

**TRUMBULL CAREER
AND TECHNICAL CENTER**
Website address: <http://www.tcthome.com>
Replacement Handbook is \$5

STUDENT NAME _____

MISSION

The Trumbull Career and Technical Center is to enable our students to become productive members of society by providing for our students a comprehensive combination of academic and career-technical instruction, skills and experiences in a safe, non-hostile diverse environment. This will prepare them to select from the widest possible range of post-secondary career and educational options that are commensurate with the students' aptitudes and interests.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

HIGH SCHOOLS THAT WORK

The Trumbull Career and Technical Center is a *High Schools That Work Site*.
High Schools That Work is a comprehensive, results-based school-improvement initiative of the Southern Regional

Education Board-State Vocational Education Consortium. The *High Schools That Work* framework of goals, key practices and key conditions is designed to blend the essential content of traditional college preparatory studies with quality career/technical studies to raise career-bound students' academic and technical achievement. The initiative involves more than 1,100 public high school sites in 26 states.

NOTIFICATION POLICIES OF NON-DISCRIMINATION

The TCTC is an equal opportunity educational institution which does not discriminate against any individual on the basis of race, color, creed, religion, age, sex, disability or national origin. This School District follows the guidelines of the Family Educational Rights Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

Questions or requests for information should be directed to the appropriate person.

Title VI (race, color, and national origin) and Title IX (sex)

Annette Austin
Cosmetology Instructor
Phone 847-0503, ext. 1062

Section 504 (handicap)

Special Needs Supervisor - Phone 847-0503, ext. 1020

DAILY SCHEDULE

1 st period	8:00 - 8:49
2 nd period	8:52 - 9:41
3 rd period	9:44 - 10:33
Homeroom	10:35-10:42
5 th Lunch	10:45-11:15
5 th Class	10:45-11:37
6 th Lab	11:18-12:10
6 th Lunch	11:40-12:10
7 th period	12:13-1:05
8 th period	1:08-2:00

Juniors stay put in lab for homeroom; attendance taken
Seniors move to assigned homeroom w/ academic teachers; attendance taken

CLOSING SCHOOL DURING EMERGENCIES

Since the TCTC is serving students from 19 school districts, which in many instances will have varied weather conditions, school-closing resulting from adverse travel conditions may be different.

If TCTC is open (and your home school is closed due to weather or emergency situations), you may attend classes at TCTC after consulting with your parent or guardian. You must provide your own transportation

The TCTC will close when the total number of students affected reaches 40% of the student enrollment.

TCTC will also close if Champion closes because of inclement weather conditions, regardless of the number of home school closings.

If it becomes necessary to close the TCTC, the following radio and/or TV stations will be informed:

Radio: WKBN-570 AM; WPIC-790 AM; WBBW-1240 AM; WNIO-1390 AM WANR-1570 AM; WYSU-88.5 FM; WHOT-101 FM; WYFM-102.9 FM; WQXK-105.1 FM; WBBG-106.1 FM.

TV: WFMJ-TV21; WKBN-TV27; WYTV-TV33.

PROBLEM SOLVERS

Problem

report card
textbooks
student supplies/tools
personal problems/concerns
class schedule
school-to-career information
career-technical
standardized tests
college information
work permits
draft registration
lockers
voter registration
assemblies
use of building/rooms
discipline problems
attendance
early dismissal
stolen property
parking permits
lost and found
harassment
special needs
reduced lunches
payment of fees
program shirts

Problem Solver

teacher
teacher
teacher
teacher/counselor
counselor
counselor
teacher/counselor
counselor
counselor
counselor
counselor
counselor
last period teacher
government teacher
director
director
dean of students
supervisor of attendance
dean of students sect.
dean of students
receptionist
receptionist
diversity coordinator
special ed. supervisor
facilities secretary
student activities clerk
fab. services instructor

SCHOOL CALENDAR 2009 - 2010

August 17 (Monday)	New Teacher In-Service
August 18 (Tuesday)	New Teacher In-Service
*August 19 (Wednesday)	Teacher In-Service
*August 20 (Thursday)	Teacher In-Service 7:30 a.m. – 3:00 p.m. Parent/Student Orientation 6:00 p.m. - 9:00 p.m.
**August 21 (Friday)	No School
August 24 (Monday)	First Day for Juniors
August 25 (Tuesday)	First Day for All Students
**September 4 (Friday)	No School
**September 7 (Monday)	Labor Day/No School
**October 16 (Friday)	NEOEA Day/No School
October 30 (Friday)	End of 1 st 9 weeks (47 days)
November 24 (Tuesday)	Parent/Teacher Conferences 2:30 p.m.-9:00 p.m.
**November 25 (Wed.)	No School
**Nov. 26-30 (Thurs.-Monday)	Thanksgiving Recess
**Dec. 21-Jan. 1 (Mon-Fri)	Winter Recess
**January 18 (Monday)	Martin Luther King Day/No School
January 22 (Friday)	End of 2 nd 9-weeks (46 days)
January 26-27 (Tues. & Wed.)	Career Exploration Days Make-up date 1/28&29
February 11 (Thursday)	Parent/Teacher Conferences 2:30 p.m.-9:00 p.m.
**February 12 (Friday)	No School
**February 15 (Monday)	President's Day/No School
March 26 (Friday)	End of 3 rd 9 weeks (44 days)
**April 2-5 (Fri. & Mon.)	Spring Recess
May 25 (Tuesday)	Senior Completion Ceremony
May 28 (Friday)	Last Day for Students End of 4 th Nine-Weeks (43 Days)

***School Not in Session Teachers on Duty**

****School Not in Session Teachers Not on Duty**

Calamity Days: June 1-7, 2010

ANNOUNCEMENTS

General announcements will be made each morning at 8:00 a.m. Announcements should be turned in to the Director's office by 2:10 p.m. of the preceding day they are to be announced.

With permission, home school announcements and information will be posted on the appropriate bulletin board in the cafeteria and will not be broadcast on the P.A. system except in emergency situations. Unauthorized items will be removed from the bulletin board.

STUDENT CODE OF CONDUCT

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of TCTC will conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

The Code of Conduct applies to misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee

The Board of Education has “zero tolerance” for violent, disruptive or inappropriate behavior by its students. This means that for every infraction of the student code of conduct there shall be a consequence. The Board also has a “zero tolerance” for excessive truancy from school or class. Truancy will result in disciplinary action as set forth in the Board’s Student Attendance Policy.

BASIC RIGHTS & RESPONSIBILITIES

TCTC recognizes the basic Constitutional Rights of all its students. It should also be emphasized to students that responsibilities accompany their rights. The following shall be sufficient grounds for the administration and/or the TCTC Board of Education to initiate disciplinary action against any students who are found to be in violation of the student handbook. Actions may result in verbal or written warning, parental contact or conference, detention, ALC, OSS, emergency removal, expulsion or referral to law enforcement agencies

ADMINISTRATIVE REVIEW

The administration reserves the right to review and adjust disciplinary actions on a case-by-case basis.

- 1.** A student's conduct shall not violate **federal, state, or local laws**. A student who violates certain school rules should, therefore, understand that charges may be filed at any time during the disciplinary process.
- 2.** A student must follow **reasonable requests** made by employees of the school district who shall have responsibility for instruction, supervision, or administration of any school sponsored course, program, event, or activity. This also includes those people who provide special services such as the nurse, bus drivers, custodians, secretaries, clerk-typists, aides, club advisors, and cafeteria workers (when in performance of their duties).
- 3.** A student's behavior shall not cause or contribute to the **disruption** of any class, activity, function, or service provided or sponsored by the TCTC Board of Education. If a student misbehaves on a field trip, the student will not be permitted to attend another school sponsored activity unless approved by the instructor or supervisor. A field trip is a privilege not a right.

4. A student shall not incite or participate in any **unauthorized assembly or activity**, which by design or result disrupts the normal operation or atmosphere of the school and its program.
5. A student shall show **respect** to other students, teachers, employees, or any other person while on the property regulated by the TCTC Board of Education.
6. A student may not possess, sell, or distribute **firearms, knives, other dangerous weapons** or any instrument that may be used for illegal activities. Report this immediately to a teacher, supervisor, or the Dean of Students. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. All program related utility knives must be kept in labs at all times.
7. Student possession of telephone paging devices (e.g., beepers or pagers) is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the District. Students may not use cellular telephones, including camera phones, any type of music player, electronic games, or other electronic communication devices (ECDs) (e.g., laser pointers and attachments, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones, electronics and ECDs must be kept in the locker and turned off (not just placed in vibrate or silent mode) during the school day. In addition, students are not permitted to record/store/send/transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been

used in an activity prohibited by the code of conduct. All preceding devices will be confiscated.

8. A student may not **vandalize** or cause damage to public or private property. This includes damage defacement. Parents are liable for up to \$10,000 in damages to school property. (ORC 3109.09)
9. A student may not possess, use, conceal, buy, sell, transmit, or be under the influence of or show evidence of use of any **narcotic drug, alcoholic beverages, controlled substances, counterfeits**, or any items that may be used to consume illegal substances. Any alcohol or drug paraphernalia is also prohibited on school property. (SEE Student Substance Abuse Policy)
10. Students may not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or attempt to ignite, explode or detonate fireworks, explosives, or munitions.
11. Students may not **fight** or deliberately provoke another student to fight. It takes two to fight.
12. A student may not **remove or possess**, without permission, public or private **property**.
13. A student shall not engage in **gang-related activities** including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members. Gang-related tattoos may need to be covered.
14. A student may not possess, use, conceal, distribute or sell any **tobacco product, lighter, matches, pipes, or rolling papers**.

15. A student must show reasonable care in the use of **textbooks, equipment, supplies, and facilities**. Damaged property must be paid for before grade transcripts will be issued.
16. Students must meet or attempt to meet the standards or requirements of their specific classes. Students must actively **participate in class**.
17. A student shall not **verbally or physically assault (actions that create fear, distress, or injury), threaten or use abrasive and/or obscene language** in addressing another **student**.
18. A student shall not **verbally or physically assault (actions that create fear, distress, or injury), threaten or use abrasive and/or obscene language** in addressing a **staff member**.
19. A student may not solicit sexual activity or make reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer. Reports of **sexual harassment** should be made to school personnel. The administration will investigate all allegations. (SEE Anti-harassment Policy)
20. Parents of students under 18 must meet **financial obligations** which have been incurred as a result of one or more of the following:
 - Fees
 - Fines levied for failure to return library books on time
 - Lost textbooks
 - Fines or charges levied to pay for damage to textbooks, the building, and/or contents of school buildings.
 - Fund raisers

Report cards will be held if financial obligations are not met. Seniors who owe money will not be permitted to participate in graduation ceremonies and will not receive their diploma and/or Certificate of Completion.

21. A student shall not **cheat** or **plagiarize** the work of another. Cheating/Plagiarism shall be defined as presenting someone else's work as one's own in order to obtain a grade or credit. This includes, but is not limited to, copying others assignments, quiz, or test answers, and or plagiarism. Students who violate this policy will receive zero credit for assignments or work involved and disciplinary action.

22. No food or beverages will be taken from the cafeteria to other parts of the building at any time or for any reason.

23. Students are expected to be **on time to class**. Students must have a valid pass to be in the halls during class time.

24. Students must **dispose of trash** and clean up any mess they create in the building or on school grounds.

25. Book bags, backpacks, and gym/duffle bags are to be used to bring books/clothing to and from school only. **They are not to be used during the school day from class to class.**

26. Refer to the discipline referral form for additional information regarding the student code of conduct.

Staff members have the right to confiscate dangerous or disruptive items.

DRESS CODE

Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. We

have many visitors who come to see our building, programs, and staff, but especially our students. Many of our visitors are themselves students trying to decide if career technical education fits their career plans. Other visitors include parents and interested citizens and many of your future employers. Prospective employers will be offering you jobs. **Remember, first impressions are important. We can't afford negligent, offensive or questionable appearance in ourselves or any part of our building.** Your appearance and grooming are strong expressions of your inner attitudes and will be part of any recommendation to employers.

Individual laboratory dress is a requirement.

Participation in the laboratory will be prohibited without proper attire. This may include a requirement of program-appropriate footwear for industrial labs and your program pride shirts worn in all areas other than lab classes.

The following are **dress code guidelines** for the TCTC, which students must follow:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- While attending school or participating in any school-sponsored activities, a student's dress and/or grooming will not disrupt the setting or constitute a health threat to the individual or other students.
- The school district reserves the right to restrict any attire that disrupts the educational process.
- Lower body clothing must be hemmed and must cover the body from the waist to middle-thigh. Students will not wear short shorts, biker shorts, or mini skirts that are not waist to middle-thigh. No shorts are permitted from October 1 to April 30.
- Upper body clothing is limited to the program pride polo shirts (long or short sleeve), which **MAY NOT BE ALTERED IN ANY WAY**. Other upper body clothing may be worn **UNDER** the program pride shirts. They may be rented for \$1 from rm. E100. Students must return rented shirts at the end of the day or face disciplinary action. Lost rental shirts cost \$5. Excessive renting will not be permitted.

- **NO LAB SMOCKS** are to be worn outside of the lab classes.
- No headgear (hats), bandannas or headbands may be worn inside the building with exception to those required during lab time.
- No “saggin” (baggy) pants/shorts. Shorts and pants must be worn at the waist.
- Clothing that is torn, ragged, or designed to look sloppy or attract undue attention, will not be permitted.
- Coats (garments designed to be worn outdoors) must be stored in student lockers.
- Sleepwear or beachwear is not permitted.
- Shoes or sandals with socks must be worn at all times. **NO slippers are permitted.**
- Long pocket chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful and/or could be used as a weapon, are not permitted.
- NO visible piercing will be permitted with the exception of the ears. For safety and health reasons NO piercing may be permitted in some lab areas.
- No tattoo, article of clothing, button or badge may be worn if it contains the following:
Offensive/Obscene/vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; inappropriate sexual references; and/or advertises any product or service not permitted to minors by law.

In the back of this handbook is a copy of the discipline referral form, which lists the results of violations of the above code.

The above guidelines are in effect on school property; as well as while students are attending or participating in any event in which a TCTC group, or individual is participating, regardless of location.

Disciplinary actions will be taken on an individual basis by the administration in accordance with Sections 3313.66 and 3319.41 of the Ohio Revised Code. Provisions will be made to meet the needs of handicapped students and those on an Individual Educational Plan (IEP).

DETENTION

Detentions are assigned as a punishment to correct less serious misbehaviors on 1st offenses.

- Detentions are served after school Monday through Thursday from 2:10 p.m. until 3:00 p.m. in the ALC room.
- Students are expected to be seated, remain quiet, stay awake and do schoolwork or read other appropriate material.
- In the event a student needs to miss detention for a valid reason, **prior** arrangements in the form of a note or phone call from the parent/guardian, must be made with the Dean of Students.
- Repeated requests for postponement will not be honored.
- Any infraction will be dealt with according to our discipline referral form.

ALTERNATIVE LEARNING CENTER (ALC)

When a student is attending ALC, he/she:

- Will be present from 8:00 a.m. – 2:00 p.m.
- Will not be permitted to leave the intervention room unless an administrator grants permission in writing.
- **Will be required to bring all needed textbooks and materials to the ALC room.(Academic & lab teachers are to make sure students come with work)**
- Will be permitted to work on one assignment at a time, which will be turned into the ALC monitor as completed. **(All work successfully completed will be counted for credit.)**
- **Will not be permitted to talk.** Students may ask the ALC monitor for assistance two times per hour by raising their hand.

- Will be permitted two restroom breaks per day. The length of the break will be as brief as possible. Students will follow the direction of the ALC monitor. Restroom breaks will occur at approximately 10:00 a.m. and 1:00 p.m. Students requesting more than two breaks must submit a written doctor's request to their ALC monitor.
- Will not be permitted visitors or to use the phone except for an emergency.
- Will not be permitted to **sleep, use electronic devices (with the exception of calculators) or use unauthorized materials.**
- Students will be limited to an accumulation of 7 ALC's per school year for behavioral issues. Out of school suspensions will be issued after that.
- Missed days in detention or ALC due to absences are to be immediately served upon the students return to school.
- Students who do not complete the alternative assignment for their lab work will not receive credit for that day's attendance in lab. This will count as one day against their 90% attendance requirement for the Certificate of Completion.

Any violation of these Alternative Learning Center rules will result in further disciplinary action, including OSS. Students refusing to serve an assigned ALC day will be assigned an Out of School suspension for each day of ALC assigned.

OUT OF SCHOOL SUSPENSION (OSS)

Suspensions are used as a means to address more serious violations or repeated offenses of the code of conduct. The infractions, which result in a student being assigned to ALC or suspended out-of-school, are listed in this handbook.

1. The Director/Dean of Students or Attn. Supervisor will discuss with the student the reported behavior and give him/her an opportunity to comment on the alleged charges. Written notice of the intended suspension with the reason(s), the dates, and type of suspension assigned will be given to the student.

2. Parents will be notified by phone, if possible. A copy of the written notice will be mailed to the home within 24 hours.
3. Only the Superintendent, Director, Dean of Students or Supervisor of Attendance may suspend a student.
4. No suspension shall exceed 10 days.
5. The student has the right to appeal the suspension at an informal hearing, which may take place immediately. Parents or guardians may request a hearing regarding the suspension before an executive session meeting of the Board of Education or its designee.
6. The Board of Education or its designee, after an investigation has been made concerning the suspension of the student, will render a decision of returning the student to the classroom or sustaining the suspension as handed down by the administration. **THESE PROCEDURES WILL APPLY TO ALL SUSPENSIONS.**

When a student is serving an Out-of-School Suspension:

- The student may not attend classes or any other school sponsored activity including home school activities.
- The student will receive a zero for all work missed and no work may be made up.
- The days out will count as days absent.
- The student should be at home (or place designated by parents) between 8:00 a.m. – 2:05 p.m.
- The student may NOT be on school property.
- The TCTC will honor home school suspensions and code of conducts.
- In the event of school closure, the suspension will continue when school resumes

EXPULSION

1. Only a superintendent may expel.
2. The superintendent must send the pupil and his/her parent or guardian written notice of the intended expulsion.
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or REPRESENTATIVE has an opportunity to appear (on request) before the superintendent to challenge his/her action or to otherwise explain the pupil's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
 - c. The notice is to state the time and place to appear, which must not be sooner than 3 school days nor later than 5 school days after the notice is given.
 - d. The superintendent may grant an extension of time. If granted, he/she must notify all parties of new time and place.

Within 24 hours of the expulsion, the administration will notify the parent, guardian, or custodian of the pupil and Treasurer of the Board of Education of the action to expel. The notice must include the reasons for the expulsion, and the right of the pupil, parent, or custodian to appeal to the Board of Education or its designee. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

3. The student has the right to be represented at the appeal and to request the hearing to be held in executive session.
4. Students who are expelled from school are not permitted on school property during the expulsion period.
5. Withdrawing from TCTC will not stop an expulsion from proceeding.

PERMANENT EXCLUSION

The Board of Education may seek the permanent exclusion of a student 16-years of age or older that is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

Illegal conveyance or possession of a deadly weapon or dangerous ordinance,
carrying a concealed weapon, aggravated trafficking,
trafficking in drugs,
trafficking involving the possession of bulk amount of controlled substance
or the sale of a controlled substance and/or aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration if the victim is a district employee or student. In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent exclusion.

REMOVALS

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
 - The Superintendent, Director, or Dean of Students may remove the student from the premises of an academic or extracurricular activity.
 - A teacher may remove the student from an academic or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, his/her reason must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
 - Written notice of the hearing and the reason for the removal and any intended disciplinary action

must be given to the pupil as soon as possible prior to the hearing.

- The pupil must have the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
 - The person who ordered or requested the removal must be at the hearing.
 - Within 24 hours of the decision to suspend, the administration will notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the suspension.
 - The notice must include the reason for the suspension and the right of pupil and parent to appeal to the Board of Education or its designee; it must also include the right to be represented at the appeal and to request the hearing appeal to be held in executive session.
3. If the superintendent or principal 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.
 4. In an emergency removal, a pupil can be kept from the class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

ATTENDANCE

Ohio Department of Career and Technical Education state certificate is obtained only when the student completes 90% of the two-year program attendance (no more than 36 TOTAL days absence). All component parts of the program must have a passing grade in order to receive your state certificate.

1. **EXCUSED** absences may be granted for the following situations: personal illness, death in the family of a close relative, quarantine of the home, observance or

celebration of a bona fide religious holiday, or such good cause as may be acceptable by the superintendent.
(3321.04 Revised Code)

2. State law specifically states that every child up to age 18 must attend school. The law is also very clear on what constitutes a legal excuse for an absence from school. No PARENT or GUARDIAN has the right to excuse his/her child or anyone else's child from school for any reason other than those stated. Any parent doing so is in violation of the law; specifically, "contributing to the delinquency of a minor."
3. Furthermore, just as parents are held responsible for the actions of their children, children can be held accountable for the actions of their parents. (Therefore, it is possible to punish a child because his/her parent(s) kept him/her away from school illegally.)

4. **A student who is excessively absent from a class or classes may be subject to denial of credit and may have charges filed against them in juvenile court.**

This includes parental excuses, unexcused absences, vacation, hunting, out of school suspensions and unexcused tardies over 15 minutes in academic classes only.

THE ONLY EXCEPTIONS WILL BE:

Medical Excuse	JJC
Court Excuse	College Visit (2 maximum)
School Function	Religious Holiday
ALC	Death in the Family
Quarantine of Home	Excused Tardy Over 15 min.
Extenuating Circumstances	Decided by Admin.

5. Parental Notification
A letter will be sent to the parent/guardian notifying them of their child's attendance record.
 - 5 days absent = Letter #1
 - 7 days absent = Letter #2
 - 12 days absent = Letter #3
 - 18 days absent = Letter #4 (Final Letter)

6. A final notice of excessive absenteeism will be sent to the parents if a student misses **18** days. (Letter #4)
Accumulated absences from a class or classes that are parental excuses, unexcused absences, out-of-school suspensions, vacations and unexcused tardies over 15 minutes that total more than 18 days during the school year WILL BE SUBJECT TO LOSS OF CREDIT IN THAT CLASS OR CLASSES.
7. Please refer to the Supervisor of Attn. for possible additional truancy corrective measures.
8. **If a student is absent more than 36 days for any reason for the combined two years, they will not receive state certification.**
9. **Excused** absences are obtained by a parent/guardian calling by 8:00 a.m. for each day a student is absent. **CALL THIS NUMBER ONLY: 847-1111.** Voice mail is available at this number 24 hours a day. If phones are not available, a note from home explaining why the student was absent, the date, and signature of the parent/guardian may be accepted for an excused absence.
10. If a student has not been called off by 8:30 a.m., the following procedures will be followed:
 - The attendance computer will call the absent student's parent/guardian at home and record the call.
 - An absence will be recorded as **unexcused** if no phone call or note from the parent/guardian has been received within 24 hours of the absence.
11. **IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN MAKE-UP WORK FOLLOWING AN ABSENCE.** Students missing assignments and/or tests because of an excused absence will be given one day to make-up the work for each day absent. Alternative lab

work will be assigned. Unexcused absences are recorded as a “**Zero**” in the teacher’s grade book. Assignments given before a student’s brief absence may be required to meet the teacher’s expected deadline.

12. If a student who reports to school between 10:00-11:00 a.m., a ½ day absence will be recorded. A student who reports in after 11:00 a.m. will be marked absent all day. A student who leaves before 11:00 a.m. will be marked absent all day. A student who leaves from 11:00 a.m. to 1:29 p.m. will be marked a ½ day absent. Leaving school after 1:30 p.m. will be considered early dismissal. In short, any student missing 50% or more of the school day will be considered absent for a full day. This will be counted toward the accumulated limit of 18 absences for the school year.
13. Homework when absent: Parents/Guardians must give a minimum 24 hour notice to teachers or guidance to prepare homework to be taken home.
14. Student who must be absent from school for ten consecutive days or longer for medical reasons should apply for home instruction through the Guidance Office **of their home school**. Home instruction is provided at no cost to the student and the days absent do not count against the student.
15. Students who are absent from school should not attend any school function as this may result in the absence being marked truant.
16. TCTC and home school sponsored and approved activities such as field trips, community activities, college visits, etc. that cause a student to be absent will not be counted toward the accumulated class absence limit of 18 days for the school year. Students may schedule up to two **college visits** during school hours if prior permission is obtained from the Dean of Students. Students must present a note signed by a parent/guardian

requesting the absence. Upon return to school, the student must give the attendance office written verification, which is dated and signed by a college official. Students must check with teachers to get assignments before they leave.

17. Unexcused tardies over 15 minutes in an academic class period will count as an absence. Written documents from a medical doctor, court official, police officer, or extenuating circumstances decided by administration will be accepted as excused reasons for being late and will not count as a tardy or class absence.

EARLY DISMISSAL FROM SCHOOL

Early dismissal should be requested in writing from the parent/guardian to the Dean of Students Office before 7:55 a.m. The request should include:

- Date
- Student's Full Name and Age
- Career & Technical Program
- Reason for Request
- Telephone Number of Parent and Doctor, or Dentist when applicable for verification

NO STUDENT, regardless of age, will be released from school without prior approval from the mother, father or guardian of the student.

No student will get early dismissal for work purposes, unless it is in a TCTC authorized work program.

TARDINESS TO SCHOOL

A student arriving at school after 8:00 a.m. is tardy and should report directly to the Dean of Students office. **When a student accumulates a 3rd unexcused tardy he/she will be assigned 2 after school detentions. On the 6th unexcused tardy the student will be assigned 1 day in the Alternative Learning Center and an automated wake-up call will be initiated. The 9th unexcused tardy will result in 3 days in the Alternative Learning Center; the 12th unexcused will result in 1 day out**

of school and the loss of driving privileges. The 15th unexcused will result in 2 days out of school. The 18th unexcused will result in 3 days out of school.

Written documents from a medical doctor, police officer, court official or extenuating circumstances decided by administration will be accepted as excused reasons for being late and will not count as accumulated tardies.

EXCESSIVE TCTC ABSENTEEISM APPEALS PROCEDURE

1. If a student exceeds the maximum allowable absences and there are legitimate reasons for extending the number of absences, the school or parent/guardian may appeal within seven days of receipt of the 18-day letter or class absence notice to the Sup. Of Attn. The Sup. of Attn will then convene with the Attendance Committee.
2. The Attendance Committee will consist of a guidance counselor, an administrator and all teachers in whose course the student has surpassed the maximum allowable days of absence.
3. The Attendance Committee will report in writing within 24 hours to the Sup. Of Attn. the recommendation either to extend or not extend the maximum allowable days of absence.

REVOCAION OF DRIVER'S LICENSE

When a student has been absent without legitimate excuse for more than 10 consecutive days, or a total of 15 days in any semester, that student may have his/her temporary instruction or driver's license suspended by the Bureau of Motor Vehicles. (ORC 3321.13)

CAFETERIA PROCEDURES/LUNCH PROCEDURES

The Food Service staff provides nutritious meals for the students at the TCTC.

1. Applications for Free & Reduced Lunch are available in the Facility Supervisor's Office anytime throughout the year. If you feel you may qualify, please stop in to pick up a form.
2. The type A Lunch may be purchased at an approximate cost of \$2.25 to students and \$2.50 to adults. Individual food items (ala carte) may be purchased. Students may use either lunch line.
3. After completing their lunch, students are required to return their tray to the dish return area (scullery). Please remove paper and place in trash can and sort and stack dishes.

LUNCH PERIOD

Each student will have a 30-minute lunch period. All students must be in the cafeteria, whether eating a school lunch or sack lunch and remain in the cafeteria until excused by the bell tone. Senior students are permitted to eat in the restaurant with a permit from a TCTC instructor.

-Students are not permitted to be in the parking lot or to leave school grounds.

-Students are not permitted to be tardy to their next class.

There will be no catered food or fast food restaurant service permitted in the cafeteria or anywhere else in the school building without permission of the program supervisor.

Students shall display acceptable table manners at all times in the cafeteria. We ask that you keep the tables clear, the chairs in line and the floor cleaned of food or paper. When buying your lunch, you must dispose of all garbage and return your tray to the service window in front of the cafeteria before leaving.

No food or beverages will be taken from the cafeteria to other parts of the building at any time or for any reason.

Students should be seated at all times. At the end of the lunch period students are to make sure their table area is clean and to place their chairs under the table.

RESIDENCY AND CHANGE OF ADDRESS OR PHONE NUMBER

TCTC students must be legal residents of one of the 19 school districts of the TCTC district or eligible for open enrollment.

Legal Definition

A student is an “actual student” if he/she is living in a residence located within such school district during significant parts of each day and for important purposes consistent with residence (meals and sleep).

These districts are:

Badger	LaBrae	McDonald
Bloomfield	Niles	Mineral Ridge
Bristol	Lakeview	Newton Falls
Brookfield	Liberty	Southington
Champion	Lordstown	Warren
Girard	Maplewood	
Hubbard	Mathews	

Any student who changes his/her address or phone number must report the change to the Guidance Office.

CLINIC

TCTC has a Health Clinic, staffed by a full-time registered nurse and is equipped to provide for emergency treatment of injury or illness. The clinic is located on the first floor next to the Director’s office. A student must have a pass from an instructor to go to the clinic.

If the nurse feels it is necessary for you to be sent home, she will first contact your parents or guardian. Students must be picked up by a parent or guardian listed on the Emergency Medical Form when going home ill.

The school nurse maintains a health folder for each student, which contains information concerning the student’s health record, medication a student might be using, as well as other important related health data. The record does not become part of the student’s permanent school record.

The clinic will notify all teachers of any physical ailment or condition, which might create a serious problem for the student.

Medical Authorization cards must be part of the health clinic records and must be completed as part of the registration procedures. Students must return a completed Medical Card or face disciplinary action. The nurse with doctor's instruction, and parental permission shall administer medication.

In order to insure the safety of students in dispensing of medication, any medication, which a student is taking during school hours, must be registered, secured, and administered in the school clinic.

FUNDRAISING

Any and all fundraising must be approved by school administration.

COSMETOLOGY

Students who have instructor's permission may make an appointment in Cosmetology for a manicure, haircut, blow style, permanent, etc. These services are provided at a nominal fee. Students may make these appointments in conjunction with grooming units or as a special reward for excellent attendance or exceptional performance in the program area.

Students should make this appointment during their career technical class time and not during an academic class. Students who enter the Cosmetology department must have a pass from the cosmetology instructor first. It will be initiated by a career technical instructor before the student reports to Cosmetology.

CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO):

BPA

The Business Professionals of America is a youth organization for students enrolled in secondary business education programs. It is a co-curricular activity that is an integral part of the educational program designed to develop leadership abilities, interest in the American business system, and competency in office occupations without regard to race, creed, or national origin. To be eligible for membership in BPA, a student must be in one of the following programs: Computer Specialist,

Computerized Business Management Tech Prep, Information Technology Tech Prep, Interactive Multi Media Tech Prep or Administrative Office Technology.

FEA

As the only national precollegiate program for prospective teachers, FEA's mission is to provide students with opportunities to explore careers in education. We hope that through participation in an FEA chapter, students will gain a realistic understanding of the nature of education and the role of the teacher

DECA

The Distributive Education Clubs of America, otherwise known as DECA, is an organization whose program of leadership and development is designed specifically for students enrolled in Distributive Marketing Education. DECA is a non-profit, non-political, non-sectarian youth organization composed of voluntary members, with Distributive Marketing Education teacher-coordinators acting as advisors. Distributive Marketing Education students elect their own chapter officers and delegates who have had a direct vote in their State Association of DECA in their National program. To be eligible for membership in DECA, a student must be in one of the following programs: Food Marketing.

The goals of DECA are:

1. To develop a respect for education in marketing and distribution which contribute to career and technical competence.
2. To promote an understanding and appreciation for responsibilities of citizenship in our free, competitive enterprise system.

FCCLA

Family Career and Community Leaders of America is an activity which trains youth in leadership in occupational, school and community activities. Students are eligible to run for local, state and national offices and awards. To be eligible for membership

in FCCLA, a student must be in one of the following programs: Early Childhood Education, Hotel/ Motel, Hotels and Resorts/Fabric Services, Hospitality Services, Interior Design Technologies, and Restaurant Services.

FFA

FFA is a national organization of young men and women studying career and technical agriculture. The purpose of FFA is to aid in developing the abilities needed to exercise and follow effective leadership in fulfilling occupational, social and civic responsibilities. Members will receive training and experience in public meetings and participating in district state and national activities. Members may also participate in skill contests on the local, state and national levels. To be eligible for membership in FFA, a student must be in one of the following programs: Animal Management Technology, Distribution and Warehousing, Equine Management, Landscape and Design Technology, or Power Equipment Mechanics.

SKILLS USA

Vocational Industrial Clubs of America is a national organization for students in the Trade & Industrial courses. Members of the club have the opportunity to develop leadership, community spirit and expertise in their career choices through contests and social activities. To be eligible for membership in Skills USA, a student must be in one of the following programs: Auto Collision Technology, Auto Service Technology, Building Maintenance, Carpentry, Cosmetology, DHO/PCT, Architectural Drafting/Auto CAD, Electrical Technology, Electronics, Graphic Design, Practical Nursing, CBI, or Welding.

SME

The Society of Manufacturing Engineers is an organization for students in the Engineering Technology Tech Prep program. SME is an international professional society dedicated to serving its members and manufacturing community through the advancement of professionalism, knowledge and learning. To be eligible for SME, a student must be in CADD Tech Prep or Engineering Tech Prep.,

OTHER STUDENT ORGANIZATIONS

CDC

The Cultural Diversity Club is a multicultural club that is open to all TCTC students. The cornerstone of this organization is respect for the individual. It is designed to empower students and staff to examine individual and school issues regarding persons of different ethnic, social, racial, religious and cultural groups. The primary objectives of this organization are to promote harmony through racial understanding, share ideas and concerns, plan activities that combat violence and participate in activities that promote an understanding of differences. Students in CDC recognize the dignity and worth of one another and strive never to diminish others by negative attitudes and/or behavior.

SADD

There are four meetings per year. Students Against Destructive Decisions (SADD) is a chartered organization with membership open to all TCTC students. The main focus of this club is to promote a drug and alcohol-free lifestyle for teenagers. Information and education is provided to members at quarterly meetings. Students in SADD also plan outreach programs such as Prom Promise for the entire student body. Each year, SADD takes part in at least one service project for the community.

NATIONAL TECHNICAL HONOR SOCIETY

TCTC has established a local chapter of the National Technical Honor Society. Eligibility is based upon a minimum of a 3.0 grade point average, grades 9 through present, a 90% attendance record, no barriers to the high school diploma and the TCTC Certificate of Completion.

Retention in the NTHS is based upon students continuing to meet the standards which were the basis for their selection and active participation in the organization: Grades: Students falling below a 3.0 will be given until the next Progress Report period to improve their grades and until the next Report Card period to return to the 3.0 minimum standard. Attendance: Students falling below the 90% attendance rate will be given until the next Report Card period to return to the 90% minimum standard provided that the absences were excused. Students falling below the 90% attendance rate due to unexcused absences will be subject to action per the Attendance section

of this handbook. Participation: Members will actively participate in meetings and service projects by attending 75% of the organization's formal meetings and participating in 75% of the group service projects. The Faculty Advisor may excuse missed meetings and service projects for certain circumstances. In total, 40 service hours will be completed by members. This includes 20 hours with the organization and 20 hours of independent volunteerism. Failure to meet these grade, attendance and participation standards may result in a recommendation for dismissal by the Faculty Advisor.

Disciplinary issues may also be cause for dismissal of an NTHS student:

Disciplinary referrals for Tardy to School, Offenses, Driving Offenses and Severe Offenses: Students shall be promptly warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency. The Faculty Selection Committee, under the direction of the Chapter Advisor, will determine when an individual has exceeded a reasonable number of warnings (usually two).

Disciplinary referrals for Major Offenses, Recommendations for Expulsion and Notification of Police, Fighting: Students can expect to be recommended for dismissal from the NTHS by the Faculty Advisor.

In all cases where the dismissal of an NTHS student has been recommended by the Faculty Advisor, the member shall be offered a hearing before the Faculty Selection Committee. This is a student's right under due process. A majority vote of committee members is necessary for dismissal. Further, a member dismissed by this vote shall be entitled to an appeal to the TCTC Director and/or Superintendent. This step shall be the end of the appeal process; the National Council shall hear no appeals in dismissal cases.

YLC

Youth Leadership Council otherwise known as Student Council is a group designed to promote the unity of staff and students at the TCTC. The YLC represents the student body in school-related issues and promotes a general sense of community among its members. The YLC is actively involved in community programs so as to expand student's knowledge and compassion for all things outside their realm of thinking. It is an organization that is run by the students for the students. To be eligible for membership in the YLC, a student must be in good standing with his/her career-technical student organization and

carry a consistent grade average 2.0 or above. A student in any career-technical area may join the YLC.

DRILLS AND EMERGENCY PROCEDURES

A. FIRE

These drills will be held periodically throughout the school year. Directions for exiting the building will be posted in each classroom and laboratory area. Students are to walk to the designated exit and then proceed from there as directed by the instructor. If an exit is blocked, the nearest route should be taken. Teachers will cover fire regulations with each class.

Fire Drill Regulations

1. Walk rapidly, single file – DO NOT RUN
2. No talking
3. Close all doors
4. Turn off all lights
5. Turn all electrical equipment and machinery off
6. All oxygen/acetylene tanks and torches must be turned off
7. Exit by assigned doors
8. Do not stop at your locker or drinking fountain
9. All students are to proceed immediately to assigned areas where attendance will be taken
10. Wait quietly at your station until the signal to return is given to you by your instructor
11. Return directly to your assigned classroom or lab (attendance will be taken)

B. TORNADO

Tornado drills will be indicated by a different alert than the fire drills. Directions for the drill will be posted in each room of the school. Students are to remain in the building (DO NOT EXIT BUILDING) and proceed rapidly to a designated place in the inner part of the building. When arriving at this point, it is necessary that you kneel, lower and cover your head

Wait quietly at your designated place until the signal to return is given by your instructor. Attendance will be taken when you return to your assigned classroom.

BOMB THREAT, FALSE FIRE ALARM AND UNAUTHORIZED FIRE

Any student found to have made a bomb threat, set off a false fire alarm or set a fire within the building will be expelled from school. The student may also be prosecuted to the fullest extent of the law.

FEES AND DEPOSITS

Many of the program areas at the TCTC require that students acquire tools, kits, and other materials as a necessity of the trade. Tools and kits may be purchased and provided to students at the cost incurred by the Board of Education.

Students are to make payments in full before tool kits will be issued. Money will be paid to the school or an outside vendor prior to orientation. Students do have the option of supplying their own tool kit from an outside source. However, the size of the toolbox must allow for it to be secured in cabinets available in the individual laboratories. Interested students are requested to see their instructor concerning details.

PROCEDURE FOR FEE PAYMENT OF WORKBOOKS, TOOLKITS, LOCKS & MATERIALS & PROGRAM SHIRTS

- 1. Cost of workbooks, toolkits, locks, and materials are listed for this school year.*
- 2. All workbooks, toolkits, and materials will be stored in the program instructor's office.*
- 3. The Student Activities person will be available to collect fees on orientation night. Program fees must be paid in full at the Cashier's Office the first week of school.*
- 4. The TCTC Board of Education offers the opportunity to charge the school fees to either VISA or MasterCard for your convenience.*
- 5. Students must make payment arrangements before any item is issued.*

6. *Program shirts may be returned within the first two weeks of school for a refund to be determined. After that program shirts may not be returned.*
7. *When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.*

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the student and/or his/her parents may be taken to Small claims Court for collection.

The collection policy is as follows:

*Every January the Student Activity Clerk will send out late fee notices to those parents or guardians of junior/senior students who have not paid their fees. Student fees not paid by the end of April will receive a second letter the first week in May. **If the senior accounts have not been paid by the middle of June, the Student Activity Clerk will turn all delinquent accounts over to a collection agency.** All accounts \$100.00 and over are applicable for collection.*

*If a student withdraws from class, the account will be reviewed, for accuracy, by the program teacher, supervisor, and the Student Activities Clerk. The Student Activity Clerk will send out the first notice within thirty (30) days after notification of such withdrawal. After thirty (30) days, if the account has not been paid, a second thirty (30) day notice will be issued. **If the account is not cleared after thirty (30) days of the second notice, The Student Activity Clerk will turn the account over for collection.** All accounts \$100.00 and over are applicable for collection.*

Students withdrawing from a program must pay all fees owed to the school. Unpaid balances may be turned over for collection. Further, failure to pay fees, or at least keep current on a payment arrangement plan, may result in students not being able to fully participate in such extracurricular activities as TCTC prom, Career Technical Student Organization(CTSO)

competitions or field trips, Senior Awards Ceremony Further, report cards, career passports, parking passes and transcripts may be held. Also, students may not be eligible to win attendance/honor roll prizes.

ATHLETIC ELIGIBILITY

TCTC students are eligible and encouraged to participate in the athletic programs at the home schools. Students must maintain a grade standing that is acceptable to the home school in order to remain eligible for competition. Home schools will be notified if an athlete is failing a course at the TCTC. A copy of parental permission for early dismissal regarding athletics must be in the student's file.

TEXTBOOKS AND WORKBOOKS

Textbooks will be issued by your instructor. All textbooks are the property of the TCTC Board of Education and are loaned to students. Students are responsible for any misuse, marking in books and related problems, which occur while in their possession. A fee will be assessed for misuse. The student must purchase all consumable workbooks. There will be an English book fee to be determined by the Board of Education.

GRADUATION REQUIREMENTS

All credits earned are counted toward graduation requirements of the home school. Each student will graduate from his/her home school and must meet the graduation requirements of the home school.

Certificate of Completion

Senior students who complete the second year of a two year career technical program with passing grades in lab, related/theory (if applicable) and all academic classes needed for graduation and who obtain a 90% attendance record for the two years (no more than 36 days of absence for any reason) will receive a state certificate of completion.

Career Passport

A Career Passport, which consists of the following items, will be issued to all senior completers:

- ✓ Letter of Introduction
- ✓ Resume
- ✓ Competency Profile
- ✓ Certificate of Completion
- ✓ Additional Awards/Certificates

**HOME EDUCATED STUDENTS:
Participation in the OGT is a condition for Enrollment**

**Criteria for Determining Home Educated Students'
Eligibility for the Top 5**

Students must be enrolled in a TCTC Workforce Development Program for both the junior and senior years of high school. The only exception is Career Paths for the Teaching Profession (CPTP) in which students may enroll for the senior year only. This enrollment must be either full time at TCTC, or full time at TCTC in combination with one of its 19 associate school districts.

Students may have had accommodations, but may not have had modifications which have resulted in a substantially altered curriculum.

Since one determining factor in this honor is the student's cumulative rank and GPA through 7 semesters, the following will apply:

1. For the student who enrolls full time at TCTC for grades 11 and 12:

Attainment of advanced and/or accelerated levels on all five parts of the OGT is required no later than the fall of the 11th grade.
2. For the student who enrolls half time at TCTC and half time at one of the 19 associate school districts for grades 11 and 12:

The associate school's policies relative to rank and GPA will apply for the student's academic coursework, grades 9-12.

Student must be eligible to receive a Career Passport, including the Certificate of Completion.

Criteria for Determining Home Educated Students' Eligibility for NTHS

Students must be enrolled in a TCTC Workforce Development Program. This enrollment must be either full time at TCTC in combination with one of its 19 associated school districts.

Students may have had accommodations, but may not have had modifications which have resulted in a substantially altered curriculum.

Since one determining factor in NTHS eligibility is the student's cumulative rank and GPA through either 5 or 7 semesters, the following will apply:

1. For the student who enrolls full time at TCTC:

Attainment of advanced and/or accelerated levels on all five parts of the OGT is required no later than the fall of the 11th grade.

2. For the student who enrolls half time at TCTC and half time at one of the 19 associated school districts:

The associate school's policies relative to rank and GPA will apply for the student's academic coursework, grades 9-12.

Student must be eligible to receive a Career Passport, including the Certificate of Completion.

Criteria for Determining Home-Education Students' Eligibility for the Award of Merit

Home-educated students must meet all of the established criteria for the Award of Merit (see p.39). However, if no eSIS-determined gpa is available for grades 9-12, then a minimum gpa of 3.5 for grades 11 and 12 only may be used.

GUIDANCE PROGRAM

General Services

All students should feel free to consult with a counselor no matter what the concern. Arrangements to see a counselor may be made before and after school or during lunch, or by asking for a pass from your instructor. Prior arrangements may be made with the Guidance Office and a pass may be issued by your instructor to visit.

The technical center counselor is the student's best source of contact with the home school. Concerns such as graduation, school policies or regulations, etc. are best handled on a counselor-to-counselor basis.

Whether you want to call upon any of the normal services or whether you have a personal problem you want to discuss, you should consult a counselor.

Student Counselor Assignments

Students may see any counselor concerning a personal problem. However, school related matters should be discussed with the assigned counselor. Counselor assignments are according to home schools.

<i>Ms. Denise Sparacino</i>	<i>Ms. Maria Len</i>	<i>Ms. Tina Hentosh</i>
Badger	Brookfield	Champion
Bloomfield	Girard	LaBrae
Bristol	Hubbard	Lordstown
Lakeview	Liberty	Newton Falls
Maplewood	McDonald	Niles
Mathews	Mineral Ridge	Southington
Warren M-Z	Warren A-L	

Award of Merit: Eligibility Criteria

Career-Technical Curriculum Requirements:

- Complete a two year career technical program; the only exception is Career Paths for the Teaching Profession (CPTP) in which students may enroll for the senior year only.
- Complete the following curriculum requirements:
 - a. English – 4 units
 - b. Mathematics – 3 units
 - c. Science – 3 units
 - d. Social Studies – 3 units
- Complete two units for one or more of the following, or two additional units from the academic units above:
 - a. Business
 - b. Computer Science
 - c. Foreign Language
 - d. Visual or Performing Arts
- Maintain above average achievement as evidenced by a 3.25 gpa grades 9-12
- Maintain above average attendance for grades 9-12 (94.32%)
- Participate in co-curricular, extracurricular or community activities
- Demonstrate outstanding citizenship traits

LOCKERS

Each student will be assigned a locker by his or her instructor. Lockers may be provided by the TCTC. ***The lockers remain the property of the TCTC and students are not to expect total privacy.*** Lockers assigned to students are to be used for storage of school related items and school officials retain the right to check any locker and items in locker at any time. Locker combinations should only be known to yourself and your instructor. Students are expected to secure the books and materials needed for each segment of the day, thereby eliminating the need for frequent trips to the locker. Students carrying their lunch should keep them in their lockers until their lunch period. All coats, book bags, hats, and headwear must be kept in lockers after 8:00 a.m. Laboratory lockers are to be used for laboratory clothing and equipment only. ***Students are***

responsible for the cost of repair if they damage their locker.
NO STICKERS ARE PERMITTED TO BE ON LOCKERS.

LOST AND FOUND

Each student has the responsibility of keeping his/her personal possessions in a safe and secure place. Lockers are provided for this purpose. Each student should do his/her part to see that all lost items are returned to their rightful owner. **The TCTC is not liable for tools and related articles lost or stolen from their assigned area. You should check to see if your homeowner's policy covers your personal items.** A Lost and Found Department is maintained in the Receptionist's office.

MEDIA CENTER

The Media Center is located on the second floor. It is available for use during the school hours. Students reporting to the Media Center must have a pink pass signed by their instructor. **ASSIST** is a tutoring program students may use before school and during lunch provided they have a proper pass. Tutors will be available. All students need to have their internet card on file and receive permission to use any computer in the Media Center. Students may take out 3 books for 2 weeks. A fine will be charged for over-due books and if lost they will pay replacement value. Students are not to be in the Media Center when they are scheduled for lab.

Job Shadowing Experience

Students from the Trumbull Career & Technical Center will be participating in a mandatory senior wide job shadowing program. Seniors will have an opportunity to spend the day learning about a career in which an interest has been shown. This program will provide the student with realistic work experience in a career field and valuable career information.

PLACEMENT SERVICES/JOB REFERRALS

The TCTC will assist completers of the school in securing employment. The coordinator in charge of placement will maintain contact throughout the school year with prospective employers.

The placement service is available to students who desire it. The staff working with placement will work with students, the teachers, and the supervisors to coordinate efforts to find suitable employment for students.

Job Referrals

As a service to the students, job referrals that are called into the school and posted on the TCTC web page are made available to students via program teachers. These referrals are not recommendations. The school does not endorse employers. All jobs that are referred are publicized to those who may be qualified. Again, the school is not recommending the employer or guaranteeing a job.

Advance Placement

The following guidelines adopted by the TCTC Board of Education govern Advance Work Placement at TCTC. Participation in Advance Placement is during the Career Technical Program Lab only; students must continue to attend all academic classes. Students and parents are advised that Advance Placement is a privilege that must be earned by the individual student. It is not an automatic procedure for all career and technical students. Any request for exceptions to the guidelines must be reviewed and approved by the Advance Placement Coordinator, Career Technical Program Supervisor, Career Technical Program Teacher, and Academic Teachers, if applicable.

Objectives of Advance Placement

1. Advance Work Placement is designed to provide students with actual on-the-job experience to enhance and complete the career and technical lab experience.
2. Advance Work Placement will provide the student with additional experience on specialized equipment that may not be available at the school.
3. Advance Work Placement will provide the student with additional experience to help in the adjustments to employment practices.

First and Second Semester Advance Placement Guidelines

1. The student must have the approval of his/her instructors and Program Supervisor for Advance Placement.
2. The job must be in the area of the student's Career Technical training program and be approved by the Career Technical Instructor and Program Supervisor.
3. All fees must be paid, or payment obligations approved.
4. The job must be a bona fide, legal job, meeting all federal and state labor laws.
5. The student will be required to provide all job related transportation.
6. Positive school attitude and behavior must be demonstrated; a suspension could result in ineligibility.
7. It is recommended that all parts of the Ohio Graduation Test (OGT) be passed.
8. The Cooperative Training Agreement and Training Plan forms must be completed and turned into the Advance Placement Coordinator prior to release for Advance Placement participation.

Additional First Semester Advance Placement Guidelines

1. The student may be placed in Advance Placement Assignments after October 1st. of the Level II year for a maximum of three days a week.
2. The student must have achieved and maintained a "B" grade or better in his/her Career Technical Program and in each academic class for Level I and first semester of Level II.
3. The student must have achieved and maintained a 95% attendance average for Level I and the first semester of Level II.

Additional Second Semester Advance Placement Guidelines

1. The student may be placed in Advance Placement Assignments after February 1st. of the Level II year for up to five days a week.
2. The student must achieve and maintain a “B” grade or better in his/her Career Technical Program and a “C” grade or better in each academic class during the First Semester of Level II.
3. The student must achieve and maintain a 90% attendance average during the First Semester of Level II.

TCTC POLICIES

SEARCH AND SEIZURE POLICY

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person, property or possessions (including lockers, vehicles, purses, cell phones/ECD’s, knapsacks, gym bags, tool boxes, tool bins, cabinets, etc.) of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

ANTI-HARASSMENT/BULLYING POLICY

The TCTC District Board of Education actively endorses equality in employment and in education without regard to sex, color, race, origin, religion, age or disability in accordance with applicable federal, state, and local laws.

The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from harassment. Therefore, the Board prohibits harassment based on sex, color, race, national origin, religion, age or disability. Each employee and student has a responsibility to maintain a work place and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation, or persistent abuse of another, whether physical, oral or written, which is directed at an individual's sex, color, race, national origin, religion, age or handicap.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, academic performance, or participation in a school-related activity, or
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or as the basis for evaluating a student's academic performance or participating in a school-related activity, or
3. Such conduct has the purpose or effect on unreasonably interfering with an employee's work performance or student's academic or school-related performance, or creating and intimidating, hostile, or offensive work or school environment.

Examples of sexual harassment may include, but are not limited to, sexual flirtations, advances or propositions, unwanted body contact, verbal remarks about an individual's body, sexual name-calling; use of sexually degrading words toward or about an individual; and the display of sexually suggestive objects or pictures.

Examples of racial or ethnic harassment may include, but are not limited to, graffiti containing racially or ethnically offensive language, name calling or jokes based on race or ethnicity, intimidation directed at another because of race or ethnicity, notes or cartoons, racial slurs, hostile acts, and physical act of aggression or assault in a manner related to race or ethnicity.

Any employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to request that the offender stop the offensive behavior. Any employee or student who believes, or has reason to believe, he/she or another individual has been harassed as described in this policy must report the alleged harassment to the individual's immediate Supervisor, Dean of Students, Director, or the Superintendent. Any individual who receives a report of alleged harassment shall, in turn, report the alleged harassment to the Diversity Coordinator appointed by the Superintendent to process allegations of harassment under this policy. After receiving a report of alleged harassment, the appointed Administrator will determine whether the matter can be resolved informally. If the matter cannot be resolved informally, the allegations must be affirmed in a written complaint and a prompt, appropriate investigation will be made to determine the appropriate corrective action to be taken, if any.

Reports of alleged harassment will be handled confidentially, to the extent possible, and allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action as provided herein.

Corrective action for employees may include disciplinary action up to and including discharge consistent with the applicable collective bargaining agreement, Board policy and law. Corrective action for students may include disciplinary action up to and including suspension/expulsion consistent with the applicable Student Code, Board Policy and law.

All parties shall have the right to appeal to the next administrative level up to the Superintendent.

VIDEO SURVEILLANCE POLICY

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Administration only may view the captured information. The tape is and will remain confidential to protect the privacy of students. In the event of a criminal prosecution, the tape may become evidence in a court of law and therefore may become public.

DRIVING & PARKING POLICY (“Pass to Park”)

Parking permits will be issued **FREE** of charge to students who must drive to school. A student must maintain passing grades in ALL classes to retain their parking permit. Students receiving a letter grade “F” in any class for a 9-week period will forfeit their parking pass and will not be permitted to drive to the TCTC for the next full 9-week grading period. Once grade reports are issued with all passing grades, the permit will once again be issued with all driving privileges.

1. Applications for a parking permit may be secured from the Dean of Students office before or after school or during lunch..
2. Proof of a driver’s license and car insurance must accompany applications for parking permits AND must be signed by the legal guardians of ALL student drivers.
3. Parent/Guardian is responsible for providing safe transportation for their child.
4. **ALL STUDENT DRIVERS AND RIDERS WILL LEAVE THEIR VEHICLE AND ENTER SCHOOL THROUGH DOOR “E” ONLY. STUDENT DRIVERS AND RIDERS WILL EXIT THROUGH DOOR “E” AT THE END OF THE DAY TO ENTER VEHICLES.**
5. All vehicles must be parked within parking lines. If no lines are visible, vehicles must be parked to conserve space.
6. Student riders should have parents’ permission to ride with student drivers.
7. Students are not permitted to enter a vehicle or be in the parking area until the end of their school day without permission from the Dean of Students or any Supervisor.
8. Any student who takes another student off school property during the school day without the permission of the Dean of Students will have all driving privileges revoked.
9. The school will not be responsible for vehicles (and contents) parked on school property. It is strongly suggested that all keys be removed and doors locked. Unless forcible entry is visible, the school authorities will not request a police investigation.
10. Parking stickers will be hung from the inside rearview mirror so that they are visible from the outside. Exchanging permits is not allowed

11. A 10 mph speed limit will be enforced while on school property.
12. Any person found to be in violation of local ordinances or the Ohio Statutory Law will be prosecuted.
14. Unreasonable, careless, speeding, or reckless driving or receiving violation notices can be cause for withdrawal of student driving privileges.
15. School buses will have priority and will leave school grounds and Educational Highway first at the end of the school day.
16. Student drivers are not permitted to play loud music, sit in their autos, loiter in the student parking lot at any time, or exiting the vehicle prior to picking up students.
17. Student parking is a privilege, not a right. Therefore, we reserve the right to search autos when we have reasonable cause to believe they contain some article that would be in violation of the school discipline policy. Any student that refuses to allow this search will have his driving privileges revoked for the remainder of the school year and the proper law enforcement agency will be contacted.
18. Once a student has left the school grounds he/she may not return without the Supervisor's, Director's, or Dean of Students permission.
19. Students must have proof of insurance to move cars in lab.
20. Failure to obtain and display a parking permit may result in the driver being assessed a \$5 fine or receive ALC. Excessive failure to display a permit may result in the vehicle being towed at the owner's expense.
21. No cell phones are to be used in cars while driving on school property.
22. Students drivers are responsible for items in their car
23. Any violation of these rules will result in the loss of driving and parking privileges.
24. Failure to park in the correct assigned lot may result in a \$5 fine.
25. **All unpaid fines are attached to student unpaid fees.**
26. **Drivers under the age of 17 are prohibited from driving with more than one non-family member unless they are accompanied by a parent or guardian.**

LOSS OF DRIVING PRIVILEGES – STUDENTS HABITUALLY ABSENT

When the Superintendent of the TCTC District receives information that a student of compulsory age has been absent without legitimate excuse for more than 5 consecutive days, 7 or more in a school month, or 12 or more days in a school year.

1. The Superintendent, or designee, will notify, in writing the student and his/her parent, guardian, or custodian and state that information regarding the student's absences has been provided to the Superintendent, or designee, and as a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and his/her parent, guardian, or custodian may appear before the Superintendent, or designee, to challenge the information provided to the Superintendent, or designee.

2. The notice from the Superintendent, or designee, to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and five days after the notification is given. The superintendent, or designee, upon the request of the student, parent, guardian, or custodian, may grant an extension. The Superintendent, or designee, must then notify the student, and the parent, guardian, or custodian of the new hearing time, place, and date.

3. At the hearing before the Superintendent, or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but limited to: **1)** enrollment in another school or school district in Ohio or another state, **2)** possession of an age and schooling certificate, **3)** a bodily or mental condition that prohibits attendance under O.R.C. 3321.04, or **4)** participation in a home instruction program under O.R.C. 3321.04.

4. If the habitually absent student does not appear at a hearing before the Superintendent, or designee, or if the student does not convince the Superintendent, or designee, that the absences are legitimate, the Superintendent, or designee, must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information

regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

LOSS OF DRIVING PRIVILEGES – STUDENT CONDUCT

When the Superintendent of the TCTC District has suspended or expelled a student from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent, or designee, may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent, or designee, notifies the registrar that the student has satisfied any conditions established by the Superintendent, or designee.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

LOSS OF DRIVING PRIVILEGES – STUDENT WITHDRAWAL FROM SCHOOL

When the Superintendent of the TCTC District receives information that a student of compulsory school age has withdrawn from school, the Superintendent, or designee, may within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessarily if a student has withdrawn because of a change of residence, or the student is enrolled in and attending in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the Superintendent, or designee, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio law.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

FAILURE POLICY

First year students who fail their career and technical program and/or theory (if applicable) will have one of three options:

1. The student may return to the home school to repeat the failed year.

2. The student may make application to the TCTC in a different program from the one failed.
3. In special circumstances, the student may petition the program supervisor for permission to repeat the failed program.

Second year students who fail their career and technical program and/or theory (if applicable) must see their TCTC counselor.

GRADING POLICY

Report cards will be issued at the end of each nine-week grading period as a means of giving you and your parents information as to your progress. Mid nine-week progress reports will be sent to parents and legal-aged students doing less than satisfactory.

Grade Scale

92 –100 = A

83 –91= B

74 –82 =C

66 –73 =D

0 –65=F

Each 9 week grade is 40% of the semester average while the semester exam is 20%. The final grade is computed by adding the two semester averages together and dividing by two.

Honor Roll

3.5 - 4.0 – High Honor

3.2 – 3.49 – Merit Honor

Students may not have any grade lower than a “C” on any nine week report card.

Incomplete and Additional Failure Policies

Incompletes should be made up as soon as possible within limits set by the instructor. Incompletes that are not made up by the end of the current grading period automatically change to an “F”.

Make-Up Work

Students missing assignments and/or tests because of an excused absence will be given one day to make-up the work for each day absent. Alternative lab work will be assigned.

Unexcused absences are recorded as a “**Zero**” in the teacher’s grade book.

SAFETY POLICY

The TCTC will adhere to the industrial safety standards set up by the Federal Occupational Safety and Health Act and all appropriate laws established by the State of Ohio and local regulations.

Due to the vast amount of industrial-type equipment in the laboratories and because of the possibility of severe injury, it is **REQUIRED** that each student complies with the safety rules and regulations within each program area. As good housekeeping is an important part of safety, it is also important that each student be clean and orderly in his/her work.

The purpose of safety rules and regulations is to promote a safe environment and working conditions in the lab area, work site, classroom and school building. Therefore, any violation of safety rules and regulations may result in disciplinary action, which may include suspension and/or expulsion.

GENERAL SAFETY

A. Conduct and Procedure

1. Running in lab areas, classrooms and hallways are forbidden.
2. Remain **ALERT** – report the accident that is “looking for a place to happen.”
3. “**Horseplay**” in the lab area is forbidden.
4. Request teacher approval of special machine set-ups.
5. Be considerate for the safety of others.
6. Safety rules pertinent to the specific lab, instituted by the instructor, should be adhered to unless altered or revised by the instructor.
7. **No student will be permitted to operate any industrial-type equipment without passing a safety test in his/her program area with 100% accuracy.**
8. Approval from the teacher to operate any machinery is required (**NO EXCEPTIONS**).

9. No student should use equipment, including power or hand tools, until he/she has had instructions relative to the safe handling of it by the proper authority.
10. Make adjustments before power is turned on, and remove all wrenches, materials and objects not tied down and used for the operation.
11. Persons not operating power tools, but are instructed to observe the operation, should keep clear of the operators.
12. Never start or stop a machine for another person, except in an emergency.
13. Machines will be operated by one person only.
14. Respect human weakness and watch out for others; avoid dangerous operations when overly tired or ill.
15. Form correct work habits under normal conditions so that you will automatically do the correct thing when required to work under pressure.
16. Do not use machines for trivial operations or whenever hand tools would best accomplish the task.
17. Those working in the lab with long hair must confine it and avoid wearing apparel which maybe subject to catching on or becoming caught in machinery. Rings, bracelets, necklaces, watches, etc. should not be worn around machinery.
18. **Never throw objects in the lab.** Distraction or injury may result.
19. Students will not tamper with adjustments or otherwise play with machinery at any time.
20. Do not lean on machines; you may press a switch or throw a control, which, upon starting, could endanger the safety of the operator of the machine.
21. Use proper lifting techniques when moving heavy objects. Lift with the legs, not the back.

B. Clothing and Personal Protection

1. Wear protective clothing and equipment for the use intended.

2. Do not wear gloves, long sleeves, long ties, necklaces, bracelets, watches, finger rings or anything, which may be pulled into moving machinery.
3. Aprons should be secured snugly. They should be able to tear free if accidentally caught. Shirrtails should be tucked in.
4. Hairnets, hats or ponytails must be worn by those students with excessively long hair around moving machinery.
5. Always wear a shirt while working at the TCTC.
6. Wear gloves to handle “raw” materials such as rough boards and metal subject to burrs or sharp edges, glass and other materials in the “rough.”

C. Eye Protective Devices

Sec. 3313.643. Every student and teacher of a school, college, or other educational institution shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses:

1. Technical, Industrial Arts, Fine Arts, Chemical, Physical, or combined Chemical-Physical Education Activities, involving exposure to:
 - a. Hot molten metals or other molten materials
 - b. Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials
 - c. Heat treatment, tempering, of kiln firing of any metal or other materials
 - d. Gas or electric arc welding or other forms of welding processes
 - e. Repair or service of any vehicle
 - f. Caustic or explosive materials
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or

explosive materials, hot liquids or solids, injurious radiations, or other hazards.

D. First Aid and Health Hazards

1. Have cuts, burns or bruises, however minor, treated immediately.
2. Report any injuries to instructors immediately.
3. Neither instructors nor students are to treat or remove particles from the eye.
4. If the job subjects you to eyestrain, provide additional light. Eyestrain is a frequent cause of accident.
5. Avoid placing hands to mouth or eyes while working.
6. Beware of any suspicious fumes or gases, which may be toxic and report to the proper authority.
7. A person feeling ill should not operate a machine – report it to the instructor.

STUDENT PREGNANCY POLICY

No student, whether married or unmarried, who is otherwise eligible to attend this school district shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require a prerequisite for attendance in the regular classes of this school and the co-curricular program of this school that each pregnant student submit to periodic medical examination by a physician at the intervals prescribed by that physician and present to the Superintendent, or designee, her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A pregnant student who is physically unable to attend regular classes during her pregnancy may upon request and with approval of the home school district, be assigned to an alternate educational program.

A student who has received an alternate educational program for reasons associated with her pregnancy may be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.

STUDENT SUBSTANCE ABUSE POLICY

I. Philosophy

The abuse of drugs and alcohol within the TCTC system is a concern of the Board of Education as such substance abuse threatens the students' physical, emotional, social and academic well being. Because the Board of Education has an obligation to carefully monitor, supervise and discipline students in order to create a safe and productive school environment, the Board has established the following rules regarding the use, possession or transfer of drugs and/or alcohol. These rules are effective immediately and will be enforced with respect to all students.

II. Definitions

The terms used in this policy are defined as follows:

A. *Controlled Substances*

1. Controlled substances shall be substances as defined in the Ohio Controlled Substance Act.
2. Controlled substances shall include, but not be limited to cocaine, heroin, alcohol, and marijuana.

B. *Alcohol*: Any liquor, wine, beer or other beverage containing alcohol.

C. *Drugs*: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances.

D. *Drug Paraphernalia*: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

E. *Substance Abuse*: The unauthorized use of any drugs or alcohol and/or use in such quantity or frequency as to impair a person's mental or physical capacity.

III. Drug and/or Alcohol Use or Possession

The use, possession, transfer, sale, purchase or being under the influence of drugs or alcohol is prohibited during the school day, on school premises, while being transported in vehicles dispatched by the District, or during any school activity, function or event.

IV. Penalties for Violations of Rules

All penalties for violations of the rules regarding substance abuse will be in effect from the date on which the violation is determined.

A. Evidence of the use, possession, or being under the influence of drugs or alcohol.

First Offense:

1. 10 days out-of-school suspension and complete an assessment program with a school-approved cooperative agency.
2. Evidence of enrollment in an assessment program from the school-approved agency may result in the reduction of the 10 day suspension to 5 days. The parent's/student's signature to release agency information to TCTC on evaluation/progress reports is required. Failure to comply with and complete the recommendation of the agency may result in expulsion.
3. A conference must be held with student, parent and administrator (or designee) before the student is allowed to return to class.

Second Offense:

1. 10 day out-of-school suspension with recommendation to expel.

B. Evidence of transfer, sale/ purchase of alcohol and/or drugs.

First Offense:

1. 10 day out-of-school suspension with recommendation to expel.

V. Enforcement of Policy

A. Staff members have the responsibility to report any offending student to the principal or other administrator having

disciplinary authority over the students so that this policy may be effectively implemented.

B. The school district reserves the right to search a student's person or personal effects where there is reasonable suspicion that these rules have been violated.

C. The school district reserves the right to randomly search all students' lockers, desks and cars for any reason and at any time without notice, without consent and without a search warrant.

STUDENT USE OF TOBACCO POLICY

The Trumbull Career and Technical Center recognizes that the use of tobacco presents a health and safety hazard, which can have serious consequences, both for the smoker and the nonsmoker and is, therefore, of concern to this school. For purposes of this policy, use and/or possession of tobacco shall mean all tobacco products or tobacco substances.

A student may not possess, use, sell, conceal or distribute any tobacco product, lighter, matches or paraphernalia.

First Offense:

1. 3 days in the Alternate Learning Center **OR** 3 after school smoking intervention classes as assigned by the school nurse.
2. Charges may be filed in accordance with ORC 2151.87 against any minors for possession of.

Second Offense:

1. 3 days out of school suspension.
2. Charges may be filed in accordance with ORC 2151.87 against any minors for possession of.

Third Offense:

1. 5 days out of school suspension.
2. Charges may be filed in accordance with ORC 2151.87 against any minors for possession of.

Each offense thereafter will be dealt with according to the discipline referral form.

STUDENT COMPUTER AND NETWORK RESOURCES POLICY

Acceptable Use Policy

The intent of the policy is to ensure that each student will comply with all computer, Network and Internet acceptable use policies approved by the Trumbull Career & Technical Center, TCTC, and that the use of these tools is for educational purposes to the student. The Network consists of but is not limited to Electronic Mail, Electronic Bulletin Boards, File Servers, World-Wide Web software, Word Processing software, and Internet access. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In consideration for the use of the Network resources either at school or away from school, a student must understand and agree to the following:

- A. The use of the Network is a privilege, **not a right**, and it may be revoked by the TCTC at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering of system software, installing unauthorized software, hardware, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The TCTC reserves the right at any time to monitor and remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The TCTC, in conjunction with our Data Acquisition Site (NEOMIN), will block or filter access to students that the TCTC, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their TCTC-approved computer account/access to obtain, view, download, or otherwise gain access to any such materials.
- C. The TCTC reserves all rights to any material stored in files, which are generally accessible to others, and will remove

any materials, which the TCTC, at its sole discretion, deems inappropriate.

- D. All information services and features contained on TCTC or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- E. Any unauthorized disclosure, use or dissemination of personal information regarding students or staff is forbidden and may be grounds for loss of access privileges and further disciplinary action.
- F. The TCTC and Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account, password, and access privileges. Any problems that arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- G. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the TCTC. Misuse shall include, but is not limited to:
 - 1) Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - 2) Misrepresenting other users on the Network
 - 3) Disrupting the operation of the Network through abuse of the hardware or software
 - 4) Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 - 5) Interfering with others use of the Network
 - 6) Illegal installation of copyrighted software
 - 7) Unauthorized down-sizing, copying, or use of licensed or copyrighted software

- 8) Allowing anyone to use an account other than the account holder
 - 9) Attempting to disable or circumvent Internet screening, security and/or virus protection software
- H. The use of TCTC computers and Network resources are for the purpose of (in order of priority):
- 1) Support of the academic program
 - 2) Telecommunications
 - 3) General Information
- I. The TCTC, as well as our Data Acquisition Site (NEOMIN) and all employees of both institutions, shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, or for any charges incurred by the user of a computer network without prior permission.
- J. The TCTC does not warrant that the functions of the computers or the Network system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall the TCTC be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- K. All incoming and outgoing E-Mail messages are not private and all E-Mail messages may be monitored. Therefore, any and all information contained within an E-Mail message is not assumed to be private and secure.
- L. The TCTC and Network administrators will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice.

The TCTC and Network administrators reserve the right to log and to monitor Internet use of electronic mail by users.

- M. The Student may not transfer programs, files, shareware, or software from information services and/or electronic bulletin boards with the intent to violate copyright laws.
- N. The Student may not transfer shareware, or software from information services and/or electronic bulletin boards without the written permission of the TCTC Network Director. For each program file received through a file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the Student transfer a file, shareware, or software without using a virus protection program, and/or knowingly downloads a virus which infects the Network and causes damage, the Student will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the TCTC.
- O. The Student may only log on and use the Network under the immediate supervision of a staff member and only with his/her authorized account number.
- P. The TCTC reserves the right to log computer use and to monitor fileserver space utilization by users. The TCTC reserves the right to remove any user account on the Network to prevent further unauthorized activity.
- Q. The TCTC, Network operators and its administrators are hereby released from any and all claims of any nature arising from student use or inability to use the TCTC computers and/or Network resources.
- R. The TCTC, Network operators and its administrators may add new rules and regulations from time-to-time as technology and its resources change.

In consideration for the privileges of using the TCTC computers and Network resources, and in consideration for having access to the information contained on the Network, or by the Network, each student along with their parent or guardian must sign a Trumbull Career & Technical Center Student Computer and Network Resources Acceptable Use Policy card. The card gives a brief description of the above Policy and must be on file at the TCTC before a student will be given access to any computer or Network resource.

TITLE IX, TITLE VI, & SECTION 504 – GRIEVANCE PROCEDURE TCTC EMPLOYEES & STUDENTS

Purpose of a Grievance Procedure

This procedure is established in order to comply with Title IX, Title VI, and Section 504 in order to insure equal rights for employees and students on the basis of sex, handicap, race, or national origin.

Rules Governing this Grievance Procedure

- 1.** All steps of this procedure shall be followed in private and all matters discussed shall be kept confidential.
- 2.** Definite time limits will be imposed but can be extended by mutual agreement of all parties in interest.
- 3.** A student may be represented by parents or guardian at step levels II and III of the procedure.

Definition

A “grievance” is a claim that there has been a violation, misinterpretation or misapplication of Title IX, Title VI or Section 504 Policy adopted by the TCTC.

Grievance Procedure

Step I – Whenever a student or employee feels there has been a violation of the Title IX, Title VI, or Section 504 Policy, that person shall immediately arrange to discuss the problem with the staff member involved.

Step II – If there is no set resolution to the problem at the first level, the student or employee shall schedule an appointment

with the Director within five (5) school days of the first level discussion. At this level the complainant should specifically outline the nature of the grievance in writing on a prescribed form with copies being sent to the Director and staff member(s) involved. The Director involved shall schedule a meeting with the student and involved staff member(s) within a five (5) day period to discuss the problem. Within three (3) days following this meeting the Director shall render a decision in writing and deliver copies to the complainant involved and to the Title IX, Title VI, or Section 504 Compliance Office.

Step III – If no satisfactory resolution to the problem is reached after the meeting with the Director, either party involved may elect to schedule a meeting with the Title IX, Title VI, or Section 504 Compliance Officer (Superintendent). This meeting should include the student, staff member(s) involved and the Director. This meeting should be scheduled within five (5) days after Step II is completed. Within three (3) days following this meeting, the Title IX, Title VI, or Section 504 Compliance Officer shall render a decision in writing and deliver copies to the student involved, staff member(s) involved, and the Director

Step IV – If, at the end of the entire Grievance Procedure, the decision is unsatisfactory to any party involved, that party may then elect to pursue the grievance in a hearing before the Board of Education, submitting a notification to the Superintendent ten (10) days in advance and in writing of this desire.

SAFE & DRUG FREE SCHOOLS & COMMUNITIES ACT

The mission of the TCTC Student Assistance & Support Program (SASP) will be to:

- Promote the development of skills for healthy lifestyles
 - Empower students to develop to their fullest potential
 - Promote a safe environment for learning and teaching
- SASP will try to accomplish this through the following methods:
- Staff & student training and awareness
 - Wellness Day for students with speakers and materials
 - S.A.D.D. activities
 - Including Drug/Alcohol Prevention in Employability
 - Development of a Peer Mediation Program
 - Development of an Intervention Assistance Team

TELEPHONE USE

Students may use **ONLY** the telephone in the Receptionist's office to make emergency local phone calls. Students must receive permission from a secretary or administrator and sign a log to use the phone.

Only *emergency messages* received by the school will be relayed to a student.

Students normally will not be called from class unless the situation warrants such action and will be done only with the permission of the student's parent or guardian.

TRANSFERRING FROM A PROGRAM OR BACK TO LOCAL SCHOOL

A student may transfer from one program within the TCTC (if an opening is available), or return to the home school, providing:

- 1.** A change in program or returning to the local school district can occur during the first two weeks of school. Any changes in programs are dependent upon availability of space.
- 2.** All transfers must involve conferences with the student, Sup. of Attn., subject teachers, department supervisors, TCTC counselor, parents or guardian and home school counselor to discuss the situation.
- 3.** The student's parent or guardian must come in to the guidance office to sign the withdrawal form.
- 4.** The final decision for a student's return to the home school must be made by officials from the TCTC and the home school.

TRANSPORTATION

Bus

It is the home school's responsibility to transport students to the TCTC. If the home school does not provide transportation (except in emergencies), it is the responsibility of the students to find their own transportation.

Home school administrators will deal with any misbehavior on the bus. A copy of the student driving rules and regulations will be found in this handbook.

TCTC administrators **WILL NOT** authorize permission for students to ride on buses other than their assigned bus.

VISITORS

Visitors, especially parents, are welcome. However, we request that visitors call the school in advance to make arrangements. **ALL** visitors are required to sign in with the Receptionist. If you wish to confer with a staff member, please call the school to make an appointment.

WORK PERMITS

Work permits are available in the Guidance Office for students who are required to have them. Students obtaining work permits must have a copy of their birth certificate to verify proof of age. A minimum of 24 hours is required to process work permits.

Trumbull Career & Technical Center School District Test Security Provisions for the OGT

A detailed description of security provisions and dates for the OGT is available in the District Test Coordinator's office.

Student's Name _____ Program _____ I or II

The following preliminary actions have already been taken to rectify behavior
(Indicate actions by using an X)

____ Student Conference ____ Parent Conference
____ Phone Conference ____ Referred to Counselor

TARDY TO SCHOOL

____ 3RD – 2 Det. ____ 6th – 1 ALC ____ 9th – 3 ALC ____ 12th – 1OSS &
loss of driving privileges

OFFENSES

1 ST Offense	2 nd Offense	3 rd Offense	4 th Offense
1 Detention	1 ALC	3 ALC	1 OSS

1. Dress Code Violation/Failure to wear required lab clothing/school program apparel
2. Over Amorous behavior/Public display of affection
3. Disrespect to a student
4. Misbehavior: Classroom – Detention – Cafeteria – Hall – Assembly, field trip
5. Obscene or Offensive material, gestures, profanity
6. Failure to: follow class rules – serve detention
7. Off limits/loitering
8. Minor damage & damage defacement to public/private property (plus restitution). Minor computer policy violation.
9. Tardy to class
10. Possession of telephone paging devices (pagers/beepers) is prohibited on school grounds. Students may not use cell phone cameras, cell phones, any music players, electronic games or other ECD's. Cell phones and ECD's must be turned off and kept in locker. **Note:** these articles will be confiscated and released only to a parent/guardian. Please refer to p. 8 in the student handbook for more information.

SEVERE OFFENSES

1 ST Offense	2 nd Offense	3 rd Offense	4 th Offense
3ALC	3 Day – OSS	5 Day – OSS	10 Day OSS/Exp

1. Leaving school property without authorization
2. False/Forged pass-excuses or misapplication of any pass/falsifying records
3. Class cutting/Truancy/out of the building without permission
4. Disrespect of an employee/Insubordination/Failure to follow teacher's request
5. Cheating/Plagiarism plus no credit on assignment
6. Severe computer policy violation – possible termination of account
7. Use/possession of tobacco, lighters, matches or paraphernalia
8. Hazing/Endangering a student's well being
9. Falsely Reporting Incidents/Accusations

____ **7-DAY ALC LIMIT**
1 Day OSS.

DESCRIBE INCIDENT/Problem _____

Teacher's Name _____ Date _____ Period _____

MAJOR OFFENSES

1st Offense _____ 2nd Offense _____ 3rd Offense/Repeat Offender _____
_____3 OSS _____5 OSS _____10 OSS (Rec. for Expulsion)

1. Repeat of an offense, repeated offender
2. Inciting a fight
3. Harassment/Unauthorized Touching/Assault
4. Verbal assault/Threatening an employee/Gross Misconduct
5. Major disruption of a school instructional program, incl. Cafeteria
6. Extortion/strong arm tactics
7. Insubordination/not complying with reasonable directions
8. Theft/possession of property without authorization (plus restitution)
9. Failure to serve Alternate Learning Center day
10. Major Safety/Health standards violation
11. Multiple offenses
12. Vandalism

Note: Charges may be filed at any step of the disciplinary process.

RECOMMENDATION FOR EXPULSION AND NOTIFICATION OF POLICE

May accompany each of these offenses.

1st Offense _____ 2nd Offense _____
10 Day OSS 10 Day OSS

1. Unauthorized Touching/Assault on a teacher, school personnel or visitor
2. Possession/use of weapons, fireworks, explosives, or other incendiary devices
3. False alarms or bomb threats
4. Possess, transfer, use, or under the influence of alcohol, drugs, counterfeit/controlled substances, or drug paraphernalia
5. Inciting/participating in any unauthorized assembly/activity, which by design or result disrupts the normal operation or atmosphere of the school and its programs
6. Unauthorized Fire
7. Major vandalism/damage to private/public property (plus restitution)
8. Violation of local, state or federal law
9. A combination of 3 major misconduct offenses.

DRIVING OFFENSES (SEE HANDBOOK)

1ST Offense _____ 2nd Offense _____ 3rd Offense _____
Driving Susp. 5 days Driving Susp. 5 weeks Driving Susp. _____
Remainder of year

FIGHTING

1ST OFFENSE _____5 DAYS OSS 2nd OFFENSE_____10 DAYS OSS &
Recommend for Expulsion

FOR OFFICE USE ONLY
