



2222 Marion-Mt. Gilead Road
Marion, OH 43302
Telephone: (740) 389-4681
www.tririvers.com

2011 – 2012
Student Handbook & Planner

Disclaimer:

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

Dear Parents, Guardians and Students,

It is my pleasure to welcome you to Tri-Rivers Career Center. We are very proud of our staff, services, student body and facilities. This is an extremely exciting and fun time in life. We hope you will become an active and positive member of Tri-Rivers. The staff and administration are here to provide you with the best educational and technical experiences and to help you in any way we are able.

This handbook is designed as a guide to keep you informed of expected behaviors, guidelines and procedures and to answer questions you have concerning the operation of the Career Center. It is your responsibility to know the rules and follow them.

Tri-Rivers. A school where you are ALLOWED to, INSPIRED to, and EXPECTED to BE AMAZING!!

Larry M. Hickman - Executive Director of Operations

For more information about Tri-Rivers Career Center, visit our website at:

www.tririvers.com

The Tri-Rivers Board of Education

Mickey Landon—NCOESC, President
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Rocky White—Marion City
Gary Sims—Pleasant
John Thompson—Ridgedale
Gene Wiley—NCOESC

TRI-RIVERS DIRECTORY

School phone: 740-389-4681

Superintendent	Charles Speelman	ext. 442
Executive Director of Operations	Larry Hickman	ext. 403
Director of Academics and Student Services	Jodi Gaietto	ext. 404
Director of Career Technical Programs	Bill Karcher	ext. 405
Director of Technology	Mike Wellin	ext. 276
Lead Counselor	Sherrie Dunn	ext. 423
Guidance Counselor	Allison Cox	ext. 424
Guidance Counselor	Becky Porter	ext. 425
School Nurse	Sandy Redd	ext. 426
Dean of Students	Jeff Williams	ext. 270



**To report a student absence
Call: (740) 389-4681
Welcome Center ext. 100**

STUDENT HANDBOOK TABLE OF CONTENTS

Letter from the Executive Director	i
Tri-Rivers Board of Education Members	i
Directory	ii
Table of Contents	iii/iv
School Calendar	v

1. Bell Schedules

Regular & OGT Bell Schedules	1
------------------------------------	---

2. General Information

Accident Insurance	2
Associate School Involvement	2
Cafeteria	2-3
Career Passport	3
College and Military Visits	3
Credit Deficiencies	3
Emergency Drill Conduct	3
Field Trips	3-4
Grading System	4
Graduation	4
Hall Passes	4
Honor Roll	4
Identification Cards (ID)	4-5
Medication	5
Ready To Work	5
Student Employment Opportunities	5-6
Student Fees	6
Student Resource Center	7-8
Student Services	8
Vehicle Regulations and Registration	8-9
Visitors	9
Weather	10

3. Attendance

Attendance Policy	10
Excused Absences	11
Early Release From School	11-12
Unexcused Absences	12
Loss of Credit	12
Calculation of Absences	12
Truancy	12-13
Tardiness	13
Tardy to School Intervention	14
Vacations	15

4. Discipline

Academic Dishonesty 16

Alcoholic Beverages, Narcotics, Drugs,
and Counterfeit Controlled Substances 16

Code of Conduct 16

Discipline..... 17

Teacher/School Detention 17

Tuesday School 17

In-School Study (ISS) 17-18

Out of School Suspension 18-19

Expulsion 19

Emergency Removal..... 19-20

School Resource Officer 20

Behavior and Discipline Code 20-27

 Anti-Harassment, Anti-Intimidation, or
 Anti-Bullying Policy

Dangerous Weapons in School 27

Dress Code: Employability and Safety..... 27-28

Electronic Devices 28-29

Gang Policy..... 29

Hazing 29

Public Displays of Affection 29

Search and Seizure 29

Surveillance Cameras 30

Telephone Usage..... 30

Tobacco Policy..... 30

5. Incentives 31-34

6. Leadership

 Activities..... 35

 Awards: Attendance, Scholastic,
 And Leadership 35-36

SCHOOL CALENDAR 2011 - 2012

1st Qtr.

August 9	TRCC New Student/Parent Orientation (6:30 p.m.)
August 17	First Day of School for Transitions & Level 1 Students
August 18	First Day of School for Level 2 Students
September 5	Labor Day –(No School)
October 20	Parent/Teacher Conferences (3:30-6:30 p.m.)
October 20	End of 1 st Quarter
October 21	COTA Day (No School)
October 25	Parent/Teacher Conferences (3:30-6:30 p.m.)
October 24-28	OGT Testing

2nd Qtr

November 23-25	Thanksgiving Vacation (No School)
Dec. 19 - Jan.2	Winter Vacation (No School)
January 13	End of 2 nd Quarter & 1 st Semester

3rd Qtr

January 16	Martin Luther King Day (No School)
February 16	Parent/Teacher Conferences (3:30-6:30 p.m.)
February 17	Parent/Teacher Conferences (7:30-10:30 a.m.) No School for Students
February 20	President's Day (No School)
March 12-16	OGT Testing
March 23	End of 3 rd Quarter

4th Qtr

March 26-30	Spring Break (No School)
April 6	Good Friday (No School)
May 17	Senior Recognition/Cookout
May 21/22	Level II Exams: Academics 21 st ; C/T 22nd
May 22	Last Day for Seniors
May 24/25	Transitions/Level 1 Exams: Academic 24 th ; C/T 25th
May 25	End of 4 th Quarter & 2 nd Semester Last Day for Transitions/Level 1 Students
May 28	Memorial Day (No School)
May 29-31	Makeup Day (if necessary)
June 1	Makeup Day (if necessary)

When students enroll at Tri-Rivers, they must follow the Tri-Rivers School Calendar. Occasionally, associate schools do not operate normal bus routes; therefore students should make advanced arrangements for alternate transportation to Tri-Rivers.

**BELL SCHEDULE
2011-2012**

Mon., Tues., Thurs., Fri.

First Bell	8:14
1	8:18 - 9:03
2	9:07 - 9:47
3	9:51 - 10:31
4	10:35 - 11:05
5	11:09 - 11:15
6	11:19 - 11:49
7	11:53 - 11:59
8	12:03 - 12:33
9	12:37 - 1:17
10	1:21 - 2:01
11	2:05 - 2:45

Wednesday

First Bell	8:14
1	8:18 - 8:53
2	8:57 - 9:30
3	9:34 - 10:07
4	10:11 - 10:41
5	10:45 - 10:48
6	10:52 - 11:22
7	11:26 - 11:29
8	11:33 - 12:03
9	12:07 - 12:40
10	12:44 - 1:17
11	1:21 - 1:54
12	1:54 - 2:45

Leadership
Period

TWO HOUR DELAY & OGT TESTING

(Mon., Tues., Thurs., Fri.)
(OGT – October 24-28, 2011
March 12-16, 2012)

TWO HOUR DELAY

(Wednesday)

Delay/Testing 8:18 - 10:14

First Bell	10:14
1	10:18 - 10:44
2	10:47 - 11:10
3	11:13 - 11:36
4	11:39 - 12:09 (1 st Lunch)
5	12:12 - 12:15
6	12:18 - 12:48 (2 nd Lunch)
7	12:51 - 12:54
8	12:57 - 1:27 (3 rd Lunch)
9	1:30 - 1:53
10	1:55 - 2:19
11	2:22 - 2:45

First Bell 10:14

1	Eliminated
2	Eliminated
3	10:18 - 10:35
4	10:38 - 11:08 (1 st Lunch)
5	Eliminated
6	11:11 - 11:41 (2 nd Lunch)
7	Eliminated
8	11:44 - 12:14 (3 rd Lunch)
9	12:17 - 12:47
10	12:50 - 1:20
11	1:23 - 1:54
12	1:54 - 2:45

Leadership
Period

ACCIDENT / STUDENT LIABILITY INSURANCE

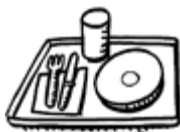
Tri-Rivers provides its students with both liability insurance and accident insurance. The liability insurance covers students participating in career technical programs who are found liable while performing their duties as part of their curriculum at Tri-Rivers.

Also, each student is provided “excess” accident/medical insurance. The accident insurance is intended to help cover medical expenses resulting from accidents which occur during the student’s school day, or during school sponsored activities. The coverage is in the amount \$5,000, and is not meant to replace the parental insurance, but is offered as a supplement to their existing health insurance plan. Parents will be provided an opportunity to purchase additional insurance, which covers students during non-school hours. School insurance forms are available in the Main Office.

ASSOCIATE SCHOOL INVOLVEMENT

Tri-Rivers’ students are strongly encouraged to participate in associate school activities. Daily announcements by public address and video, bulletin boards and special meetings with the associate school personnel will aid in keeping students informed about their associate school activities. Students involved in associate school sports and/or musical groups will be required to meet Tri-Rivers’ class schedules and associate school scholastic eligibility requirements

CAFETERIA



Students have a thirty-minute lunch period, during which time food or drink is to be consumed within the cafeteria or lunch patio area. Snacks items or bottled beverages may be removed at the end of the lunch period and may be consumed within the classroom or lab only with instructor permission. Students are to remain seated in the cafeteria until the period ends. Trays and food materials are to be taken to the trash area at the conclusion of eating by each student. Please keep lunchroom clean and place chairs back under tables as you leave.

TRCC has a closed lunch. Students are not permitted to leave or have guests for lunch. ***No outside food deliveries are permitted to be brought to the cafeteria during lunch.*** An instructor must accompany students eating in the Eagle Inn.

Student lunches are \$2.50, and extra milk is 35 cents, students may prepay for lunches or purchase on a daily basis. It is recommended that students prepay for lunches either by the month or weekly. Prepayments by cash are made in the Cafeteria. Student also may purchase breakfast in the cafeteria daily from 7:45 am – 8:14 am for \$1.25.

Free and reduced lunches/breakfasts are available to those that qualify. Applications are available through the Main Office.

CAREER PASSPORT

A Career Passport is a comprehensive, student-developed credential containing formal documents that identify and describe skills a learner has attained such as: a resume, Career Technical competencies achieved, references, grades, attendance, business industry certifications, and work samples. Students receive their Career Passports upon graduation.

COLLEGE AND MILITARY VISITS

Students may schedule one school-approved college, military or technical school visit per semester without being counted absent. To schedule such a visit, contact the Career Counselor in the Student Services Office. Approval requires one (1) week prior notice.

CREDIT DEFICIENCIES

Associate schools may approve the make- up of credit deficiencies by a variety of means. Please contact Student Services Counselors for more information.



EMERGENCY DRILL CONDUCT

Emergency drills are held for a variety of reasons and may inconvenience students at times. We expect students to conduct themselves in a respectful and appropriate manner particularly refraining from actions that cause

undue noise or confusion.

Each classroom, lab and room has fire, tornado, and lock-down plans posted. Students should study the plan and become familiar with the proper procedure. When a fire alarm sounds, students are to leave the room, using the prescribed route. Students are to refrain from loud talking and remain a minimum of 100 feet away from the building until signaled to return.

When a tornado or lock-down alarm is sounded, all students and staff are to report to prescribed safety locations. All are to remain in safety areas until “all clear” is sounded.

FIELD TRIPS

Since Tri-Rivers students may be involved in a limited number of field trips to local industrial and business establishments, it is essential that a good impression be made.

All school rules will apply throughout the duration of the field trip. Students are required to have passing grades in all subjects, parent or guardian permission form, and a signed Emergency Medical Form on file.

GRADING SYSTEM

Instructors will attempt to accurately evaluate all students on the basis of actual course achievement, competency of skills, attitude and participation. A nine-week grading period is used with report cards given out the week following the completion of each grading period. The following guideline is used in converting percentages to letter grades:

A	100% - 90%	Excellent
B	89% - 80%	Good
C	79% - 70%	Average
D	69% - 60%	Poor
F	59% - 00%	Failing
I	Incomplete	Work incomplete
NG	No grade	No grade issued

NOTE: The career-technical or academic grade may be raised or lowered a maximum of one letter grade due to a student's attitude. However, this grade change may not cause a failure as a result of lowering the

GRADUATION

Students graduate from their associate school. Therefore students must meet the respective associate school graduation requirements. Please check with your associate school and/or a Tri-Rivers counselor if you have any questions.

HALL PASSES

Students must have their hall pass, signed by a staff member, when out in the hallway or in an unassigned area. Students must have their hall pass signed by the staff member in the area they are leaving and the staff member they are going to see.

HONOR ROLL

Recognition is given at the end of each grading period to those students who have earned all "A's" and "B's." This honor roll is posted in the school, with copies sent to the associate schools and the media.



IDENTIFICATION CARDS (ID)

Students will have identification cards that must be worn at all times when in the building or grounds. Students will be provided two complimentary ID cards and one complimentary lanyard. The second ID card will be kept within the Main Office. The Student ID card is needed for: 1. Identification, 2. Purchase of food within our Cafeteria, and 3. Log In access to our student support service opportunities.

1. Wearing ID Cards - students **must display** their ID card on a school-approved (break-away) lanyard which is worn around the neck. Students may choose to wear the complimentary lanyard or purchase a “break away” lanyard from a retail store as long as the lanyard is school appropriate.
2. Misuse of ID Cards - ID cards are the property of Tri-Rivers Career Center and may not be cut up, have stickers added or defaced in any way.
3. ID Card Possession - students will wear **only one** ID card. Student ID cards should not be given to another person at any time. Violation of this rule may result in disciplinary action.
4. Loss of Card - students who lose or deface their first two ID cards must pay \$3.00 to purchase an additional one and \$2.00 for a replacement lanyard if needed. Students may not owe more than \$6.00 at any time for ID cards; parents will be notified after the third ID card replacement. Disciplinary action will occur once a student requires a fourth or more ID card.



MEDICATION

If it becomes necessary to take any form of medication at school, a signed form from a parent or guardian must be presented to the nurse. **All medication will be kept in the nurse's office and administered by the school nurse. Medication of any type is not permitted in lockers or to be carried by the student.**

READY TO WORK

Tri-Rivers Career Center is focused on preparing students for the eventual world of work. As part of that preparation, students are to wear either their lab uniform or TRCC Logo wear while in attendance at TRCC. During the winter months students are encouraged to layer their clothes. However, the TRCC Logo wear must always show. Logo sweatshirts are available for purchase. Check in the Warehouse, Main Office or TRCC Apparel Shop for details.

STUDENT EMPLOYMENT OPPORTUNITIES

It is the belief of Tri-Rivers Career Center that to better prepare our students to be self-sufficient and successful in the future, we need to offer opportunities to our students to experience a potential career in the Career Tech area they have chosen to study. These opportunities are available through;

- Shadowing (available once each quarter beginning with the 2nd quarter of the junior year)
- Advanced Placement (available the second semester of the senior year)

Keep in mind these are **EARNED** privileges for those students that work hard to qualify. The requirements for these opportunities are stated in the following highlights.

Tri-Rivers Individual Job Shadowing Requirements

The objective for permitting students to shadow will be to provide “hands-on” experience for our students. In addition, it will give potential employers a chance to see the skill level of our students. Shadowing is a time for the students to either observe or participate in the actual trade they have chosen.

*Students who meet established eligibility requirements may schedule one shadowing day per grading period, beginning with the **second grading period of the Level I year**. The day will not count as an absence, but as a school related activity. The specific requirements are as follows:*

1. Student may not have missed more than **3 days of** absence during the current school year prior to the shadowing date.
2. Student must have at least a “C” average in each academic class and a “B” in career technical class (previous quarter’s grades).
3. Student will be approved to Shadow a job that is consistent with that student’s Career Technical cluster. Final determination of this requirement will be made by the Director of Career Technical Education.
4. Prior to application, the student must coordinate the Job Shadowing site selection with the CT Instructor. The job must be within the student’s CT cluster, and **CANNOT BE** with a relative or current employer.
5. Shadowing dates will not be approved for the day immediately prior to or following scheduled school closings/holidays.
6. Student must have passed all Lab Safety tests.
7. Student must have transportation to and from the shadowing site. This transportation cannot be with another student.
8. Student must have insurance coverage. (School or Home)
9. All parts of this application must be completed and submitted to the Director of Career Technical Education for final approval **5 School Days prior** to the Shadowing date. **NO EXCEPTIONS!!**
10. Proper documentation must be turned in to the Director of Career Technical Education the day after the Shadowing date for an excused absence.

STUDENT FEES – WAIVED for 2011/2012

TRCC has made the commitment to assist students by requiring no fees for the following: textbooks, workbooks, tools, lab materials including safety glasses if applicable, two ID card & one lanyard, electronic student handbook, flash drive, technology access, 2 TRCC t-shirts, CTSO

Membership and parking permit. Some additional fees may apply to specific programs; such as uniforms. Please contact the Treasurer's Office for details.

Student Resource Center (SRC):

The Student Resource Center is a newly renovated area which has combined a variety of support services for EVERY student at Tri-Rivers Career Center. Included services include academic assistance, a Plato Lab and classes, computer labs and research areas. During the school day the SRC will always have a staff member available to assist any student or students except when closed for special functions such as OGT testing. The SRC has an environment conducive to doing your very best while at TRCC. There are areas to read, do research, complete projects, charging stations for student computers, and access to friendly, enthusiastic educators.

Academic Assistance:

The SRC is a location where students may receive direct one-to-one assistance on individual assignments and may complete required quizzes, tests, and/or exams. Students may also receive staff guidance with homework, individual study, projects, research papers, and for preparing presentations.

Plato Lab/Classes:

Students may select or be assigned to the Plato lab for on-line classes. On-line courses are designed to allow students to either complete course requirements, or to allow students to take classes not offered within the TRCC general course schedule. The Plato Lab is also an area where students can work on credit recovery or make-up assignments.

Computer Labs:

The SRC has 2 new updated computer labs. These labs will be utilized by classes and their instructors for research, presentation and project activities, and the development of personal resumes.

To use for Academic Assistance:

- **Report to your assigned class.** You may request to use the SRC from your instructor or your instructor may request that you get additional assistance from the SRC. Upon receiving a **pass**, report to the SRC and **sign in**. Bring your needed work with you. Be specific when asking for help so that you can be directed to the appropriate area.

- The student is responsible for the use of equipment and materials while in the SRC. Materials are to remain in the SRC.
- With the exception of tests and quizzes, the student is responsible for turning in the completed work.
- ALL exams, tests and/or quizzes taken with the SRC will be returned to the instructor at the end of the school day by the SRC staff. NO EXAM, TEST OR QUIZ IS TO BE TAKEN FROM THE SRC BY THE STUDENT WITHOUT DIRECT, WRITTEN PERMISSION FROM THE INSTRUCTOR!!!
- Any student that is disruptive may be asked to return to their academic or career tech class. Courtesy and politeness to staff is expected.
- Upon leaving the SRC, a student must sign out AND have their pass signed by a staff member.
- Students are expected to come directly to the SRC when sent and return to their class or lab in a timely manner.

STUDENT SERVICES

Students should maintain close contact with the Student Services Office because of the many services offered that could have a significant impact on their future. These include career information, counseling services, college referral and a vital link between the associate school for student records and credit up-dates.



VEHICLE REGULATIONS AND REGISTRATION

Students are urged to use bus transportation provided by the associate schools. However, when it is necessary to drive, the student is subject to the following Tri-Rivers Career Center regulations.

1. **All students driving to Tri-Rivers are required to register their vehicle(s) at the Welcome Center before or during the first week of school. A parking permit will be issued free of charge.** Students shall keep registration current throughout the year.
2. At the time of registration, students must have a valid driver's license, insurance coverage and a safe vehicle to receive driving privileges. The permit is to be hung from the center rear view mirror of the vehicle driven to Tri-Rivers. Those students without permits may be charged \$10.00 per violation.
3. Students must follow school traffic pattern and park in the **NORTHEAST and SOUTHWEST designated student lots** upon arrival at school. **Students are to leave their vehicle immediately and go directly into the building.**

4. Students may not move their vehicles during the school day, unless they are leaving for advanced job placement, or have permission from the administration.
5. Student traffic is not permitted on the front drive during A.M. and P.M. bus time. This area is reserved for school buses loading or unloading and for parents picking up or unloading students during non-bus times.
6. Buses entering or leaving the facility have the right of way at all times. Students should leave parking lots cautiously only after all buses have left the school grounds.
7. The maximum speed limit on campus is posted and should be observed at all times for the safety of all personnel.
8. Students shall not possess items within their parked car that are forbidden on school grounds by our school policy. This includes, but is not limited to: tobacco, lighters, drugs, controlled substances, drug paraphernalia and/or weapons. ***Items viewed within a car will result in the owner, driver and/or passengers being disciplined.***
9. Students have been granted the privilege of using school property for parking vehicles. If reasonable cause exists, parking on school property will be considered consent to a search of the vehicles, both registered and non-registered, by an administrator or designee under their duty to maintain a safe school environment.
10. All directives of parking or driveway monitors are to be followed at all times.
11. Driving privileges to the campus of Tri-Rivers Career Center may be suspended for excessive absences, tardiness or discipline issues.
12. The school reserves the right to tow, at owner's expense, cars not parked in appropriate student spaces, and/or of students with suspended driving privileges.

TRI-RIVERS WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OF ARTICLES OR DAMAGE TO CARS IN THE PARKING LOT. DRIVING IS A PRIVILEGE, NOT A REQUIREMENT.

VISITORS



A form must be completed and approved in advance by the career-technical, academic instructors and administration before visitors may be brought to the Tri-Rivers Career Center. Forms are available at the Welcome Center.

DO NOT SHOW UP WITH AN UNSCHEDULED VISITOR!

The general public, alumni or others entering the school must report to the Welcome Center, obtain approval and a visitor badge before visiting any area of the building. All school staff has the right and responsibility to exclude any uninvited or unauthorized personnel from the school building or grounds.

WEATHER

Tri-Rivers Career Center will be using an automated calling system. It is important that we have your correct telephone number. Please notify Student Services of any changes. This system will contact you when inclement weather conditions cause our school to close or delay. Tri-Rivers will also inform the following radio and TV stations with announcements:

WMRN AM 1490 (Marion)

WYNT FM 95.9 (Marion)

WTVN AM 610 (Columbus)

ABC Channel 6

FOX Channel 28

WMRN FM 94.3 (Marion)

WDCM 97.5 (Marion)

NBC Channel 4

CBS Channel 10

Suggested websites:

www.tririverscc.com

www.mariononline.com

www.wmrn.com

Since Tri-Rivers does not run buses, we cannot announce that our school is closing or delayed until associate schools have made decisions. **DO NOT CALL TRI-RIVERS REGARDING CLOSINGS!** When an associate school is closed or delayed due to inclement weather, students are required to follow procedures of the associate school. In all cases, the student and/or parent need(s) to use good judgment.

ATTENDANCE POLICY

The importance of developing the practice of promptness and regular attendance cannot be emphasized too strongly in a career technical program. Even the most highly skilled individuals cannot expect to keep a job if they are either late or absent from work on a regular basis. Participation will be considered a part of the total grading system at Tri-Rivers. All students regardless of age must comply with school regulations regarding attendance.

When students enroll at Tri-Rivers, they must follow the Tri-Rivers School Calendar. Occasionally, associate schools do not operate normal bus routes; therefore students should make advanced arrangements for alternate transportation to Tri-Rivers.

If a student is absent from school for any reason:

- a.) A parent/guardian must call Tri-Rivers Career Center at 740-389-4681, ext. 100 by 9:00 a.m. to report the absence. This

procedure complies with the “Missing Child Law.” This is to protect students against possible kidnapping or truancy. If no call is recorded, Tri-Rivers will make a reasonable effort to call a parent/guardian the day of the absence. **However, if phone contact is made, the school is still required by law to have a written note from the parent/guardian or doctor/dentist explaining the absence on file. This note must be presented to the Welcome Center attendant before school on the day they return.**

EXCUSED ABSENCES

An excused absence must be from one of the following areas and a documented excuse **must be presented in writing before school on the day of return to school:**

- a. Personal illness or illness in the student’s family documented with a physician’s note.
- b. Doctor/Dentist appointments or Hospitalization: dentist /orthodontist & optical appointments will be excused for the time needed for the appointments. To be accepted, the doctor’s excuse must be specific if a full day is needed.
- c. Death in the family (Excused days will be determined on an individual basis.) Death of a close friend; with parental approval, each student may have a maximum of one day excused to attend the funeral of a close friend.
- d. Quarantine for contagious disease
- e. Religious Reasons
- f. Performance of certain work at home and activities of an educational nature which have received prior approval by the Executive Director or his designee with arrangements being made in advance for completing assigned class work
- g. Court appearance: if a student has a personal court appearance and he/she comes to school until time for the appearance, signs out, goes to court and returns to school immediately and signs in, this time will be excused.
- h. Pre-approved college or military days, as well as TRCC or associate school approved activities will be recorded as a school approved absence. **This must be pre-approved 5 school days prior to the visit. Forms for this are available in the Student Services Office.**
- i. Students assigned In-School Study will not be counted absent, providing all rules, regulations and assignments are completed as required.
- j. Students incarcerated may have the opportunity to earn academic credit. Lab “hands on” Student Resource cannot be made up for credit.

EARLY RELEASE FROM SCHOOL

If it becomes necessary for a student to leave school due to illness, permission must be obtained from the school nurse who will contact the parents. A note must accompany any other reason from the parent including a phone number where parent can be reached. The Attendance Office will handle early dismissals and the names of students who have signed out will be on the afternoon absence list. Early dismissals will count toward absences. The Career Counselor handles dismissal for employment.

Students who participate in associate school extra-curricular activities will be normally dismissed at the regular 2:45 p.m. time unless the associate school principal or designee requests earlier release time on a regular or seasonal basis.

UNEXCUSED ABSENCES

Any absence from school with parent's knowledge but for an unacceptable reason including Out-of School Suspension, absences resulting from hunting and other reasons not listed in the Excused Absence Section will be considered unexcused.

LOSS OF CREDIT

1. A student who accumulates more than **4.0** unexcused absences during a quarter will receive a failing grade for the quarter.

CALCULATION OF ABSENCES

- **Check in between 8:18 a.m. and 9:03 a.m. – Tardy**
- **Check in after 9:03 a.m. – ½ day absent**
- **Check in after 1:17 p.m. – 1 day absent**
- **Leave before 10:31 a.m. – 1 day absent**
- **Leave between 10:32 a.m. – 2:14 p.m. – ½ day absent**
- **Leave after 2:15 p.m. – Time missed only**
- **Three missed Periods – ½ day absent**

TRUANCY

Every student has an obligation to attend school regularly. Any absence from school without a parent/guardian(s) or school's knowledge or permission is in violation of Ohio attendance laws, including students not where they are supposed to be as scheduled.

Any student is a "**habitual truant**" if they are absent without legitimate excuse for five (5) consecutive days, seven (7) or more days in one school month, or twelve (12) or more days in a school year. The first offense may be filed as delinquent under Ohio Revised Code (ORC) 2151.022 (B) and the second offense may be filed as delinquent under ORC 2151.011 (B) (17). A "**chronic truant**" is a student who is absent without a legitimate excuse for seven (7) consecutive days, ten

(10) or more days in on school month, or fifteen (15) or more days in a school year. Chronic truancy is a delinquency offense. The penalties applicable to delinquent offenses are greater than those imposed for unruly offenses.

Under State Law, the student's parent, guardian, or caretaker is responsible for ensuring that the student attends school. Parents/guardians who fail to cause improved attendance of their student may be required to attend an educational program, the purpose of which is to encourage compliance with the compulsory attendance law, or a complaint may be filed against the parent/guardian in Juvenile Court which could result in a \$500.00 fine and/or up to 70 hours of community service. The disciplining of truant students shall be in accordance with Board policies, due process, and the Student Code of Conduct and may include the following intervention actions:

- a. The student being assigned to a truancy intervention program.
- b. Counseling of the student
- c. Requesting or requiring a parent/guardian to attend a truancy prevention mediation program
- d. Notifying the Registrar of Motor Vehicles of the student's absences
- e. Appropriate legal action

INTERVENTION

A letter of concern may be sent to the parents explaining attendance requirements. Every attempt will be made to keep parents and students informed but it is possible for a student to exceed attendance limits before notification is received – it is ultimately the student's and parent's responsibility to know attendance rules and not to exceed the limits of these rules.

TARDINESS

Promptness to school and class is very important and expected of all students. Students, who report to class after the proper time, will be ***required to sign a tardy book and discuss the tardy with their instructor at the end of the period.*** Students arriving on late buses will not be counted tardy and will receive an admit pass to class. Excessive tardiness will result in parent contact, discipline, and possible loss of grade points. Three (3) or more tardies to school will result in discipline.

Late to School - students reporting to school late must report to the Welcome Center and obtain a tardy slip.

Tardy to class will be handled by the instructor for the first **three (3)** tardies per semester. Each additional tardy to class may be referred to the Dean of Students.

When a student has reached 13 tardies to his/her first period class, wayward charges may be filed with the court system.

TARDY TO SCHOOL INTERVENTION PROCEDURES

“Tardy to School” is defined as arriving at school between 8:18 and 9:03 (regular schedule – revised for alternate schedules)

Students arriving after 9:03 are counted as absent (1/2 or 1 day depending on actual time)

TARDY	ACTION
1 st	Warning to student when checking in
2 nd	Warning to student when checking in explaining next tardy will result in a Lunch Detention
3 rd	Lunch Detention – Served in ISS (Failure to serve may result in I.S.S.) Phone call home to parent.
4 th	Lunch Detention – Served in ISS - Phone call to parent.
5 th	Lab Time ISS w/ Attendance Intervention Assignment & phone call / letter to parents
6 th	Lab Time ISS w/ Attendance Intervention Assignment & phone call / letter to parents
7 th	Full Day ISS w/ Attendance Intervention Assignment & phone call / letter to parents
8 th	Warning to student when checking in
9 th	2 Full Days ISS w/Attendance Intervention Assignment & phone call / letter to parents
10 th	Warning to student when checking in
11 th	Tuesday School & phone call / letter to parents
12 th	Warning to student that “Wayward Child” charges are pending & phone call / letter to parents
13 th	Filing of “Wayward Child” charges

* 18 year old students may be issued Out of School Suspension in lieu of Wayward Charges.

TARDY TO CLASS INTERVENTION PROCEDURES

TARDY	ACTION
1 st – 3 rd	Student signs Tardy Book in classroom w/ other appropriate “in class” action of instructor choice (no office referral)
4 th and beyond	Student signs Tardy Book in classroom – Instructor provides student name & times tardy to Attendance Office which will contact student and determine appropriate discipline (student remains in classroom unless insubordinate)

VACATIONS

The school year calendar provides days when school is not in session for students; therefore parents are strongly encouraged to plan trips and vacations during these times. However, there are certain circumstances when parents/guardians request their son or daughter to be excused from school for a Family Vacation. This request must be made in writing **one (1) week (5 days) prior to the** vacation. It will be the discretion of the Dean of Students to determine if the time is excused or unexcused absence. If unexcused, the academic and career-technical work cannot be made up. If excused, the academic and career-technical work can be made up.

ACADEMIC DISHONESTY

Academic Dishonesty: cheating, plagiarism, collusion. A student shall not obtain by fraudulent, dishonest, or deceptive means and use as his/her own or provide to another student the work, work product, questions on or answers to examinations, or like matters of another student or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments. A student shall not use the written, mechanical, or electronic work of any other person, or parts or passages of such person's writings, or the ideas of such other person and hold them out as, or represent them to be the product of his/her own mind. A student who violates this policy may receive a "0" for all work involved and/or discipline.

ALCOHOLIC BEVERAGES, NARCOTICS, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES

No student is permitted to possess, use, transmit, conceal, or be under the influence of any of the above listed items while on school grounds or while connected with any school activity. This includes traveling to or from school or any school-related activity.

A counterfeit controlled substance is defined as:

1. Any drug, drug container or label that bears a trademark, trade name, or other identifying mark used without the authorization of the owner or rights to such trademark, trade names or identifying mark.
2. Any marked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which is sold or offered for sale.

CODE OF CONDUCT

As a Tri-Rivers Career Center Student, I pledge to be

RESPECTFUL

Of the rights and safety of the Tri-Rivers Student Resource community;

RESPONSIBLE

In the choices I make and be accountable for my behavior; and

RELIABLE

As a partner in the process of my education.

DISCIPLINE

Students may from time to time have a legitimate excuse and need to reschedule their discipline. This needs to be done in advance of the date of the discipline. Work does NOT count as a legitimate excuse. Failure to serve disciplinary consequences may result in charges being filed in juvenile court and/or an out of school suspension.

Teacher/School Detentions

Students receiving teacher/school detentions will follow the guidelines of the assigning staff member. Upon receiving a detention, the assigning staff member will attempt to contact the parent/guardian regarding the incident. Each teacher has devised his/her own methods of detention and these will be reviewed with students the opening week of school. School detentions are from 2:50 p.m. to 3:20 p.m. and are held in Room 118, on Tuesdays.

Offenses under this category will be up to the discretion of the assigning staff member. This would include (but not be limited to): Disruption of school/class, insubordination, no agenda book, public display of affection, dress code violation, safety violation, profanity, food or drink outside of designated areas, no I.D. badge or improperly displayed, being out of assigned area without permission, disrespectfulness, and possession of electronic devices.

Tuesday School

Tuesday School is used as a form of discipline which allows the student to remain in the classroom and not disrupt his/her education. Tuesday school begins promptly at 2:50 p.m. and lasts until 5:00 p.m. Students will be given a minimum of two days to arrange for transportation home. Students who report to Tuesday School after 3:00 p.m. or who do not attend may be assigned additional discipline. Tuesday School is held in room 118.

Offenses under this category of discipline include (but are not limited to): All of the violations listed under "Teacher/School Detentions." However, Tuesday school will be used after it has been determined that teacher/school detentions have not been effective in changing the undesirable behavior(s).

In-School Study (ISS)

Offenses under this category of discipline include (but are not limited to): All of the violations listed under "Tuesday School's." Additionally, I.S.S. may be assigned for parking/driving violations, harassment, bullying,

hazing, theft, destruction of property or other inappropriate behaviors deemed serious enough by the administration for a Tuesday School.

In-School Study: when a student is removed from the regular school day and placed into a confined environment. **Students who are sent to ISS will be given an assignment to complete. Failure to comply with this assignment may add an additional day in ISS to complete the original assignment.** Students report directly to ISS room for Period 1. ISS will be held in Room 118.

1. Tardiness to ISS will count the same as tardy to class and any student reporting late to ISS may be assigned an additional In-School Suspension.
2. Once attendance is taken, students will not be allowed to leave the ISS room except for restroom breaks which will be coordinated by the ISS coordinator.
3. Students will not be allowed to put their heads down or sleep. No radios, cards or other recreational articles will be allowed.
4. No gum, food or beverages may be consumed or used in ISS.
5. An ISS prepared lunch is available for purchase. No other lunch items will be permitted.
6. No talking will be allowed, except during breaks, or as instructed by the ISS coordinator.
7. Students must have paper, pencil, eraser, etc. with them for completion of ISS assignments.
8. Any disciplinary problems occurring within ISS and reported by the Coordinator, may result in additional disciplinary action issued by the Dean of Students.
9. No field trips or activities will be allowed to remove a student from ISS without a Director's approval. Advanced Placement students will serve an entire day and instructor/student will make necessary arrangements with the employer.
10. It is the student's responsibility to make up missed work while in ISS. Work that is not made up will be recorded as a zero.

Offenses under this category of discipline will be the same as Detentions and Tuesday School. In School Study is entirely up to the discretion of the administration and will be handled on a case by case situation.

Out of School Suspension

Suspension: the removal of a student from the school grounds and all related school activities for a period of time greater than twenty-four (24) hours, but not more than ten (10) days. Students are not permitted on school grounds during a suspension and/or expulsion.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.

2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. If a suspension is issued, an attempt is made to notify the parent(s)/guardian(s) by telephone.
4. Within 24 hours, a letter is sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. ***Suspension days will be considered unexcused days, unless community service work has been properly completed. Community service may be assigned by the administration as a means for students to receive an excused absence.***
6. ***Severity of the behavior may result in charges being filed with the local sheriff's office.***

Offenses under this category include (but are not limited to): safety violations, fighting, unauthorized touching/contact, use or possession of tobacco, look-alike tobacco or any type of tobacco product, possession or use of alcohol and/or drugs or look alike drugs, selling and/or trafficking of alcohol and/or drugs, "lookout" for students who are violating school rules, theft, destruction of property, harassment, bullying, and hazing. Repeated minor violations may be subject to OSS as well.

Expulsion

Expulsion: total removal of a student from the school grounds and all related school activities for more than ten (10) days, but not more than eighty (80) days unless the incident involves a weapon or firearm which may result in an expulsion of one full calendar year.

1. The superintendent or designee shall give the student and parent(s)/guardian(s) written notice and the reasons of the intended expulsion.
2. The student and parent(s)/guardian(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions.
3. The notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given.
4. If the student is expelled, within 24 hours the Superintendent/designee shall notify the parent(s)/guardian(s) of the student.
5. The notice shall include the reasons for the expulsion, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

Emergency Removal

Emergency Removal: the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to person or property, or an on-going threat of disrupting the academic process

1. The superintendent or designee may remove the student from the premises.
2. An informal hearing must be held within three (3) days after the removal is ordered, and the person who ordered the removal must be present.
3. Written notice of this hearing, along with the reason for the removal and any intended disciplinary action, must be given to the student as soon as is practicable. The other procedures to be followed are the same as for a suspension.

School Resource Officer

A Marion County Sheriff's Deputy will be in our building Monday-Friday serving as our School Resource Officer. The main role of the SRO is to ensure safety within our building.

BEHAVIOR AND DISCIPLINE CODE

Tri-Rivers will strive to conduct all course work as a simulation of business and industry expectations. We will expect the student to demonstrate increasing maturity in daily performance. To be successful at Tri-Rivers and in the world of work, self-discipline must be developed and practiced daily.

It is the primary objective of Tri-Rivers Career Center to assure that the education and safety of all shall proceed in an effective, orderly and non-disruptive manner. Tri-Rivers will maintain a zero tolerance for any actions by any person while on the school grounds or involved in any school activity that could interfere with our students' safety.

THE ADMINISTRATION HAS THE RIGHT TO ADJUST THEIR DISCIPLINARY GUIDELINES BASED ON THE SEVERITY OF THE SITUATION.

Types of Violations

1. Use or possession of tobacco, look alike tobacco or any tobacco product:

Use or possession of tobacco in any form by students is not permitted at Tri-Rivers Career Center and is against the LAW. This applies to the interior and exterior of the building and on school property at any time, including while inside a vehicle.

2. Safety Violations:

A student shall not violate safety regulations or procedures on the school grounds, nor at any school event, activity, or function. This includes labs, classroom rules, board of education policy, and administrative regulations and procedures. Students shall not behave in a way that such behavior presents a hazard to students, staff and visitors to the Career Center.

3. Tardiness to School:

Promptness to school and class is very important and expected of all students. **Tri-Rivers will NOT excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.**

Students arriving on late busses will not be counted tardy and will receive an admit pass to class. Students who report to class after the proper time, may be required to sign a tardy book and discuss the tardy with their instructor at the end of the class period. Excessive tardiness will result in parent contact, discipline, the loss of grade points, and/or court proceedings.

4. Truant from Class:

Truant from class is defined as a student not being in their assigned area without instructor permission. This could include, but not be limited to, the classroom, lab, Student Resource Center, or cafeteria.

5. Truant from School:

Any absence from school without a parent/guardian(s) or the school's knowledge or permission is in violation of Ohio Attendance Laws, including students who are not where they are supposed to be as scheduled.

6. Fighting/Unauthorized Touching/Contact:

Fighting will not be tolerated. This may include shoving, pushing, or other physical contact.

7. Possession or use of alcohol and/or drugs or look-alike drugs:

A student shall not possess, transmit, conceal, offer for sale, consume, show evidence of having consumed any illegal drugs, un-prescribed drugs, look alike drugs, or any mind altering substances or any counterfeit (look alike drug) and/or non-controlled substances that resemble a controlled substance while on school grounds or while attending any school sponsored activities. This includes before the student's arrival at school. A student shall not possess, transmit, sell or conceal drug paraphernalia. Violation of this rule (#7) may result in a search, suspension, expulsion, possible prosecution by law enforcement, and enrollment in a drug education program.

8. Selling and/or trafficking of alcohol and/or drugs:

A student shall not possess a quantity that can be construed as being possessed for sale or transmittal to other people.

9. Violation of Criminal Code: (theft, destruction of property):

A student shall not cause or attempt to cause damage to school property, property of others, property of school officials, or employees-on or off school grounds. Theft, damage, or destruction of property valued at more than \$500 may result in filing of criminal charges and disciplinary action.

Destruction of property may be billed to the student at total replacement costs.

10. “Lookout” for students who are violating a school rule:

Students shall not serve as “lookouts” for any student who is knowingly violating school policy/rules.

11. Technology violation of acceptable use policies:

A student shall not use any computer or electronic device that violates the technology acceptable use policy. MAJOR TECHNOLOGY VIOLATIONS WILL BE HANDLED AT THE DISCRETION OF THE ADMINISTRATION.

12. Insubordination:

A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Refusal to leave the classroom/lab area to report to the Office when told to do so.

13. Harassment, Bullying, Hazing:

Tri-Rivers Career Center is committed to preventing and eliminating harassment in all forms. Harassment includes inappropriate behavior because of sexual, racial, ethnic, age, or religious reasons which leads to unwanted verbal or physical hazing or abuse. It can take the form of verbal abuse, insults, suggestive comments or demands, leering or subtle forms of pressure including but not limited to, touching, pinching, patting, lewd pictures or comments, or sexual or inappropriate jokes.

A student shall not engage in any written (including electronic), verbal, or physical act which intimidates, threatens, degrades, embarrasses, or disgraces, a teacher, student, visitor, administrator, school employee, volunteer, or member of the school board.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibited contained in this policy. Hazing of any type is inconsistent with the education process and is prohibited at all times and is subject to disciplinary action.

**ANTI-HARASSMENT, ANTI-INTIMIDATION OR
ANTI-BULLYING POLICY**

It is the policy of the Tri-Rivers Board of Education that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.

Definition of Terms:

Harassment, intimidation or bullying means any:

- Intentional written, verbal, graphic or physical act that a student, group of students or school personnel exhibited toward other particular student(s).
- More than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, intimidation or bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student/school personnel;
- And
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Types of Conduct:

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student or school personnel. Examples of such conduct may include:

- Physical violence and/or attacks
- Violence within a dating relationship
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing of money and/or possessions
- Exclusion from peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of technology (also known as cyber bullying)

Complaint Processes:

The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rule, procedures and standards of conduct for schools and students in the district. In addition, information regarding the policy shall be incorporated into employee training materials.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Tri-Rivers Career Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying in accordance with House Bill 276, mean any intentional written, verbal,

graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Formal Complaints:

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Executive Director of Operations (or designee) for review and action.

Informal Complaints:

Students, parents or guardians and school personnel may make informal complaints of conduct they consider to be harassment, intimidation and/or bullying by a verbal report to a teacher, administrator, or other school personnel. When filing this informal complaint, the same information as listed in the formal complaint process is needed. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the staff member and/or administrator shall be forwarded to the Executive Director (or designee) for review and action.

Anonymous Complaints:

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does

not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

Procedural Responsibilities for Staff:

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the Executive Director of Operations (or designee) of the event observed or information received. This may be in the form of a formal (written) report or an informal (verbal) report. In either case, the information shall be presented to the Executive Director of Operations (or designee) no later than the next school day.

In addition to addressing both formal and informal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. This may take the form of class discussions, counseling, and/or reinforcement of socially appropriate behavior. If school personnel suspect or witness a student or another staff member ridiculing or humiliating another student/school personnel intervention should promptly occur.

Administrative Investigation:

The Executive Director of Operations (or designee) shall be promptly notified of any formal or informal complaint followed by a prompt investigation resulting in a written report of the findings. The report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention shall be included in the report. When appropriate, written witness statement shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Disciplinary Procedures:

When verified acts of harassment, intimidation or bullying are identified early and/or when such acts do not reasonably require a disciplinary response, students may be referred to the guidance department for educational intervention on the definition and causes of harassment, intimidation or bullying. If a complaint is verified and a disciplinary response is warranted, students are subject to the full range of disciplinary

consequences which may include (detentions, Tuesday/Thursday Schools, Saturday School, In School Suspension, Out of School Suspension and/or Expulsion).

Intervention/Training Strategies:

While no specific action is required and school needs for such interventions may vary from time to time, the following is a list of potential intervention strategies to serve as a resource at Tri-Rivers Career Center:

- Referral of the student(s) to the Student Services Department
- Planned professional development opportunities for staff targeting harassment, intimidation, and/or bullying
- Planned informative meetings with parents/students targeting harassment, intimidation, and/or bullying
- Continued implementation of a Character Education Program
- On-going monitoring of student offenders and their victims
- Maintain on-going contact with parents/guardians of all those involved

Reporting Obligations:

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian and victim of the perpetrator of that finding.

A requirement that the district administrators semiannually provide the president of the district board a written summary of all reported incidents and post the summary on the district Web site. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, and from school, or at school-sponsored events.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. Tri- Rivers Career Center must also investigate for the purpose of determining whether there has been a violation of Tri-Rivers Policy or Procedure, even if law enforcement is investigating. All Tri-Rivers personnel must cooperate with investigations by outside agencies.

Immunity:

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures specified in the policy.

14. Parking/Driving Violations:

Students should consider driving to school a privilege and strive to obey all parking/driving safety rules. Failure to register the student's vehicle(s), violation of safety rules, and improper parking may result in disciplinary action.

15. Altered Absence Excuses (doctor, dentist, or parent/guardian):

Fraudulent signatures or alterations on official forms, medical excuses, or parent notes will not be permitted. Any such forgery may result in disciplinary actions and/or loss of credit.

DANGEROUS WEAPONS IN SCHOOL

A student shall not possess, handle, transmit or conceal any object which may cause or threaten to cause physical injury to any person within the safe school zone or at any school sponsored activity. These include, but are not limited to: guns, knives, incendiary devices, firecrackers, explosives and clubs and/or look alike items. **Failure to abide by this rule may result in expulsion from school for up to one calendar year and notification of the appropriate criminal justice authorities.**

DRESS CODE: EMPLOYABILITY AND SAFETY

Today's employers are looking for neat, clean, well-groomed, skilled individuals who will not only improve their company's productivity, but will maintain and improve the company's public image. Therefore, Tri-Rivers will strive to provide students with a competitive advantage in the job market. Students and parents are responsible for students' proper dress and personal appearance while at school. Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent, or inappropriate, is expressly prohibited. Career-Technical Instructors may require standards that are more strict regarding dress and appearance for participation in their program or activities.

1. Proper footwear must be worn at all times. The style and construction of the footwear shall be appropriate for the program and activity, as determined by the instructor. No "Heelies" (shoes with skates in them) are to be worn inside the building.
2. Shorts and skirts may be worn at any time, but must be at least at finger-tip length of the extended arm. No skin-tight shorts will be allowed. Instructors may dictate proper attire for specific activities on occasions as deemed necessary.
3. All pants must be at the waist, preferably held up with a belt. Pants that are excessively large will not be permitted. Pants should be appropriate for a work setting. Holes, frays, or tears in pants above the knees will not be acceptable.

4. No belt-attached chains are permitted
5. No clothing with any drug, alcohol, tobacco, sexual, harassing or satanic symbols or lettering is allowed to be worn at school or at any school activity.
6. One small piercing on the face or tongue is allowable. Additional facial piercings should be replaced by invisible plugs or cover-ups.
7. Caps, hats, handkerchiefs or other head coverings are not permitted to be worn inside the building at any time. Exceptions may be made within each program laboratory if this is a part of the required uniform or for special school "dress up" days.
8. Individual program requirements for class and program field trips may require special dress or grooming as determined by the instructor(s). Please check with your program instructor and follow the guidelines.
9. All coats and jackets are to be stored in hall lockers.
10. Book bags are to be stored in hall lockers and are not to be carried into classes.
11. Please refer to page 14 for additional information on Ready to Work.



ELECTRONIC DEVICES

Electronic Devices are defined as, but not limited to the following: cellular phones, PSP's, CD players, MP3 players, Ipods, and hand held games.

Electronic Devices are allowed to be used during the following school times:

- Before and after school
- In between classes
- During your lunch period

Electronic Devices are not allowed during class/instruction time, unless otherwise instructed by your teacher. Phones should be either on silence or shut off during this time. In addition, phones should be out of sight and not being used for any purpose including checking the time. Electronic devices that are seen or heard during class time will be confiscated and discipline may be issued as follows:

1. **The first offense – Warning, pick up after school.** The electronic device will be taken and turned in to the Dean of Students office where the student can pick it up after school. Student should **NOT** be permitted to leave class early at the end of the day to retrieve these confiscated items.
2. **The second offense – Parent picks up.** A typed/signed summary of the electronic device policy letting parents know what will happen the next time(s) an electronic device is taken away will be signed by student and parent.

3. The third offense – 1 Day I.S.S. (In School Suspension) and Parent picks up.
4. The fourth offense – 1 Day OSS (Out of School Suspensions) and Parent picks up. (No community service option – Unexcused absence.)
5. The fifth offense and beyond – is up to the discretion of the administration.

GANG POLICY

Students behavior that initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Any student wearing, carrying or displaying gang paraphernalia or exhibiting gestures which symbolize gang membership will be subject to disciplinary action. Students participating in gang activities are subject to expulsion.

HAZING

Hazing: doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibited contained in this policy. Hazing of any type is inconsistent with the education process and is prohibited at all times and is subject to disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

Holding hands, hugging, kissing, arm in arm, and other forms of touching associated with being in a relationship are not acceptable at Tri-Rivers Career Center. Large numbers of visitors are in the building daily. Many of these visitors are future employers. There is a time and place for public displays of affection. We believe that school is a place for Student Resource academic and job skills and that this policy will assist in promoting a positive image of our school.

SEARCH AND SEIZURE

Lockers, cabinets, desks, and other such property are provided to students as a convenience for their use and carry no expectation of privacy for the students who use them. The search of a student and is/her possessions, including vehicles, may be conducted at any time. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

Random searches may include the assistance of dogs trained to detect the presence of drugs.

SURVEILLANCE CAMERAS

For students' safety and welfare, the Board of Education has authorized the installation of video surveillance cameras throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.



TELEPHONE USAGE

Only emergency telephone messages from parents or employers will be relayed to students during school hours.

A phone located in the front hallway at the Welcome Center is available for student use during lunch and before and after school.

Students are not to use lab or classroom phones for personal use.

TOBACCO POLICY

A student shall not use or possess tobacco or look alike tobacco of any kind while on school grounds or when attending/participating in any school sponsored function on or off school grounds.

* * * * *

Let's work together!



Good Behavior and Good Habits help to eliminate the need for discipline!

Tri-Rivers Career Center Incentive Program...



TRCC rewards its students for high levels of achievement in the areas of attendance, academics, participation and positive behavior. Each 9 weeks grading period students will have the opportunity to earn prizes based on these criteria. Incentives include such items as food parties, incentive trips, prize drawings, and even a car! The better a student's attendance, the better the chance of winning! Be sure to review this section of your handbook for more details on our Incentive Program!

Winning the car is easy! Each quarter you have perfect attendance to school your name will be entered into a drawing that is held at the end of the year for the car. Students with perfect attendance for the entire year will increase their chances of winning!

Attendance Incentive:

Quarterly Incentives:

Students who have perfect attendance for the quarter will win a prize. In addition, students will receive a ticket at the end of the quarter which makes them eligible for the car drawing at the end of the year.

End of the Year Incentive:

Students who maintain perfect attendance for the entire year will receive six tickets (in addition to the other 4 from quarterly attendance) for a total of ten tickets to place in the drawing for the car. Every student who has perfect attendance for the year will win a gift.



Executive Director's Pride Group

This incentive is awarded to students who receive all A's for first semester and again for second semester.

First Semester (August 17-January 13)

January 20... Surprise location to be determined by the Executive Director

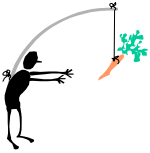
Student of the Month Recognition

Every month one outstanding student is nominated from each career program and academic departments to be recognized as a Student of the Month. The selected students will be recognized with a certificate and a special Tri-Rivers lanyard.

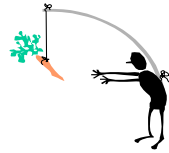
Caught Being Good Slips



Caught Being Good Slips may be given out to any student by any staff member who believes the student is deserving of recognition for a good deed. The student's name will be put on a green slip and given to the Dean of Students who will randomly draw out names each week to receive a prize.

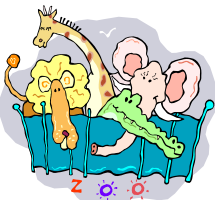


CTSO Incentive Program



Students who exhibit excellent character through good attendance, academic progress, and community involvement should be rewarded for their efforts. Each quarter there will be a different incentive activity for qualifying students to participate in. There is no cost for qualified students to attend these activities. In order to be able to attend any CTSO Incentive Day students must meet the following requirements:

1. At least a C- in all grades
2. No discipline reports that resulted in suspension or in-school study
3. Not more than 4 days absence (regardless of excuse – advisors may adjust if a student is hospitalized or there is other legitimate reason for an extended absence)
4. Fees paid or making payments on payment plan



In addition students must complete the following requirements each quarter:

1st Quarter – Sheila Hamm, Liaison in Charge

(Columbus Zoo on November 10, 2011 – Requests due by 3PM on November 4th)

- Students must work one 2-hour shift at Kiddie Korner from September 8-10. Participation in the Popcorn Parade cannot be substituted for Kiddie Korner.
- Participation in an additional community service or CTSO activity (Popcorn Parade, Saturday in the Park, Oktoberfest, FFA Camp, Officer Training, etc.)

2nd Quarter – Obra Horn, Liaison in Charge
(Blue Fusion Entertainment on January 26, 2012 – Requests due by 3PM on January 20th)



- Students must work one shift at Santa's Li'l Shoppe from December 1-3 or complete 2 hours of school or community service **outside** of school hours (verifiable activity through established group).



3rd Quarter – Scott Jones, Liaison in Charge
(Columbus COSI on April 17, 2012 – Requests due by 3PM on April 10th)

- Students must participate in a local Skills Contest.
- Students must participate in a second local contest **or** in the first contest at an advanced level **or** complete 2 hours of school or community service outside of school hours (verifiable activity through established group).

4th Quarter – Kerry Beckel, Liaison in Charge
(Mohican River canoe trip on May 18, 2012 – Requests due by 3PM on May 11th)



- Students must attend the appropriate CTSO Award Ceremony (FFA Banquet on April 19th, SkillsUSA Dessert on May 3, FCCLA Dessert on May 4)
- Senior students must have demonstrated professional achievement through acceptance at college **or** advanced placement **or** securing a job related to their career tech program **or** completing the 3 requirements for the Career Passport Contest (resume, career narrative, employability skills paragraphs)
- Junior students must have demonstrated professional achievement through securing a job related to their career tech program **or** completing a one page career narrative.

ACTIVITIES

Every student attending Tri-Rivers Career Center will be associated with a Career-Technical Student Organization. Active participation and development of leadership skills is the “other half” of a career-technical education. Leadership training is developed by students participating in activities designed to prepare them in communication, cooperation, and assumption of responsibilities, as well as participation in local, regional, state and national skill events sponsored by the respective youth clubs.

Student Career-Technical Organizations at Tri-Rivers are:

- TRFL Tri-Rivers Future Leaders
- FEA Future Educators Association
- FFA Students enrolled in Agriculture Programs
- FCCLA Family Career and Community Leaders of America
- SkillsUSA An organization of students enrolled in Industrial, Engineering and Health Programs

Additional Student Organizations at Tri-Rivers are:

•	Ambassador Club	Comprised of “select” TRCC students, based on application and interview process. Students serve as public relations representatives.
•	National Technical Honor Society	Junior and Senior inductees are based on seriousness of career preparation and GPA
•	Teen Board	Juniors and Seniors from Marion County meet once a month to vote on a teen of the month for Marion County.
•	Teen Institute	Student club that promotes good decision making and healthy life style. Open to all TRCC students.

AWARDS:

ATTENDANCE, SCHOLASTIC AND LEADERSHIP

Near the end of the school year, Tri-Rivers will present awards to those students deemed worthy by youth organizations, faculty, administration, and various community organizations. A partial listing of award areas are as follows:

Recognition	Qualifications
Perfect Attendance	0 absences and 0 tardies
Outstanding Attendance	4 or less excused absences
Certificate of Mastery	A student must earn ALL A's in their Career Tech Program for semesters one and two of the level one year and semester one and quarter three of the level two year.
Certificate of Achievement	A student may earn <u>any combination</u> of A's, B's and C's in their Career Tech Program for semesters one and two of the level one year and semester one and quarter three of the level two year.
Certificate of Participation	If a student only completes one year of a two year program or if a student earns D's or F's in their Career Tech Program for semesters one or two of the level one year or semester one or quarter three of the level two year. *(Exceptions to the above standards will be dealt with on an individual basis.)
Academic Excellence Award	A student must earn ALL A's in their core academic courses (English 11, Math, Science) for semesters one and two of the level one year and core academic courses (English 12, Government, Math/Elective) semester one and quarter three of the level two year.
Academic Award of Achievement	Each academic department will determine the criteria and award their top senior with this achievement.
Award of Distinction*	Top 10% of Career-Technical program based on skills, grades and character
Executive Director's Award *	Based on leadership, character, scholarship, and recommendations of staff
Scholarships *	Tri-Rivers and other local and state scholarships as determined by a donor and/or selection committee. Applications and interviews may be required
Special Program or Youth Organization Awards	Selected from local, state and national criteria from students enrolled in respective programs
Teen of the Month *	Selected from seniors nominated by the student body and recommended by staff based on criteria established by The Marion Star
National Technical Honor Society	Selection based on seriousness of career preparation and GPA
Student of the Month	Recommendation of a instructor based on character education

*Indicates senior eligibility only