be made by school personnel to ensure the receipt by parents of important school news and messages.
- Reasonable protection for his or her child from physical harm while under school authority.
- Organize and participate in organizations for parents.
- Information about educational and cultural programs available to the public school children.

Every parent has the responsibility to:

- Make every effort to provide for the physical needs of the child.
- Strive to prepare the child emotionally and socially to make the child receptive to learning and discipline.
- Strive to have the child attend school regularly and on time.
- Encourage and lead the child to develop proper study habits at home.
- Know school requirements and procedures.
- Speak up to prevent misunderstandings.
- Discuss problems with the appropriate persons.
- Work for the success and improvement of the school program.
- Be honest and reasonable about your child's actions.
- Make sure that his/her child has the necessary supplies not provided by the school (e.g., pencils, paper, workbooks, etc.).

ADMISSION

Students enrolled at Tri-County Career Center are students from one of the eight participating schools. A student who has completed two years of high school (eligible for junior standing), has a minimum of nine credits (should be in academic areas required for graduation), and can profit from a career and technical program may enroll.

Enrollment in a given program is determined by the student's career selection and a potential to benefit from the instruction he or she will receive. This will be determined from stated interests, grades, attendance records, and the recommendations of home school personnel.

Sophomore students are enrolled by home school recommendation.

STUDENT TRANSFERS OR WITHDRAWALS

All student transfers must be handled through the school counselor's office. Prior to withdrawal, the student should obtain a withdrawal form from the counselor's office. This form is to be completed, signed by teachers, parent/guardian, and returned to the counselor's office prior to withdrawal. Any student who withdraws must pick up his/her supplies and equipment within 30 days. All books, equipment, and fees must be paid.

GRADUATION REQUIREMENTS

Each student must meet the necessary graduation requirements of their home school. Any student coming to Tri-County having an academic deficiency or deficiencies from the home school must accept full responsibility for overcoming the deficiency in conjunction with the principal/guidance department of the home school.

Senior cosmetology students are required by the Tri-County Board of Education to take the State Board of Cosmetology examination in order to receive career-technical, related, and applied credits. Those credits and diplomas are placed on hold until the student attempts the State Board exam.

Most of the participating eight schools will not allow seniors to participate in the home school graduation exercises if they have not met all graduation requirements by the end of the school term. Diplomas are placed on hold if the following criteria are not met:

1. Paid financial obligations in full
2. Completed all required credits and academic deficiencies
3. Met attendance requirements
4. Passed all parts of the OGT as required or end of course exams (O.D.E.) as required
5. Completed correspondence/make-up course work

COLLEGE CREDIT PLUS

Tri-County Career Center, as well as all other public high schools (7-12) in Ohio, support Ohio's College Credit Plus (CCP) program. The CCP program can help students earn college and high school credits at the same time by taking college courses from local colleges and/or universities. Students can earn high school credits that can also be counted towards a future college degree. The purpose of the CCP program is to promote rigorous academic opportunities for students that are college-ready. These courses are free while in high school.

Students who plan to participate in CCP should attend a meeting with their parents at their home school (usually late February/early March) in order to participate the following year. The core of these meetings is to highlight the benefits and risks of the program to help students and their parents make an informed decision as to whether they should pursue participating in CCP. It should be noted that April 1 is the deadline for students to sign a letter of intent expressing their interest in participating in the program. Also, May 1st is the application deadline for most colleges and universities for the following year. Additional information on the CCP program can be found at:

https://www.ohiohighered.org/content/college_credit_plus_info_students_families

Individual home school CCP information meeting dates will be posted and announced at Tri-County. Students and parents are also encouraged to contact their home school counselor or Mr. Dodd at 740-753-5439 with any questions in regards to CCP.

HONOR ROLL and AWARDS

Honor rolls will be published following each nine weeks grading period. Honor Rolls are as follows:

Principal’s Honor Roll:

- Grade point average of at least 3.00 with no D's or F's in academic courses
- Program Lab grades must be a B- or greater
- All grades count towards honor roll

Merit Honor Roll:

- Grade point average of 3.5
- Program Lab grades must be a B- or greater
- All grades count towards honor roll

At the end of the year, an outstanding student from each career and technical program is honored with the Superintendent's Award. Perfect attendance (no absences and no more than three tardies to school for the year) is also recognized.

Upon satisfactory completion of career and technical competencies, each completer will receive a Career Passport. If a student fails or receives "No Credit" in lab, related, and/or applied classes during the senior year, that student may not be eligible to receive a Career-Technical Certificate. These students will receive a list of their completed competencies. The passport contains formal documents that identify and describe each student's marketable skills.

HONORS DIPLOMA

The State Board of Education provides for an Honors Diploma and students attending Tri-County are eligible for consideration. Students must meet a specified set of criteria. See the home school or Tri-County school counselor for details. The Honors Diploma is issued by the home school.

GRADING SYSTEM

Students will receive a written evaluation in the form of a report card each nine weeks period of school. The following grading system shall be used.

GRADING SCALE	LETTER GRADE	POINT SCALE
93 - 100	A	4.00
90 - 92	A-	3.67
87 - 89	B+	3.33
83 - 86	B	3.00
80 - 82	B-	2.67
77 - 79	C+	2.33
73 - 76	C	2.00
70 - 72	C-	1.67
67 - 69	D+	1.33
63 - 66	D	1.00
60 - 62	D-	.68
0 - 59	F	.00

Incomplete work must be made up by the end of the next grading period. In order for this to be converted to a passing grade, the student must successfully complete what is agreed to by the

student and the teacher. Written notice of grade changes must be completed by the instructor and given to the principal's office.

Students and parents may check grades throughout the school year by using the Infinite Campus app for smart phones (Infinite Campus Mobile Portal) or by using the Infinite Campus Portal, accessible on the Tri-County website (www.tricountyhightech.com).

Students not complying with the attendance policy may fail to earn credit due to missed coursework for the semester in which they fail to meet minimum attendance requirements (see policy on absences and makeup work under "Attendance"). Credits will be granted by semester.

Students who earn a grade of "F" during the second half of the semester will not earn credit for that semester regardless of the grade during the first half of the semester. Students who earn a grade of "F" during the first half of the semester must earn at least a "C-" the second half of the semester in order to earn semester credit.

EXAMINATIONS

OGT Tests: In order to earn a high school diploma, students must pass all required parts of the Ohio Graduation Test (OGT). An exemption from passing these tests is provided for students receiving special education services if the student's IEP excuses that student from the testing requirement.

Certification Tests: Technology related certification tests are offered in selected programs. Students must attempt to pass these tests in programs where a test is available.

WebExams: Tests are available in most career-technical areas and will be used as instruments of evaluation and diagnosis of achievement. Test results will provide information for students, parents, teachers, guidance counselors, and administrators to determine mastery and appropriateness of career-technical training areas.

ACT and SAT Tests: Information about these tests can be obtained in the Guidance Office. Those students planning to go to college should take the ACT or SAT. Juniors interested in the PSAT should contact the home school counselor early in the year to make arrangements.

A.S.V.A.B: The Armed Services Vocational Aptitude Test Battery will be offered to all Tri-County students. It is an excellent career exploration tool. In taking the A.S.V.A.B. there is no obligation in any way for the student to join any branch of the Armed Services. It is understood, however, that students' scores will be made available to all branches of the armed services.

Course Pre and Post Tests: Each program and academic class will require a pre-test and post-test to measure student growth for the year. Tests are mandatory for all students.

Student Learning Objectives: Exams for each course will be administered at the beginning of the course and again in the spring.

End of Course exams: State required exams

MEDICAL AUTHORIZATION OR ASSISTANCE

Medical Authorization: All students must have on file in the Principal's office a current medical authorization form. Forms will be provided through program instructors for any student whose authorization is not current. Forms must be kept current. Please provide updated addresses and phone numbers to the principal/counselor's office throughout the school year if you move or get a new phone number. Students may not participate in Program Labs until medical forms are returned to the school.

Health Problem Assistance: We sincerely urge you to contact the counselor/principal's office if you have any health problems that could possibly hinder your success in the operation of any lab/mechanical equipment, or your personal success at Tri-County.

GUIDELINES CONCERNING STUDENT RECORDS

In compliance with the Federal Education Rights and Privacy Act (FERPA) regulations, the Tri-County Career Center has established the following guidelines concerning student records (*A copy of the Board of Education's policy and the accompanying district regulations are available in the principal's office*):

- Student Records: Each student's records will be kept in a confidential file located in the pupil personnel office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by federal law or district regulations.
- Directory Information: The district has established that "directory information" will be made available upon request unless a parent, guardian, or adult student notifies the principal in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all of such information; name, address, and telephone number; date and place of birth; major field of study participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

ATTENDANCE

Tri-County Career Center will work cooperatively with students/parents/guardians on attendance concerns. Regular school attendance is essential for success at Tri-County Career Center and in the workplace. Excessive absenteeism often results in poor performance, limited job skills, lower grades, failure, loss of credit, and dismissal from the program.

If a student is considered absent from school, the student is marked absent on his/her attendance record. However, students are excused for the following school approved reasons and will **not** be marked absent:

1. Home school busses do not run to Tri-County due to inclement weather
2. Approved field trips

3. Approved home school activities with prior approval
4. College visits/military testing with prior guidance/instructor approval (maximum of 3 days). Forms are available in the attendance office.
5. Job interview with prior counselor/principal/instructor approval (maximum of 3 days)

The following absence reasons may also be considered “excused,” subject to review by the Principal or designee:

1. Personal illness documented with a physician's statement describing the illness;
2. Illness in the immediate family necessitating the presence of the student, documented by the written statement of a physician and an explanation as to why the child's absence was necessary;
3. Death of a relative (limited to three days unless given administrative approval upon a showing of reasonable causes by the student)
4. Quarantine of the home (limited to the length of quarantine as determined by the proper health officials);
5. Observation of a religious holiday;
6. Medical or dental appointment, documented by the written statement of a physician or dentist;
7. College visitation (up to two visits per year), subject to verification of the date and time of the visitation by the college, university, or technical college;
8. Emergency or other set of circumstances in which the judgment of the superintendent of schools or designee constitutes a good and sufficient cause for absence from school.

In order for the above types of absence to be designated “excused”:

- (1) the student's parent/guardian must call to notify the attendance office of the absence on the date it occurs, and**
- (2) documentation describing the reason for an absence must be submitted to the attendance office upon the student's return to school.**

Failure to complete both of the above steps will result in an absence being designated as “unexcused.” Students must bring the excuse to the attendance office within (2) two days and obtain signatures of teachers.

A student who accumulates between 8 and 15 excused absences during a semester may be permitted to make up time lost due to the excused absences. Voluntary attendance at one session of Saturday School will constitute one day of attendance make-up. At the discretion of the principal or designee; a student may also be permitted to make up time lost due to excused absences through performance of community service. Students who choose not to make up excused absences may lose course credit for the semester. **If a student makes up excused absences the first semester, s/he will not be allowed to make up excused days the second semester.**

Students with 15 absences may forfeit the following privileges:

- a. Parking Permit (Please see HB 204 - No School/No Drive Bill, p. 27)
- b. Work Permit

- c. Internship
- d. College Credit Plus
- e. Participation in school dances, including prom

Any student accumulating unexcused absences that total more than 5 consecutive days, 7 school days during a month or 15 days during a semester WILL NOT receive course credits for that semester. If there are extenuating circumstances for excessive unexcused absences as outlined above, a student may submit their case for review to the principal or designee (in consultation with the attendance office).

After 20 days of unexcused absences, the student will be withdrawn from Tri-County Career Center to return to the home school.

Absences due to legal truancy, out-of-school suspension, or expulsion are not eligible for make-up. Any student arriving at school after 8:30 a.m. will be marked absent one half day. Any student leaving school before 1:50 p.m. will be marked absent one half day.

Any student who is present at school but does not participate in planned field trips or activities will be counted absent unless prior arrangements are made by the instructor through the principal's office.

A student's attendance and coming to class on time is reflective of their level of performance and in their level of competency achieved. Students who are habitually and/or chronically absent and/or truant from school may be subject to legal proceedings as applicable in accordance with Ohio Revised Code as well as other forms of disciplinary action including expulsion. If a student is under 18 years of age, juvenile court officials may be involved in conjunction with the student's parent(s) to help resolve attendance concerns.

ABSENT STUDENTS

It is the responsibility of the parent/guardian to notify the attendance office when their son/daughter is absent from school. The direct phone number to call is: (740) 753-5443 or (800) 637-6508.

The attendance office will notify parent(s)/guardian(s) on a regular basis of their son/daughter's absence record. Individual attendance reports will be distributed to students during each nine weeks.

ASSIGNMENT MAKE-UP

If acceptable documentation is presented to the attendance/principal's office the student may make arrangements to make up assignments missed and to earn credit for those assignments. It is the student's responsibility to check with each of his/her instructors regarding all make-up work immediately upon return from an absence.

Make-up work for unexcused absences may **not** earn full credit for assignments.

In cases when absences can be anticipated, work should be made up before the absence. In all cases, make-up work must be completed by the deadline set by the instructors.

FIELD TRIPS

Field trips are scheduled well in advance for all programs at Tri-County. Students are expected to participate in all class field trip activities. **If a student chooses not to participate, they will be marked absent.** If there are extenuating circumstances preventing participation, **PRIOR arrangements must be made with the instructor through the principal's office.** All school rules apply to students on all field trips. Misconduct on field trips will result in referral to the principal's office

TRUANCIES/TARDIES

Truancy

By Ohio Law, all students between the ages of six and eighteen are required to attend school. Therefore, students who are truant from school or have excessive absences, may not only be disciplined at school, but may also be required to answer to charges of truancy.

The Board of Education uses the following definitions and policies related to truancy:

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

"Chronic truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

When the Board of Education determines that a student has been truant and the parent, guardian, or other person having care of the child has failed to cause the student's attendance at school, the board may require the parent, guardian, or other person having care of the child to attend an educational program established pursuant to rules adopted by the state board of education for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

On the request of the District Superintendent, the attendance officer or other appropriate officer shall examine into any case of supposed truancy within the district and shall warn the child, if found truant, and the child's parent, guardian, or other person having care of the child, in writing, of the legal consequences of being an habitual or chronic truant. When any child of compulsory school age, in violation of law, is not attending school, the attendance or other appropriate officer shall notify the parent, guardian, or other person having care of that child of the fact, and require the parent, guardian, or other person to cause the child to attend school immediately. The parent, guardian, or other person having care of the child shall cause the child's attendance at school.

Upon the failure of the parent, guardian, or other person having care of the child to do so, the superintendent or Board of Education may direct the attendance officer or other appropriate officer to send notice requiring the attendance of that parent, guardian, or other person at a parental education conference and may file a complaint against the parent, guardian, or other person having care of the child in any court of competent jurisdiction.

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is considered an habitual truant, the board of education shall do either or both of the following:

(1) Take any appropriate action as an intervention strategy contained in the policy developed by the board pursuant to section [3321.191](#) of the Revised Code;

(2) File a complaint in the juvenile court of the county in which the child has a residence or legal settlement or in which the child is supposed to attend school jointly against the child and the parent, guardian, or other person having care of the child. A complaint filed in the juvenile court under this division shall allege that the child is an unruly child for being an habitual truant or is a delinquent child for being an habitual truant who previously has been adjudicated an unruly child for being an habitual truant and that the parent, guardian, or other person having care of the child has violated section [3321.38](#) of the Revised Code.

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is considered a chronic truant, the board of education shall file a complaint in the juvenile court of the county in which the child has a residence or legal settlement or in which the child is supposed to attend school jointly against the child and the parent, guardian, or other person having care of the child.

Consequences for anyone found in violation of Ohio Revised Code section [3321.38](#) include a possible fine of \$500 or less or up to 70 hours of community service work. The school may request suspension of the driver's license of any student who misses 10 consecutive or 15 total days of school in a semester.

Any student who cuts a class or is more than 5 minutes late without a valid excuse may be treated as being “unexcused” absent for discipline purposes.

Tardies

Students are expected to be on time to school and to all classes. Teachers will take attendance each class period. Students will be marked tardy if late to school (between 8:00 and 8:30 a.m.) or late to any class. Excessive tardiness to school or class will result in disciplinary action. Eight (8) tardies to school by student drivers may result in revocation of driving privileges to Tri-County.

Tri-County Career Center prepares students for the workforce. Teachers are encouraged to assign 'work ethics' grades in their labs and classes. Thus, being late to class may affect your grade.

HOMELESS STUDENTS

If your family lives in any of the following situations: in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or is doubled up with friends or relatives because you cannot find or afford housing your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to and from school.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (740-753-5439) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school; or someone at a shelter, social services office, or the school can direct you to the person you need to contact.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

EARLY DISMISSAL

When a student enters school grounds, that student is under the jurisdiction of Tri-County Career Center. Under no circumstances shall any student leave the campus without obtaining permission from the attendance/principal's office. Students needing an early dismissal from school should take care of these requests prior to school starting or during their lunch time before the needed early dismissal. The student is to show the early dismissal form to the instructor. This form is the student's permission verification to leave the school and school grounds and should be kept by the student.

If a home school dismisses early for a school event (i.e. pep rally or weather related), all students from that home school will be permitted to leave Tri-County. If the dismissal is for a non-student related event (such as a teacher's meeting), only the bus students will be dismissed. Attendance on the bus will be taken to verify those students who typically ride the bus.

EIGHTEEN YEAR OLDS

A student who is 18 years of age or older who resides with his/her parent/guardian must have notes, early dismissals and required school forms signed by a parent or guardian. If a student over 18 is financially independent, he/she must bring a copy of official documentation to be recognized as such. Until the documentation is received, a parent or guardian will still be responsible for the student.

WEATHER RELATED SCHOOL CLOSINGS

If a home school is closed due to inclement weather, those students are not required to report to Tri-County. These decisions are based on weather and road conditions in specific areas as reviewed by the transportation supervisors and superintendents of the home schools. If a home school is open and not running specific bus routes, a parent note will be required, along with the signature of the bus driver in order for the absence to be excused. A bus form is available from the attendance office.

BLIZZARD BAGS

If Tri-County is closed due to inclement weather, the school will have blizzard bag assignments available to students either before or after the missed day. Blizzard bag assignments must be completed within **two** (2) weeks of the date that Tri-County is closed due to inclement weather. A student who fails to complete the blizzard bag assignments within this time frame will be assigned an *unexcused* absence and not receive credit for the assignments.

Each day is worth class points, participation points and attendance. Work may be completed on line or via paper copy.

If you have concerns about transportation, please contact your home school bus garage:

Alexander
698-8831

Athens
797-4128

Federal Hocking
662-6691

Logan
385-7844

Nelsonville-York
753-2106

New Lexington
342-1520

Miller
394-2768

Trimble
767-2525

Tri-County students are expected to follow the Tri-County Calendar located in the front of this handbook.

SCHOOL-TO-WORK OPTIONS

Students may be provided an opportunity to obtain work experience and satisfy program competencies by participating in a program-related business and/or industry.

- The school staff and the training sponsor will cooperatively develop the student's training and supervision plan including the schedule/hours.
- The policies, rules and regulations of the school and the business will be in place for all options.
- Parents/guardians must grant permission for participation.
- Transportation to and from the work site must be provided by the student's parents or guardians.
- Appropriate behavior must be displayed at all times.
- Students must complete all school assignments in a timely manner for all school instruction while participating in any option.
- Attendance at the work site will be monitored and posted as attendance at school. Absence at the work site must be reported by the student to the attendance office at Tri- County and to the employer. Absences not reported in a timely manner and consistent with the attendance policy will be recorded as unexcused.

School-to-Work Options include Job Shadowing, Student Internships, Early Placement, and Mentorship. Additional requirements for attendance, grades, and test scores exist for some options. For more information, please contact the Workforce Development Coordinator.

COOPERATIVE WORK STUDY PROGRAMS

Student work sites are an extension of the school program. Student attendance will be checked by the employer each day. Attendance will be reported to the coordinator by the employer on a regular basis. Only under very unusual circumstances will a student be permitted to be at a work ~~station~~ if not in school that day. A student working at a job ~~station~~ when absent from school will be considered unexcused and appropriate disciplinary action will be taken. Students in cooperative programs are to leave the school grounds upon dismissal from class.

STUDENT CONDUCT CODE

The courts have held that each student in the Ohio public school system has the responsibility to act in such a way as not to interfere with the rights of others in the same educational opportunities. A student may forfeit his/her rights when his/her conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. Students at Tri-County must remember that they are in fact enrolled in two schools: Tri-County and their home school. While at Tri-County, they are subject to the Tri-County Student Code of

Conduct, and while on the property of the home school and school busses, they are subject to the code of behavior of that school. Students must become familiar with both codes.

Serious Misconduct Code:

A violation of any rule may result in disciplinary action, including in-school suspension, lunch detention, or expulsion. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The absence of a behavior or any specific action from the following list does not mean that such conduct does not violate the discipline code or cannot be punished. No form of violence, disruptive or inappropriate behavior, or excessive truancy will be tolerated.

This code covers misconduct by a student that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district.

1. DISRUPTION OF SCHOOL: A student shall not by use of force, violence, coercion, passive resistance, or other actions cause material disruption or obstruction of regular school routine, assemblies, or extra-curricular activities. This includes acts of immorality. This also includes on line activities that disrupt the school day.
2. DAMAGE TO SCHOOL PROPERTY: A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or materials.
3. DAMAGE TO PRIVATE PROPERTY: A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.
4. FIGHTING OR ASSAULT: A student shall not participate in an altercation, cause physical injury, or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. Any student who assaults another will be suspended and recommended for expulsion.
5. DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence, i.e.: knives (any cutting instrument consisting of a sharp blade), guns, any explosive, incendiary, or poison gas including bombs, grenades, rocket, missiles, mines, or device that can be converted into such a destructive item. This includes look-alike weapons. If a student brings a dangerous weapon or any similar object that is designed or intended to invoke bodily harm or fear of bodily harm on school property, in a school vehicle, or to any school sponsored activity, the superintendent shall expel a student for up to one year. Criminal charges may be filed for this violation.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, "stun" guns, jewelry, etc.

Students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

6. NARCOTICS (including Marijuana), ALCOHOLIC BEVERAGES, DRUGS AND LOOK-ALIKE DRUGS: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or mind altering substance and/or drug paraphernalia. Any student found using or having drugs, alcohol, and/or paraphernalia for such use in their possession may be suspended and recommended for expulsion. This includes prescription drugs.
7. TOBACCO/LIGHTERS/MATCHES: Students may not use or possess tobacco products, lighters, or matches on school grounds. This includes electronic cigarettes.
8. REPEATED VIOLATIONS: A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, teacher aides, principal, directors, supervisors, or other authorized school personnel during any period of time when the student is under the authority of above mentioned school personnel.
9. INSUBORDINATION: A student shall not disregard or refuse to obey reasonable directions or instructions given by authorized school personnel as identified in Rule 8. This includes falsely reporting or obstructing an investigation by withholding information.
10. PROFANITY AND/OR OBSCENE LANGUAGE: A student shall not use profanity or obscene language (written, verbal, or electronic) in communicating with authorized school personnel (identified in Rule 8 above) or another student. Included in this prohibition would be the use of obscene gestures or threats, signs, pictures, or publications as well as verbal threats. This includes social media.
11. THEFT: A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.
12. VIOLATION OF THE LAW: A student shall not violate any law or ordinance when the student is properly under the authority of school personnel. This shall include, but is not limited to, acts of arson, false alarms, and possession and/or use of fireworks or explosives.

13. ACADEMIC DISHONESTY: A student shall not cheat or plagiarize information from another student or staff member by an intentional distortion of the truth. Students shall not lie about, fabricate, distort or change information given to school staff or administration. This includes items from the Internet.
14. HAZING/BULLYING (Harassment, Intimidation or Dating Violence): A student shall not haze, harass, persecute, intimidate, bully, or participate in any act that injures, degrades, or disgraces any student, visitor, or staff member. This also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that is exhibited toward another. The intentional act also included violence within a dating relationship. The behavior causes both mental and physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment. (See section "Hazing and Bullying")

15. IMMORALITY: A student shall not engage in sexual acts or commit any acts of gross immorality on school property or during school events. A student shall not publish, distribute or possess obscene or pornographic material on school property, or during school events, or access obscene or pornographic Internet sites, or bring obscene or pornographic digital material into the school building or on school computers.
16. VIOLATION OF STUDENT HANDBOOK RULE: A student shall not violate any rule contained in the Parent/Student Handbook.
17. UNAUTHORIZED USE OF COMPUTERS: A student shall not gain access, attempt to gain access, or cause access to be gained to any school district computer system, computer network, wireless network, telecommunication device or information device without the consent of, or beyond the scope of the express or implied consent of, the school district or person authorized to give consent to the student; use, attempt to use, or cause or attempt to cause the use of, any school district computer system, computer network, telecommunication device or information device for any purpose other than as authorized by the school district or person authorized to give such authorization; use, attempt to use or attempt to cause the use of any school district computer system, computer network, telecommunication device or information device for any illegal or unlawful purpose or in any manner injurious or potentially injurious to the school district.

Therefore, students must not use, or attempt to use, a school computer, network, iPad, telephone, or any other electronic device without the prior approval of a teacher or designated staff person. Each computer, etc. must be used for its authorized purpose only. Students are forbidden to use computers, and electronic devices for harassment, bullying, or any illegal purpose, or attempt to use them to injure a student, staff, or

individual. Students are not eligible to use said electronic devices without an Internet Usage Agreement signed by parent/guardian and student.

Each student is required to participate in an educational course geared to minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms which also includes cyber bullying awareness and appropriate response.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

In accordance with [ORC 149.43](#) all emails and correspondence (messages and any responses) may constitute a public record and therefore may be available upon request.

18. **CELL PHONES AND ELECTRONIC DEVICES:** Students shall not use PERSONAL cell phones, Smart Phones, iPads, laptops, tablets, and/or electronic devices during class/lab time unless for instructional purposes authorized by school staff. If these devices cause a disruption, they will be confiscated by the instructor or an administrator. Pursuant to law and Board Policy, these devices are subject to search by school officials upon reasonable cause to suspect the search will uncover evidence of a violation of law or school rules. These devices should be turned off during class/lab time. Consequences for violating this policy can result in confiscation of the device, referral to the office, in-school intervention and/or out-of-school suspension/expulsion.

General Misconduct Code:

A violation of any rule may result in disciplinary action.

1. A student shall not be tardy to class without a written excuse from a teacher or the office.
2. A student shall not be absent from an assigned class or activity without permission of the instructor or authorized personnel.
3. Students shall have a pass from a teacher to be in the halls during class time with a student ID.
4. Students are not to display physical affection while at school.
5. Students are not to litter in the building or on the school grounds.
6. Students are to bring to class those items as identified by the instructors as needed to participate in the class or laboratory activity. This would include proper dress or

uniform, work boots, books, tools, safety equipment, manuals, notebook, and pencil or pen.

7. Students who are authorized to drive to and from school must conform to the school's student driving and parking codes (see index under student driving).
8. Office phones and classroom phones are not to be used by students, except in the event of an emergency and only with permission from a staff member.
9. Students may not use the restrooms or hallways as a place for loitering or as a "student lounge".
10. Students are to follow all reasonable directions from teachers and/or employees.
11. Students shall not be in restricted or unassigned areas without permission (including the parking lot).
12. Students must display name badges in hallways at all times.

INTERVENTION, SUSPENSION, AND EXPULSION

The teacher and the student have the primary responsibility for establishing an effective classroom environment. Minor classroom infractions should be handled by the teacher.

It is suggested that a student conference be held, parents be called, and any other measure deemed appropriate be utilized.

The staff and administration also believe that counseling has a role to play in student behavioral management procedures. When a student fails to respond to the efforts of a teacher, or if a student-teacher conflict exists, a referral may be made to the office. The counselor, principal or assistant principal should confer with the student and teacher (and parent, if necessary) individually or as a group in order to ascertain the cause of the difficulty and to assist in the development of a workable solution.

Options for Intervention, Suspension, and Expulsion:

1. Lunch detention: Tri-County Career Center teachers and administrators may assign students to lunch detention for minor student offences. Lunch detentions are held on Thursdays each week. Failure of student to report to lunch detention may result in additional punishment.
2. In-School Intervention: In some cases, students who violate the Student Code of Conduct may be placed in an in-school intervention program. The student is required to have work assignments from his/her academic instructors and program instructor while assigned to this intervention. These assignments allow for related and academic work to continue. The student is counted in attendance for time served in the program and earns credit for work completed. There is no appeal for the assignment to in-school intervention.
3. Suspension:
 - a) The principal, assistant principal, director, or superintendent may suspend.
 - b) No suspension is to exceed 10 school days.
 - c) The principal, assistant principal, director, or superintendent must give written notice of intention to suspend and the reasons why to the student.

- d) The student must have an opportunity to appear at an informal hearing before the principal, director, superintendent or his/her designee, and has the right to challenge the reasons for the intended suspension. The hearing may take place immediately.
 - e) Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The appeal shall be in writing and made to the superintendent. The decision of the superintendent in the case of a suspension is final. The student may be excluded from school and school activities during the appeal process.
4. Removal:
- a) If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
 - b) The principal, assistant principal, director, or superintendent may remove the student from premises, curricular or extra-curricular activities without advance notice to the parent/guardian.
 - c) A teacher may remove the student from curricular or extra-curricular activities under his/her supervision, but not from the premises.
 - d) If a teacher makes an emergency removal, his/her reason(s) must be submitted to the principal in writing as soon after the removal as is practical.
 - e) A due process hearing must be held within seventy-two (72) hours after removal is ordered.
 - f) If the principal, director, or superintendent reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
 - g) In all cases of normal disciplinary procedure, when a student is removed from a curricular or extra-curricular activity for less than twenty-four hours and is not subject to further suspension or expulsions, the due process requirement does not apply. The provisions of due process apply to all suspensions, including assignments to "in school" interventions.
 - h) In an emergency removal a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion. This will be a matter for decision by the administration.
5. Expulsion: At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct (pgs. 14-18).
- a) Only the superintendent may expel a student.
 - b) Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
 - c) The superintendent may require a student to perform community service in conjunction with or in place of an expulsion.
 - d) The student and parent(s) or representative have the opportunity to appear on request before the superintendent/designee to challenge the intended expulsion

action or to otherwise explain the student's actions prior to the expulsion being implemented. The student and parent(s) will receive written notice from the superintendent regarding these rights as well as the reasons for the intended expulsion. If the offense is one for which the district may seek permanent exclusion, the notice shall contain that information.

- e) This notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given.
- f) The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- g) Upon implementation of the expulsion and within one (1) school day of implementation, the superintendent will cause written notice to be issued to the student and parent(s) as well as the treasurer regarding same. 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 and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. 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.
- h) Under State law, the decision of the board may be further appealed to the Court of Common Pleas.
- i) Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency, which works towards improving the student's attitudes and behavior. The superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Students who have been suspended out of school or expelled from school may not attend or participate in any school functions during the time of suspension or expulsion and may not be on school property for any reason.

Suspended students may be denied credit for daily grades and assignments during the period of suspension or expulsion.

DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education 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 steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any

student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook. This includes expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or guidance office whenever such help is needed.

HAZING AND BULLYING

It is the policy of the Tri-County Career Center Board of Education that hazing and bullying (harassment, intimidation and dating violence) activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, administrator, faculty member, or other employee of the school district shall encourage, permit, condone, engage in, plan, or tolerate any hazing/bullying activities. It is a violation of law and of school rules for any student or staff member to take any hazing/bullying actions toward another student or a staff member, or any person associated with the school district while on district property or at any school-related event on or off district property.

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

When a health curriculum is provided, recognizing warning signs of dating violence and the characteristics of healthy relationships is taught.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The district educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the superintendent/designee and appropriate discipline is administered.

The superintendent/designee must provide the board president with a semiannual written summary of all reported incidents and post the summary on the district's website.

The administration provides training on the district's hazing and bullying policy to district employees and volunteers who have direct contact with students.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

GENERAL POLICIES

STUDENT ACCIDENT INSURANCE

Students attending Tri-County are required to have accident insurance. To meet this requirement you must be covered under parent/guardian or purchase a policy available through the school. If for some reason a student does not fulfill this requirement, Tri- County cannot assume responsibility in the event of an accident. For those students not having insurance, a school insurance policy is available through a local agent. Forms are available through the principal's office.

ADMISSION/ENROLLMENT FORMS

Each year every student is required to complete various forms for the career center. If students do not complete forms, they may be prohibited from using lab equipment, going on field trips, and other school/lab activities. THESE ARE ESSENTIAL TO ATTENDANCE AT TRI-COUNTY CAREER CENTER.

ANNUAL ELECTION – STUDENT TRANSPORTATION

Each school year, each student’s parent/guardian (or student, in the even the student is 18 years of age or older) will have the opportunity to provide consent for their son/daughter to be transported by private vehicle, driven either by the student or another person, to and/or from school. Once consent is provided, it will remain in effect for the entire school year unless and/or until the election is revoked in writing by the parent/guardian (or student, in the event the student is 18 years of age or older).

The annual election may also be temporarily suspended or permanently revoked by the Center’s administration for the student’s failure or refusal to follow the following school rules as provided for in the Student Code of Conduct (see page 14).

Each student’s parent/guardian (or student, in the event the student is 18 years of age or older) must complete and return to the principal’s office the Student Transportation Election Form below. Forms are to be returned on or before the first day of the school year.

ASBESTOS MANAGEMENT

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (A.H.E.R.A.). This law requires all schools to be inspected for asbestos-containing materials.

The inspection of Tri-County Career Center was completed on October 11, 1988. During the summer of 1989, school officials had all asbestos plaster removed from a small area in the cafeteria and library. Also, asbestos was removed from the boiler rooms. An extremely small amount of asbestos remains in the pipe system located above the ceilings and is not accessible to students.

Our Management Plan, approved by the Ohio Department of Health, outlines the methods we will use to maintain the materials in a safe manner for students and staff. A copy of the plan is on file, for your review, in the School Health & Safety Director's Office.

BUILDINGS/GROUNDS/PROPERTY

Cooperation of the students at Tri-County is needed if the facilities are to be maintained for future students. Caring for school property is the job of everyone! Students who lose or damage school owned property such as textbooks, library books, locks, instructional aids, materials, or equipment will be required to replace or pay for the loss or damage.

BUS TRANSPORTATION

Transportation from the home school to Tri-County is furnished by the home school. Permission to ride a bus from or to another school must be granted by the home school having jurisdiction. Tri-County officials have no jurisdiction in this area. Improper behavior on a school bus can result in the student's transportation privileges being denied.

CLUBS/ACTIVITIES

All students attending Tri-County will have the opportunity to become active in the club of his or her technical area. These clubs are: SkillsUSA, FCCLA, BPA, and FFA. They are an extremely important segment of your total program-become involved!

It is important that the class or club president initiate with his/her sponsoring instructor an ACTIVITY REQUEST FORM for any educational, money raising or social activities. This must be filed for approval in the Smith-Parkins office five days prior to date of the activity. Requests must have prior approval from the principal's office. Forms are available at the receptionist's desk in the Smith-Parkins Building.

COLLEGE CREDIT PLUS

Students interested in College Credit Plus for the senior year must inform the home school counselor and the Tri-County counselor by March 1 of the junior year. Information about participating in College Credit Plus and remaining a Tri-County student must be obtained in the Tri-County Counselor's Office.

COMPUTER NETWORK AND INTERNET ACCESS

Students using the network and Internet systems will be required to complete an Access Agreement Form signed by the student and parent/guardian. Students who do not have a current agreement on file will not be allowed access to the Internet or server. Students are responsible for the use of their account/password and/or access privileges. Any inappropriate use of the computer network, as determined by the school, will result in the loss of the privilege to use this educational tool and the possibility of other consequences including suspension from school.

Providing students and staff with a 21st century digital learning environment is part of the technology plan at Tri-County Career Center. With the explosion of personal electronic devices

over the past few years, the District feels that allowing students to use these devices in school would be a benefit to their education.

The district allows students to bring their own technology devices (such as laptops, eReaders, iPads, etc.) to use at specified times during the school day. Cell phones and “smart” phones are a separate category addressed in the student handbook.

Use of devices is still governed under our Internet Agreement Policy. Students must use the device to enhance their learning in the classroom when deemed appropriate at the teacher’s discretion. Students should be aware that these devices are to be used for educational purposes only. Each teacher will be able to limit or forbid the use of any personal electronic devices in their classroom. If the student does not follow the guidelines, privileges can be revoked. Tri-County Career Center does not assume responsibility for any equipment that a student brings to school.

COSMETOLOGY LABORATORY SERVICES FOR STUDENTS

Students wishing to use the Cosmetology Laboratory must make prior arrangements with their technical and academic instructors. The student must have prior written permission from all instructors to miss class for cosmetology services.

DISPENSING MEDICINE

In compliance with the board policy, state law, and to ensure student safety, if medication must be taken at school, the following procedure must be utilized:

1. Medicine must be sent to school in its original container and turned in at the Attendance Office.
2. An authorization form requesting medication be given to the student must be completed by parent/guardian.
3. Prescription drugs require a physician's signature. Authorization forms are available in the attendance office.

DRESS CODE

Tri-County Career Center wants to provide the best possible atmosphere for learning to take place. In this respect, students also should consider thoughtfully the impact which their conduct and appearance makes on others as they work together at school. In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school and is professionally accepted in the workplace.

The dress code for students is as follows:

- a) Dress and grooming should be clean, in good taste, and be consistent with what is acceptable in the world of work.
- b) When a student is participating in school activities, dress and grooming should not disrupt performance or constitute a health threat to the individual or other students, or disrupt the teaching-learning process. Some programs have field trip dress codes.

- c) Tube tops, cut-off shirts, muscle shirts, tank tops, leggings, yoga pants, tops/dresses with "spaghetti straps", and net shirts are not allowed at school. Shoulders, side torso, cleavage, and midriff areas must be covered. If leggings, tights or yoga pants are worn, a shirt must cover to the same length as a skirt.
- d) Professionally accepted hats may be worn in the lab/classroom only at the teacher's discretion. Head coverings (hoods, "hoodies", bandanas, etc.) are not to be worn at school.
- e) Shorts/dresses/skirts should not be overly tight or short (length should be two inches below finger tips).
- f) Clothing and accessories must not be overly suggestive, bear profanity, or appear to promote drugs, alcohol, or sex. This includes beer, cigarettes, drug paraphernalia, killing, suggestive slogans, profanity, or negative concepts (including but not limited to symbols of hate or discrimination, such as a rebel flag).
- g) Sunglasses are not permitted to be worn in school buildings unless there is a documented medical necessity.
- h) Flip flops are not allowed to be worn in lab settings where equipment is used.

If a student's dress or grooming is inappropriate or disruptive to the school program or constitutes a health or safety problem, the student and his/her parent/guardian will be so informed and the student will have to change. If a student must leave school to change, the absence will be considered unexcused. Any matter concerning student dress not covered by this policy which requires a decision will be made by the principal/director or assistant principal. Students who fail to comply with the dress code may be subject to disciplinary action.

DRIVING PRIVILEGES

1. Student drivers must register all vehicles used for transportation to and from school with the Criminal Justice class. Parking permits must be purchased for all such vehicles and properly displayed.
2. Students shall observe all state, local and school traffic regulations, including all posted traffic regulations.
3. **Upon arrival at school, students are to lock their cars and immediately leave the parking lot and enter the school building.** Students shall not return to their vehicles during the day unless leaving the school grounds with proper administrative authorization.
4. **Students are not permitted to sit in vehicles or congregate around cars before, during, and/or after school hours, including lunch times.**
5. Students should park beginning in row four of the blacktop parking lot located in front of the school. No students should be parked in the visitors' area, staff parking area, or behind any school buildings.
6. Students in career-tech cooperative training programs will be given permission to leave during the school day. Transportation is not provided by the Board of Education for these co-op programs.

Any student driver who does not conform to the above standards shall be subject to appropriate disciplinary action. Disciplinary action may include but is not limited to the following; parental conference, loss of the privilege of driving to school, suspension or expulsion from school.

Local law enforcement agencies and the career center will cooperate in the enforcement of all regulations/laws. Tri-County reserves the right to inspect/search vehicles parked on school property at any time. School personnel will conduct searches based on "reasonable suspicion or grounds". Tri-County Career Center does not assume responsibility for the care or protection of any vehicle or its contents at any time it is parked or operated on school property. Failure to comply with a reasonable search will be considered insubordination. Search dogs may also be used to assist.

HOUSE BILL 204 - "NO SCHOOL, NO DRIVE" BILL: The following may result in denying student driving privileges and contacting the judge of the juvenile court:

1. Whenever a student under the age of eighteen (18), withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program, the superintendent/designee shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.
2. Whenever any student under the age of eighteen (18) has ten (10) consecutive days or a total of fifteen (15) days of **unexcused** absence from school during any semester, the Board authorizes the superintendent/designee to inform the student and his/her parents of the truancy record and the district's intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy.
3. Whenever a student is suspended or expelled for possession or use of drugs as defined in board policy, the superintendent/designee may notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

EMERGENCY DRILLS

Emergency drills such as fire and tornado drills will be held regularly. Lockdown drills will also be conducted. The route for fire drills is posted in each room. Proper instruction on procedures for all drills will be given by the teacher in each classroom.

Tornado Warning: The alarm for the tornado warning differs from the regular fire/evacuation system. When the tornado warning alarm is given, students are to respond in an orderly manner and move quietly to suitable shelter areas. Remain inside the building and listen for instructions. **DO NOT** leave the building, **DO NOT** remain in large laboratories, and **DO NOT** remain or report to areas paneled with glass or containing windows.

Other suitable shelter areas are: rest rooms, custodial rooms, offices (without windows) and storage closets. Tornado shelter areas are posted in each classroom and lab.

Power Failure: In the event there should be a power failure during the school day and no storms are in the immediate area, instructors may take their classes to the cafeteria, the

parking area, or other lighted area and remain with them until further instructions are given.

EXPENSES/FEES

- **Lab Fees:** Laboratory fees are charged in all programs to help offset the cost of consumable supplies. If fees are charged in any class, the instructor will inform you what the fee is, and how it can be paid. Parents and students are responsible for fee payments.
- **Books:** Textbooks and workbooks will be issued by your instructors. Texts are supplies of the Tri-County Board of Education. Students are responsible for paying the depreciated value of all texts or supplemental books and materials that are lost or damaged. Students will pay the replacement cost of a text that was "new" when issued.
- **Career-Technical Club Fees:** Each student attending Tri-County will have the opportunity to become active in the club of his/her program area. Because these clubs often have state and national affiliation, it is necessary to charge membership dues. Dues will be included in student fees.

HALL TRAFFIC

Five minutes will be allowed for changing classes. No student should be in the hall during class time unless he or she has a hall pass assigned by a staff member.

IDENTIFICATION CARDS

All students at Tri-County Career Center will be issued a student picture ID card. **This card is to be worn at all time while on the Career Center property. Any staff member in the building may ask to see your ID card.** You will need your card to use the library, borrow tools, take a test, get an early dismissal, and obtain a parking permit. All students are to use both ID card and classroom pass in the hallways. The ID has a clip and/or lanyard and should be displayed so that it is visible on your person. Lost ID cards may be purchased in the Technology Office for a fee of \$3.00. The cards are the property of Tri-County Career Center. Failure to wear your ID card may result in discipline.

ILL/INJURED STUDENTS

If a student becomes ill or injured, the following steps should be taken:

1. Instructors should take care of any minor injuries.
2. A student with a serious illness or injury should report to the attendance or principal's office with permission from the program instructor, if necessary a parent or guardian will be notified.
3. If the student cannot report to the office and it is possible to move the student, place him/her in a safe and comfortable position.
4. Provide urgent care as needed. Surgical gloves should be used for accidents involving body fluids.
5. Notify principal's or counselor's office.

6. Arrangements will be made through the office if it is determined that a student should be taken to the hospital.
7. After student has been properly cared for, complete an accident report form.

LUNCH/FOOD POLICY

The Tri-County cafeteria serves Type A lunches during lunch. Vending machines are also provided. Free and reduced lunch applications and guidelines will be made available to each student by mail prior to the beginning of school. Completed applications should be returned and any questions should be directed to the attendance office.

Tri-County Career Center operates on a closed lunch period:

- Students may NOT leave the school property during lunch. Students leaving the grounds without permission will be considered truant.
- Students may not have outside food deliveries made.
- Students must have a written pass to leave the lunch room during their assigned lunch time.
- Food and/or beverages shall not be consumed in the hallways.
- Student behavior in the cafeteria should be based on courtesy and cleanliness.
- Students are not to go into areas where classes are being held.
- Students can pre-pay and carry a credit balance for the school lunch program.
- Students are not permitted to charge in the cafeteria.
- Any consumption of food and/or beverage in the classroom/lab is at the discretion of the instructor and must be supervised by instructor.
- Abuse of the policy/procedure will result in denial of lunchroom privileges.

RESTROOM OCCUPANCY

No more than one student shall enter or occupy a single restroom stall at a time.

SEARCH AND SEIZURE

Student lockers, desks, cabinets, and similar property are the property of the Tri-County Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them and are subject to search by school authorities at any time and without warning. Search dogs may also be used to assist.

All students are hereby put on notice that lockers are the property of the Board of Education, and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination. Search dogs may also be used to assist.

SURVEILLANCE CAMERAS

Please be advised that surveillance cameras are in place throughout both buildings and are in use 24 hours each day/7 days each week.

TELEPHONE USE BY STUDENTS

Students will not be permitted to use office or other school phones for personal reasons. This applies to out-going and in-coming calls.

TRI-COUNTY GRIEVANCE PROCEDURE

Tri-County Career Center hereby notifies students, parents and employees that it does not discriminate on the basis of sex, race, religion, color, national origin, military status, or disability in the educational programs and activities operated by the school district.

Grievance Procedure Coordinator:

On July 19, 2016, the Tri-County Board of Education designated the following employee to coordinate its efforts to comply with Title VI, Title IX, and Section 504 regulations and must notify all its students and employees of the grievance procedure:

Connie Altier
Director, Tri-County Career Center
15676 St. Rt. 691
Nelsonville, Ohio 45764
Telephone: (740) 753-3511, Ext. 4395

OR Tom McGreevy
Assistant Principal, Tri-County Career Center
15676 St. Rt. 691
Nelsonville, Ohio 45764
Telephone: (740) 753-3511, Ext. 5482

Outline of Grievance Procedure:

Step 1 - Any student or employee of Tri-County Career Center having a complaint about his/her treatment may arrange a conference to discuss the matter with the person or persons involved within ten school days of date incident occurred.

Step 2 - If the complaining person is not satisfied with the results of the conference, the problem may be discussed the principal or his/her designee within ten school days of the date incident occurred.

Step 3 - If the complaint is still not resolved, the grievance may be placed in writing and presented to the superintendent within five school days of the meeting with the principal or his/her designee.

Step 4 - In the event the problem persists, a written copy of the grievance should be given to the superintendent within ten days after the meeting with the principal.

Step 5 - If not resolved at step 4, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, OH 44114-1816.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/school director, or supervisor. However, parent(s) and/or guardian(s) must be present for youths under the age of 18 at all levels of the formal alleged discrimination process.

VISITORS

Parents and members of the community are always welcome to visit. For security reasons, doors are locked during school hours and parents/visitors must ring the bell in order to be let into the school. Doors are not to be left open/propped open during the school day. Visitors should proceed to the administrative offices to obtain a visitor's pass when they enter the campus. If a person wishes to confer with a member of the staff, s/he should make an appointment prior to coming to the school.

Students are not to bring visitors, spouses/significant others, or children to spend the day or any part of the day in class with them. Pets are not permitted at school.

Students from our participating schools can arrange to visit through their guidance department.

WORK PERMITS

Students can apply for a work permit in the attendance office at Tri-County or at the home high school.

STATEMENT OF NON-DISCRIMINATION:

The Tri-County Career Center and Adult Education Center has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.

Regular Bell Schedule

1 st		8:00 – 9:00
2 nd		9:05 – 9:45
3 rd		9:50 – 10:30
	Lunch A	10:30 – 11:00
4 th		10:35 – 11:15
	Lunch B	11:15 – 11:45
5 th		11:05 – 11:45
6 th		11:50 – 12:30
7 th		12:35 – 1:15
8 th		1:20 – 2:15

Friday D.E.A.R. Bell Schedule

1 st		8:00 – 8:55
2 nd		9:00 – 9:35
3 rd		9:40 – 10:15
	Lunch A	10:15 – 10:45
4 th	Class	10:20 – 10:50
	D.E.A.R.	10:50 – 11:20
	Lunch B	11:20 – 11:50
5 th	D.E.A.R.	11:05 – 11:45
	Class	11:20 – 11:50
6 th		11:55 – 12:35
7 th		12:40 – 1:20
8 th		1:25 – 2:15

Two-Hour Delayed Start Bell Schedule

1 st		10:00 – 10:30
	Lunch A	10:30 – 11:00
4 th		10:35 – 11:15
	Lunch B	11:15 – 11:45
5 th		11:05 – 11:45
6 th		11:50 – 12:10
7 th		12:15 – 12:40
8 th		12:45 – 1:10
2 nd		1:15 – 1:40
3 rd		1:45 – 2:15

We will not follow the D.E.A.R. reading schedule on Fridays with a 2 hour delay. Please observe D.E.A.R. reading on your own.