



**TRUMBULL CAREER  
AND TECHNICAL CENTER**  
Website address: <http://www.tcthome.com>

**MISSION**

The mission of 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.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.

**NOTICE OF NONDISCRIMINATION & ACCESS TO EQUAL EDUCATION**

The Trumbull Career and Technical Center will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age and provides equal access to the Boy Scouts and other designated youth groups. Additionally, it will not discriminate in its employment policies and practices.

If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance, please contact the following:

- Title VI/Title IX Coordinator, Dave Phillips/Dean of Students, 528 Educational Highway NW, Warren OH 44483, 330-847-0503
- Section 504/Title II Coordinator, Melissa Starkey/Supervisor of Special Services, 528 Educational Highway NW, Warren OH 44483, 330-847-0503

## **CLOSING SCHOOL DURING EMERGENCIES**

TCTC will generally remain open during most weather conditions. 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 regarding this decision. However, if the TCTC is open and your homeschool is closed due to inclement weather and they do not provide transportation to the TCTC, you are not required to attend that day. If your home school is on a two hour delay, this will not affect TCTC's starting time. TCTC will close if all schools in Trumbull County are closed for the weather or other conditions. TCTC will also close if Champion Schools are closed due to the weather. TCTC uses a mass calling system to notify students and staff, as well as the following TV and radio stations will also 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.

## **BLIZZARD BAG ASSIGNMENTS FOR STUDENTS**

In the event that school is closed due to inclement weather for more than 17.1 hours (3 days) during the school year, assignments will be provided to eliminate makeup days. Assignments are located on the Current Students page of the TCTC website under Student Links. Look for the link titled "Calamity Day Work". If you do not have internet access, a hard copy of your assignments will be provided to you.

**Please note: Completion of these assignments is required.**

You will also receive an email regarding your blizzard bag assignment. Any student who fails to complete an online assignment may be counted as absent for the calamity day.

Per the Blizzard Bag policy, students will have 2 weeks to complete this work.

## **ANNOUNCEMENTS**

General announcements will be made each morning during homeroom. Announcements are also emailed to students daily, available @ tctchome.com; and they can be viewed on the TV monitors in the cafeteria. Announcements should be turned in to the Director's office by 2:10 p.m. of the preceding day they are to be announced

## **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 Code of Conduct also applies to misconduct by a student that occurs off school district property but is connected to the school environment.

**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. Consequences for poor conduct will include iPad lockdown. Administration will determine when an iPad will be unlocked.**

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

## **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, Alternative

Learning Center (ALC), Out of School Suspension (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. Severe or major disciplinary infractions may result in the student being withdrawn to their home school district at any time throughout the school year.

### **FACE COVERINGS (“MASKS”)**

In accordance with the “Health and Safety Guidance for Ohio K-12 Schools” issued by the Ohio Department of Health and the Ohio Department of Education, and in an effort to combat the spread of COVID-19, the Board will enforce the rules set forth in this policy concerning face coverings (“masks”).

A mask is a cloth/fabric device or garment which is worn around the face and covers an individual’s nose, mouth, and chin, so as to reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19.

Except as otherwise permitted herein, all persons entering upon Board property, and all occupants of school buses and vans, are required to wear a mask at all times. This requirement applies to, but is not limited to, the following: employees, volunteers, Board members, students, parents/guardians, community members, contractors, businesses, groups renting the Board’s facilities, persons attending Board meetings, and persons attending extra-curricular activities.

Administration shall initiate disciplinary action against any students who are found to be in violation of this rule and/or board policy.

Actions for not wearing a mask may result in verbal or written warning, parental contact or conference, detention, Alternative Learning Center (ALC), Out of School Suspension (OSS), emergency removal or expulsion.

Actions for refusing to wear a mask may result in Out of School Suspension (OSS), emergency removal or expulsion.

Exceptions to the mask requirement apply in the following instances and/or to the following individuals/groups:

1. Students in grades Pre-K through 2;
2. Students in grades 3 through 12 who are prohibited by health or developmental reasons, as evidenced by documentation from the student’s physician;
3. An employee with a disability needing a related reasonable accommodation under the Americans with Disabilities Act, or a religious accommodation under Title VII of the Civil Rights Act, which prevents him/her from wearing a mask;
4. Instances where wearing a mask in the school setting would be prohibited by law or regulation, as determined by the Superintendent;
5. Instances where wearing a mask would violate documented industry standards, as determined by the Superintendent;
6. Instances where wearing a mask is not advisable for health reasons, as determined by the Superintendent;
7. Instances where wearing a mask would otherwise violate any of the Board’s documented safety policies, as determined by the Superintendent;
8. Instances where there is a functional (practical) reason for a student, staff member, or volunteer not to wear a mask, as determined by the Superintendent.

If a student is unable to procure a mask for himself/herself, the Board will provide a mask. Transparent face shields that wrap around the face and extend below the chin may be used by students as an alternative where wearing a mask would hinder the learning process.

Masks must adhere to the TCTC dress code. Violations of this policy by a student may be treated as ‘dress code’ violations. In addition, violations of this policy by a student may be treated as safety violations under the applicable student handbook and a student may be subject to discipline accordingly. Violations of this policy by staff members may result in disciplinary consequences, in accordance with any applicable collective bargaining agreement. Individuals/groups found to be in violation of this policy may be removed from Board property, with the assistance of law enforcement if necessary.

Facemasks for staff and students may not contain any of 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; sexual references; and/or advertises any product or service not permitted (to minors) by law.

### **ONLINE CLASS PROCEDURES AND BEHAVIOR EXPECTATIONS**

ALL STUDENTS WILL FOLLOW THESE PROCEDURES WHEN PARTICIPATING IN ONLINE COURSE WORK UNLESS OTHERWISE DIRECTED BY THE INSTRUCTOR.

1. DRESS APPROPRIATELY. THOUGH NOT IN SCHOOL UNIFORM THE “COMMON SENSE DRESS CODE” WILL BE IN EFFECT. PLEASE REMEMBER THAT THIS IS SCHOOL.
  2. PLEASE BE IN EITHER A SITTING OR STANDING POSITION WHEN ON CAMERA – NO RECLINING UNLESS AUTHORIZED BY THE INSTRUCTOR FOR MEDICAL OR OTHER LEGITIMATE REASONS.
  3. PRESENT IN A PROPER BACKGROUND AREA WHEN ON CAMERA. BATHROOMS, INAPPROPRIATE PHOTOS, POSTERS OR OTHER QUESTIONABLE “SCENERY” IS PROHIBITED.
  4. AVOID/ADDRESS ANY PERIPHERAL DISTRACTIONS THAT MAY AFFECT THE CLASS OR INSTRUCTOR. PLEASE TRY TO SECURE AN AREA WHERE YOU CAN FOCUS AS WELL AS POSSIBLE.
  5. NO EATING ON CAMERA WHILE CLASS IS IN SESSION.
  6. PLEASE MUTE ALL AUDIO/VIDEO WHEN SIGNING IN AND AS DIRECTED BY THE INSTRUCTOR.
  7. RANDOM INTERACTION WITH OTHER LEARNERS WHILE ONLINE SHOULD BE DETERMINED AND DIRECTED BY THE INSTRUCTOR.
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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, 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 or capable of causing serious bodily injury. 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. Students may use personal communication devices (PCDs) before and after school, during their lunch break and in between classes. The use of PCDs must not create a distraction or disruption at school, school related functions or extracurricular activities. Use of PCDs in the classroom or any other time is prohibited, unless approved by a teacher or administrator. If a PCD is prohibited by a teacher or administrator, the PCD must be powered off and
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.
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 touch another student without authorization or deliberately provoke another student.
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. This includes any electronic cigarette, vaporizing pen, electronic vaporizer, electronic liquid or any electronic paraphernalia, hookah or hookah paraphernalia.**
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 and be on time**. Students are not permitted to be out of their assigned or staff-approved area.
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.

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.

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. Carry items such as book bags, backpacks, purses, carry bags, trappers, binders, etc. may be used during the day. These items are not to exceed the dimensions of 12x12x6.

26. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images of photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

27. Students are required to follow the student computer and network policy.

28. Students are required to follow the driving and parking policy.

### **FREE SPEECH**

TCTC administration can limit speech in a reasonable fashion to further important policies at the heart of public education. School officials can reasonably predict that such displays pose a substantial risk of provoking violence, disrupting the learning environment, and infringing on the rights of other students.

### **DRESS CODE**

The school district reserves the right to limit any inappropriate dress. Inappropriate dress is deemed such because it either interferes with the student's safety, health, and welfare or that of other students, or materially interferes with schoolwork, creates disruption, or disrupts the educational program, or is excessively revealing or distracting, or is an article of clothing, button or badge that contains the following: offensive/obscene/vulgar/lewd/profane words, phrases, or illustrations; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law. 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 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.
- 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.
- Upper body clothing is limited to the school issued program shirt packet. Shirts **MAY NOT BE ALTERED IN ANY WAY**. Students may also wear, any day of the week, a school approved hoodie, light jacket or ¼ zip. These items can be purchased from TCTC only. If a student does not have a program shirt, they can 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 may not be permitted.

On the last day of each week students are permitted to wear **home school attire or any attire that is connected to TCTC. (3E, Diversity, etc.)** If a program teacher insists that the student wear lab clothing during lab time, the student must comply. School administration reserves the right to approve or deny any home school or TCTC attire. In addition, school administration reserves the right to approve or deny any additional dress code requests throughout the school year.

- **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 slippers are not 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 materially interferes with schoolwork, creates disruption, or disrupts the educational program, or is excessively revealing or distracting, or is a tattoo, an article of clothing, button or badge that contains the following: offensive/obscene/vulgar/lewd/profane words, phrases, or illustrations; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law.

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 students with special needs and those on an Individual Educational Plan (IEP).

### **DETENTION**

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

- Detentions are served during a student's lunch Monday through Friday 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 8:02 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 unauthorized 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.

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. A conference may be held with student, parent and administrator (or designee) before the student is allowed to return to class.

1. Any Supervisor/Dean of Students or Director 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 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.

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.
- Students will be permitted to complete any classroom assignments missed because of the out of school suspensions. The grade for a completed classroom assignment may be subject to the classroom teacher's late work policy. Students missing assignments and/or tests because of an OSS will be given one day to make-up the work for each day absent. **IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN MAKE-UP WORK FOLLOWING AN OUT OF SCHOOL SUSPENSION.**
- The days out will count as days absent.
- The student should be at home (or place designated by parents) between 7:45 a.m. – 2:05 p.m.



- The student may NOT be on school property.
- The TCTC will honor home school suspensions and Codes of Conduct.
- 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 a 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 as an 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 Superintendent, Director, or Dean of Students 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 Superintendent, Director, or Dean of Students 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, Director, or Dean of Students 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**

It is important for every student in Ohio to attend school every day. Students are also required to attend any on-line or remote learning sessions. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an Absence Intervention Plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy (if applicable).

### **Reporting a Student Off:**

Legitimate absences are obtained the following ways:

1. A parent/guardian calls by 8:00 a.m. for each day a student is absent. CALL THIS NUMBER ONLY: 330- 847-1111. Voice mail is available at this number 24 hours a day.
2. A note will also be accepted. Explain why the student was absent. Include the date and signature of the parent/guardian.
3. If a student has not been called off by 8:30 a.m., the following procedures will occur:
  - a. The attendance computer will call the absent student's parent/guardian at home.
  - b. An absence will be recorded as unexcused.

### **Make-Up Work:**

A student can make up work for excused absences. **IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN MAKE-UP WORK FOLLOWING AN EXCUSED 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. A student can make-up theory work in lab for excused absences. 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.

### **Homework When Absent:**

Students/Parents/Guardians must give a minimum 24 hour notice to teachers or guidance to prepare homework to be taken home.

### **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
- Reason for Request
- Telephone Number of Parent/Guardian
- No student, regardless of age, will be released from school without prior approval from the parent/guardian of the student.
- No student will get early dismissal for work purposes unless it is in a TCTC authorized work program.

### **TARDY TO SCHOOL**

A student arriving to school after 7:48 a.m. is tardy and must report directly to the Dean of Students office. Students will receive consequences for being tardy to school. Consequences will include:

1. ALC or Detention.  
Example:
  - 3 tardies = 1 Lunch Detention
  - 5 tardies = 1 Lunch Detention
  - 7 tardies = 1 Day ALC
  - 9 tardies = 1 Day ALC
  - 11 tardies = 2 Days ALC
  - 14 tardies = 2 Days ALC
  - 15 tardies = 3 Days ALC and Parent Meeting
2. Loss of iPad privileges for non-educational purposes.
3. Loss of all parking privileges at 5 tardies and beyond.
4. Will not participate in extra and co-curricular activities. Extra and co-curricular activities include, but are not limited to: CTSO events and leadership roles, Talent Show, Student Council, National Technical Honor Society, Robotics, English Festival, Prep Bowl and Academic Challenge.
5. These privileges will be restored once the attendance problem improves. The Dean of Students will make this determination.
6. If the student is in 11<sup>th</sup> grade or a year 23, the Dean of Students and a parent/guardian will determine their admission status for their senior year.

### **DEFINITION AND PROCEDURE FOR HABITUAL TRUANCY**

~~Definition of habitual truant is based on hours.~~

~~The definition is:~~

- ~~• Absent 30 (5 days) or more consecutive hours without a legitimate excuse;~~
- ~~• Absent 42 (7 days) or more hours in one month without a legitimate excuse;~~
- ~~• Absent 72 (12 days) or more hours in one year without a legitimate excuse.~~

~~When a student is habitually truant, the following will occur:~~

- ~~• Within 7 days of the triggering absence, the district will do the following:~~
  - ~~a. Select members of the absence intervention team (AIT). This can include Principal, Teacher, Counselor, Parent, Custodian, and/or Guardian.~~
  - ~~b. Make three meaningful attempts to secure the student's parent or guardian's participation on the AIT. If 7 school days elapse and the parent/guardian fails to respond, the school shall investigate whether the failure to respond triggers mandatory reporting to CSB. The AIT will immediately develop a plan without the child's parent/guardian.~~

- Within 10 days of the triggering absence, the student will be assigned to the selected AIT.
- Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan. Written notice of the plan will be given to the parent within 7 days.
- If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

**DEFINITION AND PROCEDURE FOR EXCESSIVE ABSENCES**

Definition of excessive absences is based on hours.

The definition is:

- Absent 38 (6 days) or more hours in one school month with or without a legitimate excuse.
- Absent 65 (11 days) or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school, the following will occur:

- The district will notify the student's parents in writing within 7 days.
- The student will follow the district's plan for absence intervention.
- The student and family may be referred to community resources.

**Types of Absences:**

**1. Habitual absences will be defined the following way:**

Unexcused (no note or phone call). This is also known as truancy.

**2. Excessive absences will be defined the following way:**

Bona fide religious holiday

Death in the family of a close relative

Quarantine of the home

Medical Excuse

Parental Excuse

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Vacation with Parental Note

If a student is absent 60 (10 days) or more hours during the school year without a legitimate excuse, the following will occur:

1. Loss of iPad privileges for non-educational purposes.
2. Loss of all parking privileges
3. Will not participate in extra and co-curricular activities. Extra and co-curricular activities are defined, but not limited to: CTSO events and leadership roles, Talent Show, Student Council, National Technical Honor Society, Robotics, English Festival, Prep Bowl and Academic Challenge.
4. These privileges will be restored once the attendance problem improves. The Dean of Students/Attendance Supervisor will make this determination.
5. If the student is in 11<sup>th</sup> grade or a year 23, the Dean of Students and a parent/guardian will determine their admission status for their senior year.

PLEASE DO NOT CONFUSE THIS WITH THE 90% ATTENDANCE POLICY THAT IS IN EFFECT FOR GRADUATION OR PARTICIPATION IN OUR SENIOR COMPLETION CEREMONY. THE 10 DAY POLICY ON PAGE 9 OF THE HANDBOOK PERTAINS ONLY TO LOSS OF PRIVILEGES AS OUTLINED IN THE HANDBOOK.

**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.

## **SENIOR AWARDS CEREMONY**

To participate in the Senior Awards Ceremony, students must meet the following **qualifications**:

1. Successful completion of a two year career/technical program and all program requirements with passing grades and activities; as well as academic classes needed for graduation. Students must pass all program related courses in order to participate in the Senior Completion Ceremony.
2. Successful completion of all phases of the Senior Capstone.
3. Must maintain a 90% or better attendance record for two years
4. All fees must be paid to be eligible to participate in the Senior Ceremony.
5. Students must attempt all licensure and/or certification exams that they qualify to take in their program area.
6. If you have any questions about your academic eligibility, please check with your guidance counselor. Should your status change you will be notified by a representative of the school.

The TCTC completion ceremony is a time to celebrate the accomplishments of the graduation class. This event is a privilege and not a right. Students will be **disqualified** to participate for any of the following reasons:

1. If a student accumulates 15 (85.5 hours) or more legitimate days during the school year.
2. If a student has been absent more than 36 (216 hours) days for the combined two years, they will **NOT** receive a Certificate of Completion nor participate in the ceremony.
3. If a student accumulates more than 5 days OSS during his/her level II year.
4. If a student accumulates more than 8 days ALC during his/her level II year.
5. Failed any class that is required for graduation.
6. Seniors who owe money will not be permitted to participate in graduation ceremonies and will not receive their diploma and/or Certificate of Completion.
7. If a student commits an infraction the last month of school that requires multiple ALC's or an OSS
8. Failed any part of Senior Capstone.

## **CRITERIA FOR STUDENTS TO BE ELIGIBLE TO RETURN FOR THEIR SENIOR YEAR**

1. Students must pass a minimum of 50% of the courses in their program area in their junior year.
2. Students not passing all courses in their program area in their junior year are required to attend a meeting with a parent and the program supervisor to determine their likelihood for success with the circumstances that have resulted in failure.
3. If a student has failed a course in their program area in the junior year and is permitted to return, the student and parent must sign a form stating that they understand they are not permitted to participate in the senior ceremony.
4. Students who are considered Habitually Truant or have Excessive Absences according to the state of Ohio's standards (HB 410) may not be eligible to return for their senior year. A conference with the Dean of Students and a parent to determine their admission status for their senior year.
5. Students that have multiple disciplinary offenses during their junior year must schedule a conference with the Dean of Students and a parent to determine their admission status for their senior year.
6. Students with additional barriers to graduation (including credit deficiencies and additional home school requirements), must develop and adhere to a plan to make up credits before they will be permitted to return for their senior year.
7. If a student has not made any attempt to pay their fees from their junior year, they may not be permitted to return for their senior year.

## **NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

TCTC has an established local chapter of the National Technical Honor Society. Eligibility is based upon a minimum 3.0 cumulative grade point average (grades 9 through present), a 90% attendance record while at TCTC, and no barriers to earning a high school diploma and the TCTC certificate of completion. Junior students will apply in the spring of their junior year. Senior students will apply in the fall of their senior year. All students will be inducted at a single ceremony in the spring and will be held to the same requirements.

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.

NTHS members are expected to adhere to the Student Code of Conduct as outlined in the TCTC Student Handbook. Disciplinary referrals shall be reported to the chapter advisor(s) and the NTHS faculty advisor who will determine if an individual should be recommended for dismissal from the NTHS.

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.

#### **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 or in combination with one of its 20 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 any Ohio end-of-course exam taken as part of earning a diploma; or a remediation free score on the ACT/SAT; or advanced overall score on career-technical assessments (Webxam).
2. For the student who enrolls half time at TCTC and half time at one of the 20 associated school districts:  
The associate school's policies relative to rank and GPA will apply for the student's academic coursework, grades 9-12.

A student must be eligible to receive a Career Passport, including the TCTC Certificate of Completion, to be inducted into NTHS.

#### **CRITERIA FOR DETERMINING DISTINGUISHED COMPLETER (RAD GRAD) STATUS**

In order to be considered for the Top 5 students in a graduating class, students must be eligible for Distinguished Completer Status. In order to be eligible for "Distinguished Completer" Status, students must meet all Senior Completion criteria, meet ALL of the required RAD Grad criteria, AND 4 of the 8 additional criteria listed below.

REQUIRED CRITERIA (Must meet all 5)

1. Grades: Students must have a GPA of at least a 3.0 during BOTH of their two years at TCTC
2. Attendance: Students must maintain a 95% or better attendance record for the two years.

3. Discipline: Student cannot have any severe or major discipline offenses, including no Out of School Suspensions and no more than 1 minor offense.
4. “E”: Achievement of “E” with evidence and brief description
5. Teacher Recommendation: Positive recommendation from program instructor

**ADDITIONAL CRITERIA (Must meet 4 of 8)**

1. Webxam: Must pass all portions of the Webxam at the Advanced Level (if available in the program area).
2. Job Shadowing: Student must be eligible for and successfully complete one off site job shadowing experience. (Positive feedback must be noted on evaluation form from Business or Industry Partner).
3. Early Experience: Must have a positive completion record in an Early Experience setting.
4. Credentials: Students must earn a minimum of twelve points on industry credential exams in their program area.
5. ACT: Students must earn a remediation-free ACT score (18 English, 22 Reading, 22 Math).
6. CTSO: Students must be active participants in their CTSO (Meeting two of the following: Officer, participation in competitive events, or community service projects).
7. Community Service: Students must make outstanding contributions to the community OUTSIDE of school unrelated to their program or CTSO (minimum of 250 hours).
8. Ohio Readiness Seal: Students must complete and submit verification form to TCTC verifier and to their home school verifier.

When students eligible for Distinguished Completer Status have been determined, they will be ranked by GPA. If a student earns an Ohio Honors Diploma, they will automatically be a Distinguished Completer. However, verification must be submitted to the RAD Grad committee by the deadline established for all other applicants. The five students from this list with the highest GPA will be selected as the Top 5 students in their TCTC Class.

**CRITERIA FOR DETERMINING HOME EDUCATED STUDENTS’ ELIGIBILITY FOR TOP 5**

Students must be enrolled in a TCTC Workforce Development Program for both the junior and senior years of high school and earn RAD Grad status as defined in this handbook. Enrollment must be either full time at TCTC, or full time at TCTC in combination with one of its 20 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:

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

Attainment of advanced and/or accelerated levels on any Ohio end-of-course exam taken as part of earning a diploma; or a remediation free score on the ACT/SAT; or an advanced overall score on career-technical assessments (Webxam) as one of the RAD Grad criteria.

For the student who enrolls half time at TCTC and half time at one of the 20 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.

**RESIDENCY AND CHANGE OF ADDRESS OR PHONE NUMBER**

TCTC students must be legal residents of one of the 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, Bloomfield, Bristol, Brookfield, Champion, Girard, Howland, Hubbard, LaBrae, Lakeview, Liberty, Lordstown, Maplewood, Mathews, McDonald, Mineral Ridge, Newton Falls, Niles, Southington, Warren

**Any student who changes his/her address or phone number must report the changes to the TCTC Guidance Office AND their Home School Guidance Department.**

## **CAFETERIA PROCEDURES**

The Food Service staff provides nutritious meals for students that meet all State and Federal guidelines.

1. Complete lunches are offered at all three serving lines. Individual food items (ala carte) are available at the first (North) serving line only.
2. Applications for Free and Reduced meals are available in the Cafeteria throughout the year. If you feel you may qualify, please fill out and return the form to the Food Service staff.
3. After completing your lunch, students are required to throw all garbage away.

## **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 must be part of the health clinic records and must be completed as part of the registration procedure. Parents or Guardians must complete all required documents online to be eligible to receive the student's schedule and to enable student participation in lab. 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.

## **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)
12. Students in wheelchairs who are on the second floor will evacuate to Room B110

### ***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 expected to pay their fees in full or set up a payment plan with the Cashier 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 TOOLKITS, LOCKS & MATERIALS & PROGRAM SHIRTS**

- 1. Cost of toolkits, locks, and materials are listed for this school year.*
- 2. All toolkits, and materials will be stored in the program instructor's office.*
- 3. The Cashier will be available to collect fees on orientation night. Program fees must be paid in full, or payment arrangement plans must be made at the Cashier's Office during the first week of school.*
- 4. For your convenience, the TCTC Board of Education offers the opportunity for parents/guardians to pay student fees using major credit cards.*
- 5. Students will not be permitted to participate in any off-site extra or co-curricular activities until all fees are paid in full or payment plans are current.*
- 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 Cashier 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/Cashier 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 dances, Career Technical Student Organization (CTSO) competitions or field trips, and/or the Senior Completion 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**

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.

## **GUIDANCE PROGRAM**

### **General Services**

Counseling and guidance at the TCTC is devoted to the individual student. TCTC school counselors are available to assist students with educational, career/college, and social/emotional concerns. They meet with students, staff members, and parents. Students and instructors are encouraged to consult with a counselor any time they have a school or student related problem.

Arrangements to see a counselor can be made with the guidance secretary or with an individual counselor. Students should have a guidance pass to be released from class. These passes will be issued by the counselor. If a student feels a need to drop in the guidance office, the counselor will issue a pass upon return to the class.

The TCTC 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.

#### ***Ms. Denise Sparacino***

Bloomfield  
Bristol  
Lakeview  
Mathews  
Warren  
Hubbard

#### ***Ms. Maria Len***

Badger  
Brookfield  
Girard  
Howland  
Liberty  
Mineral Ridge  
Niles

#### ***Ms. Tina Hentosh***

Champion  
LaBrae  
Lordstown  
McDonald  
Newton Falls  
Southington  
Maplewood

***Mr. Jonathon Ramey is the Student Success Counselor and is also available to support students with their academic and personal needs.***

### **Student Suicide/Student Safety Crises Lines**

TCTC has two reporting systems for students and parents to report safety issues of a student.

Call: 1-866-547-8362

Text: text 4hope to 741-741

## **LOCKERS**

Each student will be assigned a locker by his or her instructor. Locks may be provided by the TCTC. ***All students are hereby put on notice that lockers are the property of the Board of Education and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.*** 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 open from 7:15 a.m. to 2:15 p.m. daily and available for student and instructor use. Students can use the media center before school, during their lunch period, or after school without a pass from an instructor. From 7:45 to 2:05, however, a student needing to use the media center must have a signed pass. All students are expected to sign-in and sign-out when they are not with a class, and the digital sign-in log is kept on file so any instructor can check student attendance.

Students can borrow books for two weeks with a limit of three checkouts at a time. Students can borrow one CD audio-book at a time if no other checkouts are late. Students have unlimited access to digital content, including digital books, periodicals, and databases. Student late notices will be given to homeroom teachers, and students are expected to pay replacement cost for lost items. Students with items that are long-overdue may have their computer account, Google account, and/or iPad locked until the items are returned or lost bill is paid. All holdings can be viewed from the media center's website at [tctcmc.com](http://tctcmc.com) or by using the BookMyne app.

Use of the fab lab is open to current TCTC students and staff. Policies for the equipment in the fab lab vary from machine to machine. Each machine's policies are explained on the fab lab website ([tctcmc.com/fablab](http://tctcmc.com/fablab)). Any violation of the policies included in this handbook can result in the loss of fab lab access at the discretion of the librarian. It is highly recommended that you speak with the librarian prior to undertaking new projects as she will be able to provide input on issues you may not have considered such as material limitations, fabrication constraints, and project scheduling. The fab lab will make the effort to accommodate all students and faculty interested in using our facilities. Whole-class scheduling and other scheduling conflicts may result in the fab lab being closed to individual students during school hours. Allow lead time for accessing the equipment, especially during peak times of the semester. Always plan alternative methods and communicate with the librarian in advance of any deadline. Please visit the fab lab or email the librarian at [laura.henning@tctchome.com](mailto:laura.henning@tctchome.com) to schedule a time to discuss projects.

Costs for the equipment and materials in the fab lab vary from machine to machine. Each machine's costs are explained on the fab lab website and posted in the fab lab. Please verify all costs prior to starting a job. Jobs must be paid for in advance.

Never use any machine without prior approval from the librarian. If you have any questions, do not hesitate to ask. Equipment manuals are located in the fab lab and are available upon request.

### **JOB SHADOWING EXPERIENCE**

All TCTC students will complete a mandatory job shadowing experience (or alternate assignment) during their junior year. Juniors 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 may assist completers of the school and current students in securing employment. The Career Development Coordinator will maintain contact throughout the school year with prospective employers and communicate openings to interested, qualified students.

### **EARLY EXPERIENCE**

The following guidelines adopted by the TCTC Board of Education govern Early Experience Work Placement at TCTC. Participation in Early Experience is during the Career Technical Program Lab only; students must continue to attend all academic classes. Students and parents are advised that Early Experience 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 Career Development Coordinator, Career Technical Program Supervisor, Career Technical Program Teacher, and Academic Teachers, if applicable.

#### **Objectives of Early Experience**

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

#### **First and Second Semester Early Experience Guidelines**

1. The student must have the approval of his/her instructors and Program Supervisor for Early Experience.
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 points for graduation on end of course exams be earned.
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 Early Experience Guidelines**

1. The student may be placed in Early Experience 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 Early Experience Guidelines**

1. The student may be placed in Early Experience after February 1<sup>st</sup> 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 GENERAL POLICIES AND PROCEDURES**

#### **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/PCD'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.

### **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.

<b>Grade Scale</b>	<b><i>While letter grades appear on the students' report card, percentages are used for computing all averages.</i></b>
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 four nine weeks grades and two semester exam grades together and dividing by 10. (A semester grade is computed by adding the two nine weeks grades and the semester exam grade and dividing by 5.)

A failing grade in any foundations course will result in the loss of program certification.

### ***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”.

### **CERTIFICATION TEST ELIGIBILITY**

1. For a student to be eligible to take a certification test and have the test paid by TCTC, he/she must have an A or B in lab, 90% attendance rate, and the recommendation of their lab teacher.
2. All fees must be paid.

### **PARENT ACCESS**

Parent Access (PA) is the software TCTC uses to enable parents and students to check student grades, homework, daily attendance and overall academic progress while attending the TCTC. This is the same software you may have used at your home school. A registration key will be available to each parent and student to create a new account. However, if a student attended TCTC last year and you created a PA account, then you will continue to use that account this year.

Parent Access Alerts are email messages regarding student progress sent to the email accounts of parents and students who have subscribed to the alerts. The Alert may be setup for a missing assignment or a low assignment mark. Parents and students must set this up by subscribing to the desired alerts on the **Alerts** screen in PA. The alert is sent directly to the specified email account(s); however, the parent or student must log in to their PA account to view details of the assignments related to the alert.



Missing Assignment Alerts - GradeBook sends out a missing assignment alert only after a teacher marks the assignment as missing in GradeBook.

Low Mark Alerts - GradeBook sends low assignment mark alerts for assignments with a grade equal to or lower than a specific threshold set by the parent.

The comparison uses numeric value equivalents, as shown in the following examples.

**Letter grade example:** A teacher gives a “C” (numeric value equivalent=2) for a classwork assignment. If a parent has subscribed to low assignment mark alerts and selected “B” (numeric value equivalent=3) as the threshold, GradeBook sends the parent a low assignment mark alert.

**Points/percentage example:** A teacher gives 7 points for a homework assignment that is worth 10 points (percentage=70%). According to the range in the grading scale, this score is equivalent to a “C” (numeric value equivalent=2). If a parent has subscribed to low assignment mark alerts and selected “B” (numeric value equivalent=3) as the threshold, GradeBook sends the parent a low assignment mark alert.

Teachers will know that an alert about a student's progress has been sent when this icon  displays in yellow next to an assignment on the Grade Book Grid. The icon  appears green to denote that the alert subscriber has logged in to ParentAccess.

### **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.

### **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.

### **VIDEO SURVEILLANCE POLICY**

For students' safety and welfare, 64 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 video 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.

### **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 evidence of consumption 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 any use or possession of a controlled substance.***

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 may 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 a controlled substance.***

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 affects 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**

Charges may be filed in accordance with ORC

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. This includes any electronic cigarettes.

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

**DRIVING & PARKING POLICY**

Students who have agreed to participate in the TCTC's Voluntary Drug Screening Program may pick up applications for a parking permit in the Dean of Students Office before or after school, or during their lunch period. For more information on the Voluntary Drug Screening Program please visit our website at [www.tctchome.com](http://www.tctchome.com).

**General Parking Rules and Regulations:**

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 tags 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. Students must not violate any local or state driving ordinances.
13. Speeding or reckless driving or receiving violation notices can be cause for withdrawal of student driving privileges.
14. School buses will have priority and will leave school grounds and Educational Highway first at the end of the school day.
15. 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.



16. 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.
17. Once a student has left the school grounds he/she may not return without the Supervisor's, Director's, or Dean of Students permission.
18. Students must have proof of insurance to move cars in lab.
19. 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.
20. No cell phones are to be used in cars while driving on school property.
21. Student drivers are responsible for items in their car
22. Any violation of these rules may result in the loss of driving and parking privileges.
23. Failure to park in the correct assigned lot may result in a \$5 fine.
24. All unpaid fines are attached to student unpaid fees.
25. 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.
26. Students may have their parking permit revoked for multiple behavior issues and receiving an F on the report card.

### **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.

### **ANTI-HARASSMENT/BULLYING POLICY/RESPONDING PROTOCOL**

The TCTC District Board of Education actively endorses equality 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 students are entitled to 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 student has a responsibility to maintain an educational environment free from harassment. This policy includes violence within a dating relationship as a form of harassment, intimidation, or bullying. This policy will cover dating violence that occurs on school property or at school sponsored events. This policy also includes harassment via an electronic act (cyberbullying).

Definition of Harassment:

Harassment, intimidation or bullying" means any:

- Intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student 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.
- ORC3313.666

Definition of Electronic Harassment/Cyberbullying:

- 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.

Students will NOT:

- Publish information that is not harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms.
- Participate in online polls, “bash” sessions, or other communities that are harmful to others.

**Sexting or other inappropriate online interactions** - Like cyberbullying, “sexting”, or the transmission of inappropriate images or messages digitally, can result in conviction in a court of law. Students will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

Example Harassment Behaviors:

**Verbal Aggression** – name calling, mocking, teasing, intimidating, phone calls, spreading rumors, threats, etc.

**Intimidation** – getting in someone’s face, taking things, demanding money or items, hazing, etc.

**Emotional** – excluding, tormenting, threatening gestures, ridicule, staring, etc.

**Physical Aggression** – pushing, kicking, punching, slapping, tripping, pinching, spitting, etc.

**Sexual** – touching, dirty jokes, flirting, asking out on dates after being told no, etc.

**Racial** – comments or nicknames based upon physical behavioral or cultural differences.

**Written** – threatening or inappropriate notes or drawings.

**Electronic** – threatening/intimidating on-line comments, messages, wall posts, images, text messages, emails, etc.

Any student who believes, or has reason to believe, he/she or another individual has been harassed as described in this policy must:

1. Report the alleged harassment to the District Compliance Officers utilizing the district reporting form.
2. After receiving the report form of alleged harassment, the investigator will verify the complaint.
3. In all verified cases, a verbal Cease and Desist is to be issued. Any incidence of harassment following a verbal Cease and Desist may result in Detention, ALC or OSS.
4. Discipline is left to the building administrative team due to the range of severity in bullying and harassment situations.
5. An off limits contract may also be used.

## 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 who 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.

## **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 the telephone in the Receptionist's office or a personal cell phone to make emergency local phone calls. 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 A 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**

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.

### **FUNDRAISING**

Any and all fundraising must be approved by school administration.

### **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.

### **TECHNOLOGY AND RESPONSIBLE USERS GUIDE:**

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem-solving, information fluency, communication and collaboration that we see in today's global economy. While we want our

students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Responsible Use Guidelines (RUG) support our vision of responsible technology use and promote a strong sense of digital citizenship. The RUG applies to all Trumbull Career and Technical Center (TCTC) computer networks (including the devices made available by them), and all devices connected to those networks (whether they be student owned or otherwise).

With the ability to use technology comes responsibility. It is important that you read and discuss the District Responsible Use Guidelines, ask questions if you need help in understanding them, and sign the agreement form. It will be your responsibility to follow the rules for appropriate use. Irresponsible system use will result in the loss of the privilege of using this educational and administrative tool. Please review the leveled-guidelines following this document which breaks down in greater detail responsible use expectations for elementary, middle school, and high school students in the areas of Internet Safety & Security, Digital Citizenship, and Research & Information Literacy.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the TCTC will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. These responsibilities can extend beyond the school grounds when working on district platforms and systems from home.

### **RESPONSIBLE USE AND DIGITAL CITIZENSHIP**

- Any use described below is deemed “responsible” and consistent with the TCTC Responsible Use Guidelines for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.
- Use is for educational purposes; however, some *limited* personal use is permitted. (Remember that people who receive e-mail from you with a District address might mistakenly infer that your message represents the District’s point of view).
- Use furthers the educational and administrative purposes, goals, and objectives of the TCTC.
- Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct or employee standards of conduct.
- Use of appropriate online names as well as use of polite and appropriate language/content on all online posts.
- Use of websites, content, and media is properly cited with respect to copyright.

### **UNACCEPTABLE AND IRRESPONSIBLE USE**

Any of the following uses is deemed “unacceptable and irresponsible” and a violation of the TCTC Responsible Use Guidelines for Technology.

This list does not include all possible violations. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

### **Disciplinary action may be taken for unacceptable and irresponsible use of the network or Internet.**

- Unauthorized use of copyrighted material, including violating district software licensing agreements
- Sending or posting electronic messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, illegal, or intended to bully
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety

- Personal, political use to advocate for or against a candidate, office- holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district’s Internet filtering system or other security systems - all VPN apps
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system, including uploading or creating computer viruses
- Encrypting communications or files to avoid security review Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct or is unlawful
- Wasting school resources through the improper use of the computer system

### **CONSEQUENCES FOR INAPPROPRIATE USE**

One or more of the following consequences may be imposed:

- Suspension of access to the system
- Revocation of the computer system account
- Removal of device access
- Removal of all non-school apps and the privilege to download apps - called iPad detention
- Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct (as applicable)

## **Responsible Use Guidelines for Students**

### **Internet Safety and Security**

**Communicating Safely Online** - Use of the internet and online collaboration is an important part of being in high school. However, there are still risks involved when engaging in online conversation. Students will recognize and report any warning signs of online predators. Students will engage in safe online relationships and not participate in inappropriate dialogue with others online.. Students will identify strangers and avoid risky online behavior. Students will report any inappropriate communication or possible online predators with a trusted adult.

**Security of Information** - Sharing of information online can be a great way to accomplish a task or work on a project collaboratively. However, there are certain bits of information that students should not share online or with others. Students will not share any of the following:

- Passwords
- Personal information/inappropriate photos of yourself
- Personal information/inappropriate photos of others

**Internet Privacy** - Many websites collect information from visitors for advertising or data collection purposes. Students will:

- Recognize and analyze online privacy terms.
- Understand the how and why companies collect their information so they can make informed decisions before providing personal information to a website.

- Guard against phishing, scamming and identity theft.

### **Digital Citizenship**

The internet is a powerful community of connected people. That connection requires levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible, appropriate way. Digital media plays an important role in a student's life and in our society. Below are some specific areas to address with high school students when learning how to grow their digital citizenship.

**Social Media & Email** - Students will have access to a school provided email account after receiving some basic training on email etiquette. Please know that all email can be viewed by teachers, administrators, or parents. Email should be written with thought of the audience and purpose. Online, school-approved social media apps and sites are allowed. Students will learn about interaction, risks, and responsible use on both school-approved and other social media sites that they may encounter.

#### School approved social media:

- Twitter

**Apps** - The App Store is not available on our iPads. Students will be able to download school approved and purchased apps from our school app store, which is called Self Service.

**Commenting Responsibility** - As use of social media and other age-appropriate websites becomes available to high school students, it's important for students to understand the positive and negative aspects of their digital life. Students will recognize the importance of context in posting or viewing online images. Students will post appropriate comments in online and social communities. These comments, like anything else on the internet, have a certain amount of digital permanence and can affect reputation down the road. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

**Digital Footprints** - Information you post on the internet can affect your future. Colleges and future employers look at an individual's digital footprint as a tool during the admission or hiring process. Students will consider the possible benefits and risks before sharing information online and consider how this affects their reputation and digital self.

**Digital Ethics** - Students will use the internet and digital tools to produce content and projects. Students will not present the work of others as their own work (otherwise known as plagiarism) Students will not intentionally delete or damage another student's digital work. When working on projects or any other work with online resources, students will follow copyright and creative commons laws.

**iOS Public Betas** - The iPad is a school owned device and it is essential that the device be ready to use everyday so that the student can be ready to learn. Beta software is software that is not completely finished and is known to be still in its testing phase and may contain bugs and fatal flaws in the software. Consequently, students *may not sign up for and download an iOS Public Beta* to their device because the device may not be fully functional and thus the student may be limited in his/her ability to learn.

**Cheating** - With the use of mobile devices, there may be temptation to cheat and share test or assignment information on a non-collaborative project. Students will not use technology and/or mobile devices to share confidential school content with other students.

**Cyberbullying** - Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. Minors can be convicted in a court of law of being a cyberbully. This can happen both directly and indirectly. In order to avoid this students will:

- Identify strategies for dealing with cyberbullying responsibly.
- Analyze and report any offensive online behavior or interactions to a trusted adult.
- Create positive online communities rooted in trust and respect.
- Think before you send or post
- Recognize and identify factors that intensify cyberbullying, including what role they play in escalating or de-escalating online cruelty

Students will NOT:

- Publish information that is not harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms.
- Participate in online polls, “bash” sessions, or other communities that are harmful to others.

**“Sexting” or other inappropriate online interactions** - Like cyberbullying, “sexting”, or the transmission of inappropriate images or messages digitally, can result in conviction in a court of law. Students will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

**Self-Expression and Identity** - There can be a difference between an online versus offline identity. Students need to be aware of these differences and realize that how they present themselves online can affect their relationships, sense of self, and reputations. Students will identify the risks of assuming different personas online and what it means to be genuine in an online context.

**Research and Information Literacy**

**Searching** - Students will use a variety of search engines to search for information and content. Students will understand the functions of effective keywords and categories to find useful and relevant information online.

**Research and Evaluation** - Students will choose websites with high-quality information and when possible, use multiple sources to find their information. Students will properly cite online resources. Students will be able to identify online advertisements and spam on websites and understand the purpose behind those advertisements.

**Responsible Use Guidelines Acknowledgement Form**

I understand that my technology use and, if applicable, text messaging and social media with District provided resources, are not private and may be viewed by district officials. I understand that the school district will provide me with third party accounts (such as Google Apps) that must also adhere to these Responsible Use Guidelines. Any other third party accounts that I use for educational purposes, must also adhere to these Responsible Use Guidelines. I understand that the Trumbull Career and Technical Center School District will monitor my activity on the computer system. I have read the TCTC Responsible Use Guidelines for technology and agree to abide by their provisions. I have read and agree with the guidelines for responsible use. In consideration for the privilege of using the TCTC electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent** \_\_\_\_\_

**TCTC iPad Pledge:**

1. I will follow the **“Responsible Use Guideline”** for technology for TCTC.
2. I will follow **classroom rules** for the iPad set up by my classroom teachers.
3. I will be **on task in class** and am aware of the off task consequences (list on page 2) policy of TCTC. *I will exclusively use apps during class that are appropriate to in-class learning activities.*



4. I will bring a **fully-charged** iPad to school every day. *If I am unable to participate in class due to a depleted iPad battery or lack of an iPad, my grade may be affected.*
5. I will **handle my iPad carefully and respectfully**.
  - A. I will *never* leave my iPad unattended.
  - B. I will *never* loan my iPad to another individual without teacher or Mr. Foutty's permission.
  - C. I will keep food and beverages away from my iPad.
6. I will **ask permission prior to recording** audio or taking photos/videos of my classmates and TCTC staff members.
7. I understand that the iPad **is the property of the TCTC** and may be **routinely inspected** at any time without notice.
8. I will not delete or tamper with the **profiles and configurations** on my iPad.
9. I will **report any damage, loss, or theft immediately** to my teacher or another TCTC staff member.
10. I understand that I **must request access** to Bluetooth and AirDrop functionality. If access is granted, **it will be given for a limited amount of time**.
11. I **will not use headphones/earbuds during instructional time** in my classes unless directed to do so by my teacher.

### **TCTC iPad Off-Task and Pledge Consequences**

When the iPad is being used for in-class assignments, the student is required to use the iPad exclusively for the work associated with the class. If a student is found searching the internet, utilizing any forms of social media, engaging in unrelated media (eg. YouTube), music streaming, playing games, or doing anything that is not directly related to the class - the iPad may be confiscated and disciplinary action will be taken according to TCTC Policy.

1<sup>st</sup> offense: **iPad detention for 1 week** -> all non-classroom apps will be removed the student may not be able to access the internet.

2<sup>nd</sup> offense: **iPad detention for 1 month** -> all non-classroom apps will be removed the student may not be able to access the internet.

3<sup>rd</sup> offense: **iPad detention for an indefinite period** -> all non-classroom apps will be removed the student may not be able to access the internet.

By accepting the iPad, you understand and accept that use of the TCTC iPad is a privilege and you can lose this privilege if you do not demonstrate responsible use.

### **GENERAL IPAD INFORMATION**

#### **Purpose:**

The Trumbull Career & Technical Center uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, TCTC has made it a goal to offer students a 24/7 accessibility to their learning. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for career and college.

#### **Device Specifics:**

This equipment is the personal property of the Student/Parent, **subject to inspection in accordance with the Student Code of Conduct and Board policies**.

#### **Lost , Stolen, or Damaged Devices:**

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately,

TCTC takes no responsibility for stolen, lost, or damaged iPads, including lost or corrupted data on those devices. While school employees will help students identify how to keep iPads secure, students will have the final responsibility for securing their personal iPad. Please check with your homeowner's policy regarding coverage of iPads, as many insurance policies can cover loss or damage.