



**TRUMBULL CAREER  
AND TECHNICAL CENTER**  
Website address: <http://www.tctchome.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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.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.

## **NOTIFICATION POLICIES OF NON-DISCRIMINATION**

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

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

### ***Title VI and Title IX District Compliance Officer:***

Annette Austin, Phone 330-847-0503, ext. 1062

David Phillips, Phone 330-847-0503, ext. 1058

### ***Section 504***

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

## **DAILY SCHEDULE**

1 <sup>st</sup> period & Homeroom	7:55 - 8:55
2 <sup>nd</sup> period	8:58 - 9:48
3 <sup>rd</sup> period	9:51 - 10:41
4 <sup>th</sup> first lunch	10:44-11:14
5 <sup>th</sup> second lunch	11:14-11:44
6 <sup>th</sup> third lunch	11:44-12:14
7 <sup>th</sup> period	12:17-1:07
8 <sup>th</sup> period	1:10-2:05

## **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 should attend classes at TCTC, after consulting with your parent or guardian regarding this decision. You must provide your own transportation.

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 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, 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.

## **PROBLEM SOLVERS**

### **Problem**

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

### **Problem Solver**

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

## **ANNOUNCEMENTS**

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

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

## **STUDENT CODE OF CONDUCT**

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

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

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

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

### **BASIC RIGHTS & RESPONSIBILITIES**

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

### **ADMINISTRATIVE REVIEW**

The administration reserves the right to review and adjust disciplinary actions on a case-by-case basis. Severe or major disciplinary infractions may result in the student being withdrawn to their home school district at any time throughout the school year.

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

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

provided or sponsored by the TCTC Board of Education. If a student misbehaves on a field trip, the student will not be permitted to attend another school sponsored activity unless approved by the instructor or supervisor. A field trip is a privilege not a right.

4. A student shall not incite or participate in any **unauthorized assembly or activity**, which by design or result disrupts the normal operation or atmosphere of the school and its program.
5. A student shall show **respect** to other students, teachers, employees, or any other person while on the property regulated by the TCTC Board of Education.
6. A student may not possess, sell, or distribute **firearms, knives, other dangerous weapons** or any instrument that may be used for illegal activities. Report this immediately to a teacher, supervisor, or the Dean of Students. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. All program related utility knives must be kept in labs at all times.
7. 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 stored out of sight. Student possession of telephone paging devices (e.g., beepers or pagers) is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the District. In addition, students are not permitted to record/store/send/transmit the spoken word or visual

image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event, unless approved by a teacher or administrator. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct or board policy

8. A student may not **vandalize** or cause damage to public or private property. This includes damage defacement. Parents are liable for up to \$10,000 in damages to school property. (ORC 3109.09)
9. A student may not possess, use, conceal, buy, sell, transmit, or be under the influence of or show evidence of use of any **narcotic drug, alcoholic beverages, controlled substances, counterfeits**, or any items that may be used to consume illegal substances. Any alcohol or drug paraphernalia is also prohibited on school property. (SEE Student Substance Abuse Policy)
10. Students may not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or attempt to ignite, explode or detonate fireworks, explosives, or munitions.
11. Students may not 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 off limits.**
17. A student shall not **verbally or physically assault (actions that create fear, distress, or injury), threaten or use abrasive and/or obscene language** in addressing another **student.**
18. A student shall not **verbally or physically assault (actions that create fear, distress, or injury), threaten or use abrasive and/or obscene language** in addressing a **staff member.**
19. A student may not solicit sexual activity or make reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer. Reports of **sexual harassment** should be made to school personnel. The administration will investigate all allegations. (SEE Anti-harassment Policy)
20. Parents of students under 18 must meet **financial obligations** which have been incurred as a result of one or more of the following:
  - Fees

- Fines levied for failure to return library books on time
- Lost textbooks
- Fines or charges levied to pay for damage to textbooks, the building, and/or contents of school buildings.
- Fund raisers

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

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

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

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

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

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

**26.** 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.

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

29. 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 students safety, health, and welfare or that of other students, or causes disruption or directly interferes with the educational process, or is excessively revealing or distracting, or is an article of clothing, button or badge that contains the following: offensive/obscene/vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; 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 the TCTC, which students must follow:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- While attending school or participating in any school-sponsored activities, a student's dress and/or grooming will not disrupt the setting or constitute a health threat to the individual or other students.
- 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 program pride polo shirts (long or short sleeve), which **MAY NOT BE ALTERED IN ANY WAY**. Approved hoodies may also be worn. Other upper body clothing may be worn **UNDER** the program pride shirts. They may be rented for \$1 from rm. E100. Students must return rented shirts at the end of the day or face disciplinary action. Lost rental shirts cost \$5. Excessive renting may not be permitted.
- Students may wear **home school function attire connected to any home school club or team** to TCTC on the day of the home school function. Students will be issued a date stamped ticket from the Dean's office. If a program teacher insists that the student wear lab clothing during lab time, the student must comply.
- **NO LAB SMOCKS** are to be worn outside of the lab classes.
- No headgear (hats), bandannas or headbands may be worn inside the building with exception to those required during lab time.
- No "saggin" (baggy) pants/shorts. Shorts and pants must be worn at the waist.
- Clothing that is torn, ragged, or designed to look sloppy or attract undue attention, will not be permitted.
- Coats (garments designed to be worn outdoors) must be stored in student lockers.
- Sleepwear or beachwear is not permitted.

- Shoes or sandals with socks must be worn at all times. **NO slippers are permitted.**
- Long pocket chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful and/or could be used as a weapon, are not permitted.
- NO visible piercing will be permitted with the exception of the ears. For safety and health reasons NO piercing may be permitted in some lab areas.
- No tattoo, article of clothing, button or badge may be worn if it contains the following:  
Offensive/Obscene/vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; inappropriate sexual references; and/or advertises any product or service not permitted to minors by law.

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

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

### **DETENTION**

Detentions are assigned as a punishment to correct less serious misbehaviors on 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 8:00 a.m. – 2:00 p.m.
- Will not be permitted to leave the intervention room unless an administrator grants permission in writing.
- **Will be required to bring all needed textbooks and materials to the ALC room.(Academic & lab teachers are to make sure students come with work)**
- Will be permitted to work on one assignment at a time, which will be turned into the ALC monitor as completed. **(All work successfully completed will be counted for credit.)**
- **Will not be permitted to talk.** Students may ask the ALC monitor for assistance two times per hour by raising their hand.
- Will be permitted two restroom breaks per day. The length of the break will be as brief as possible. Students will follow the direction of the ALC monitor. Restroom breaks will occur at approximately 10:00 a.m. and 1:00 p.m. Students requesting more than two breaks must submit a written doctor's request to their ALC monitor.
- Will not be permitted visitors or to use the phone except for an emergency.
- Will not be permitted to **sleep, use electronic devices (with the exception of calculators) or use unauthorized materials.**
- Students will be limited to an accumulation of 7 ALC's per school year for behavioral issues. Out of school suspensions will be issued after that.
- Missed days in detention or ALC due to absences are to be immediately served upon the students return to school.

- Students who do not complete the alternative assignment for their lab work will not receive credit for that day's attendance in lab.

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

### **OUT OF SCHOOL SUSPENSION (OSS)**

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

1. 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. **THESE PROCEDURES WILL APPLY TO ALL SUSPENSIONS.**

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

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

#### **EXPULSION**

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

Within 24 hours of the expulsion, the administration will notify the parent, guardian, or custodian of the pupil and Treasurer of

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

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

#### **PERMANENT EXCLUSION**

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

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

## **REMOVALS**

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
  - The Superintendent, Director, or Dean of Students may remove the student from the premises of an academic or extracurricular activity.
  - A teacher may remove the student from an academic or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, his/her reason must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
  - Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
  - The pupil must have the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
  - The person who ordered or requested the removal must be at the hearing.
  - Within 24 hours of the decision to suspend, the administration will notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the suspension.
  - The notice must include the reason for the suspension and the right of pupil and parent to appeal to the Board of Education or its designee; it must also include the right to be represented at the appeal and to request the hearing appeal to be held in executive session.

3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate.
4. In an emergency removal, a pupil can be kept from the class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

### ATTENDANCE

- **Program certification is obtained only when the student completes 90% of the two-year program attendance (no more than 36 TOTAL days absence). All component parts of the program must have a passing grade in order to receive your program certificate.**
  - **Attendance records for students with a history of chronic absences will be reviewed by administration on a regular basis. Continued excessive absences may result in the student being withdrawn from the TCTC at any time throughout the school year.**
1. **EXCUSED** absences may be granted for the following situations: personal illness, death in the family of a close relative, quarantine of the home, observance or celebration of a bona fide religious holiday, or such good cause as may be acceptable by the superintendent. (3321.04 Revised Code)
  2. State law specifically states that every child up to age 18 must attend school. The law is also very clear on what constitutes a legal excuse for an absence from school. No PARENT or GUARDIAN has the right to excuse his/her child or anyone else's child from school for any reason other than those stated. Any parent doing so is in violation of the law; specifically, "contributing to the delinquency of a minor."
  3. Furthermore, just as parents are held responsible for the actions of their children, children can be held

accountable for the actions of their parents. (Therefore, it is possible to punish a child because his/her parent(s) kept him/her away from school illegally.)

4. **A student who is excessively absent from school may be subject to denial of credit, may not attend the senior completion program and may have charges filed against them in juvenile court. This decision will be determined on a case by case basis.** This includes parental excuses, unexcused absences, vacation, hunting, out of school suspensions and unexcused tardies over 15 minutes in academic classes only.

**THE ONLY EXCEPTIONS WILL BE:**

<b>Medical Excuse</b>	<b>JJC</b>
<b>Court Excuse</b>	<b>College Visit (2 maximum)</b>
<b>School Function</b>	<b>Religious Holiday</b>
<b>ALC</b>	<b>Death in the Family</b>
<b>Quarantine of Home</b>	
<b>Extenuating Circumstances Decided by Superintendent.</b>	

5. Parental Notification  
A letter will be sent to the parent/guardian notifying them of their child's attendance record.
  - 5 days absent = Letter #1
  - 7 days absent = Letter #2
  - 12 days absent = Letter #3.
  - 18 days absent = Letter #4 (Final Letter)
6. Please refer to the Dean of Students for possible additional truancy corrective measures.
7. **If a student is absent more than 36 days for any reason for the combined two years, they may not receive program certification and may not attend the senior completion ceremony.**
8. **Excused** absences are obtained by a parent/guardian calling by 8:00 a.m. for each day a student is absent.  
**CALL THIS NUMBER ONLY: 847-1111.** Voice mail

clinicians available at this number 24 hours a day. If phones are not available, a note from home explaining why the student was absent, the date, and signature of the parent/guardian may be accepted for an excused absence.

9. If a student has not been called off by 8:30 a.m., the following procedures will be followed:
  - The attendance computer will call the absent student's parent/guardian at home and record the call.
  - An absence will be recorded as **unexcused** if no phone call or note from the parent/guardian has been received within 24 hours of the absence.

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

11. If a student who reports to school between 10:00-11:00 a.m., a ½ day absence will be recorded. A student who reports in after 11:00 a.m. will be marked absent all day. A student who leaves before 11:00 a.m. will be marked absent all day. A student who leaves from 11:00 a.m. to 1:29 p.m. will be marked a ½ day absent. Leaving school after 1:30 p.m. will be considered early dismissal. In short, any student missing 50% or more of the school day will be considered absent for a full day. This will be counted toward the accumulated limit of 18 absences for the school year.

12. Homework when absent: Parents/Guardians must give a minimum 24 hour notice to teachers or guidance to prepare homework to be taken home.
13. Student who must be absent from school for ten consecutive days or longer for medical reasons should apply for home instruction through the Guidance Office **of their home school.** Home instruction is provided at no cost to the student and the days absent do not count against the student.
14. Students who are absent from school should not attend any school function as this may result in the absence being marked truant.
15. TCTC and home school sponsored and approved activities such as field trips, community activities, college visits, etc. that cause a student to be absent will not be counted toward the accumulated class absence limit of 18 days for the school year. Students may schedule up to two **college visits** during school hours if prior permission is obtained from the Dean of Students. Students must present a note signed by a parent/guardian requesting the absence. Upon return to school, the student must give the attendance office written verification, which is dated and signed by a college official. Students must check with teachers to get assignments before they leave.

#### **EARLY DISMISSAL FROM SCHOOL**

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

The request should include:

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

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

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

#### **TARDINESS TO SCHOOL**

A student arriving at school after 8:00 a.m. is tardy and must report directly to the Dean of Students office. **Students will receive consequences after 3 accumulated tardies. Consequences will include a series of ALC's.**

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

#### **EXCESSIVE TCTC ABSENTEEISM APPEALS PROCEDURE**

If a student exceeds the maximum allowable absences and there are legitimate reasons for extending the number of absences, the student or parent/guardian may appeal to Dean of Students.

#### **REVOCATION OF DRIVER'S LICENSE**

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

#### **CAFETERIA PROCEDURES/LUNCH PROCEDURES**

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

1. Applications for Free & Reduced Lunch are available in the Facility Supervisor's Office anytime throughout the year. If you feel you may qualify, please stop in to pick up a form.

2. The type A Lunch may be purchased. Individual food items (ala carte) may be purchased. Students may use either lunch line.
3. *After completing your lunch, students are required to throw your garbage away.*

### **LUNCH PERIOD**

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

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

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

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

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

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

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

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

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

#### **Legal Definition**

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

**These districts are:**

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

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

### **CLINIC**

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

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

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

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

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

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

### **FUNDRAISING**

Any and all fundraising must be approved by school administration.

### **COSMETOLOGY**

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

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

### **CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO):**

#### **BPA**

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

#### **FEA**

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

### **DECA**

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

The goals of DECA are:

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

### **FCCLA**

Family Career and Community Leaders of America is an activity which trains youth in leadership in occupational, school and community activities. Students are eligible to run for local, state and national offices and awards. To be eligible for membership in FCCLA, a student must be in one of the following programs: Early Childhood Education, Hotel/ Motel, Hotels and Resorts/Fabric Services, Hospitality Services, Interior Design Technologies, and Restaurant Services.

### **FFA**

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

### **SKILLS USA**

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

### **SME**

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

### **OTHER STUDENT ORGANIZATIONS**

#### **CDC**

The Cultural Diversity Club is a multicultural club that is open to all TCTC students. The cornerstone of this organization is respect for the individual. It is designed to empower students

and staff to examine individual and school issues regarding persons of different ethnic, social, racial, religious and cultural groups. The primary objectives of this organization are to promote harmony through racial understanding, share ideas and concerns, plan activities that combat violence and participate in activities that promote an understanding of differences. Students in CDC recognize the dignity and worth of one another and strive never to diminish others by negative attitudes and/or behavior.

### **SADD**

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

### **NATIONAL TECHNICAL HONOR SOCIETY**

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

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

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

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

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

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

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

### **YLC**

Youth Leadership Council otherwise known as Student Council is a group designed to promote the unity of staff and students at the TCTC. The YLC represents the student body in school-

related issues and promotes a general sense of community among its members. The YLC is actively involved in community programs so as to expand student's knowledge and compassion for all things outside their realm of thinking. It is an organization that is run by the students for the students. To be eligible for membership in the YLC, a student must be in good standing with his/her career-technical student organization and carry a consistent grade average 2.0 or above. A student in any career-technical area may join the YLC.

#### **SENIOR AWARDS CEREMONY:**

**Students will not be able to attend the senior awards ceremony if:**

- 1. You have accumulated 5 or more days of OSS or ISS.**
- 2. Have more than 18 days of absences.**
- 3. You receive a serious or major offense infraction.**

#### **DRILLS AND EMERGENCY PROCEDURES**

##### ***A. FIRE***

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

##### ***Fire Drill Regulations***

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

11. Return directly to your assigned classroom or lab  
(attendance will be taken)

### ***B. TORNADO***

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

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

### **BOMB THREAT, FALSE FIRE ALARM AND UNAUTHORIZED FIRE**

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

### **FEES AND DEPOSITS**

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

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

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

1. *Cost of workbooks, toolkits, locks, and materials are listed for this school year.*
2. *All workbooks, toolkits, and materials will be stored in the program instructor's office.*
3. *The Student Activities person will be available to collect fees on orientation night. Program fees must be paid in full at the Cashier's Office the first week of school.*
4. *The TCTC Board of Education offers the opportunity to charge the school fees to either VISA or MasterCard for your convenience.*
5. *Students must make payment arrangements before any item is issued.*
6. *Program shirts may be returned within the first two weeks of school for a refund to be determined. After that program shirts may not be returned.*
7. *When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.*

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

*The collection policy is as follows:*

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

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

***Students withdrawing from a program must pay all fees owed to the school. Unpaid balances may be turned over for collection. Further, failure to pay fees, or at least keep current on a payment arrangement plan, may result in students not being able to fully participate in such extracurricular activities as TCTC dances, Career Technical Student Organization(CTSO) competitions or field trips, Senior Awards Ceremony Further, report cards, career passports, parking passes and transcripts may be held. Also, students may not be eligible to win attendance/honor roll prizes.***

#### **ATHLETIC ELIGIBILITY**

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

#### **TEXTBOOKS AND WORKBOOKS**

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

### **GRADUATION REQUIREMENTS**

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

### **CERTIFICATE OF COMPLETION**

**Recipients will receive a Certificate of Completion and participate in the ceremony if they meet the following criteria:**

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. In Programs that have transitioned to courses, students must pass all program related courses in order to participate in the Senior Completion Ceremony.

Successful completion of all 4 phases of the Senior Project  
Must maintain a 90% or better attendance record for two years  
All fees must be paid to be eligible to participate in the Senior Ceremony.

Students must attempt all licensure and/or certification exams that they qualify to take in their program area.

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.

**\*\*Students who owe fees may NOT participate in the ceremony. These conditions refer to both home school and TCTC fees.**

If a student has been absent more than 36 days for the combined two years, they will **NOT** receive a Certificate of Completion nor participate in the ceremony.

***Any student that has not paid their current fees may not be allowed to return to TCTC to complete their program.***

**HOME EDUCATED STUDENTS:**

**Participation in the OGT is a condition for Enrollment.  
Participation in a Career Assessment prior to choosing a  
program is highly recommended. Call 330-847-0503 ext.  
1024**

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

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

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

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

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

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

2. For the student who enrolls half time at TCTC and half time at one of the 19 associate school districts for grades 11 and 12:

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

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

### **Criteria for Determining Home Educated Students' Eligibility for NTHS**

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, AND 7 of the 9 criteria established for Distinguished Completers.

1. Students must earn a final grade of a "B" or better in all program and academic courses.
2. Students must maintain a 95% or better attendance record for the two years.
3. Webxam: Must pass all portions of the Webxam at the Advanced Level (if available in the program area).
4. 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).
5. Advanced Placement: Must have a positive completion record in an Advanced Placement setting.
6. Must receive a composite score of 95% or higher on all 4 phases of the Senior Project.
7. Discipline: Student can not have any severe or major discipline offenses, including no Out of School Suspensions and no more than 1 minor offense.
8. Students must earn all licensure and/or certifications offered in their program area.
9. Active participation in CTSO (Officer, participation in competitive events, community service projects, ).

When students eligible for Distinguished Completer Status have been determined, they will be ranked by GPA. **If a student earns the Honors Diploma, they will automatically be a Distinguished Completer.** The five students from this list with the highest GPA will be selected as the Top 5 students in their TCTC Class.

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

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

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

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

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

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

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

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

## **GUIDANCE PROGRAM**

### **General Services**

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

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

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

### **Student Counselor Assignments**

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

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

### **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 located on the second floor. It is available for use during school hours. Students reporting to the Media Center must have a pass signed by their instructor, and they must sign in and out of the Media Center. The digital sign-in log will be kept on file so any instructor can check student attendance if necessary. Students may take out 3 books for 2 weeks and have unlimited access to digital resources. No fines will be charged for late books, but students with long-overdues may have their computer accounts, Google accounts and/or iPads locked until items are returned or paid for. Students will pay replacement value for all lost books.

#### **Job Shadowing Experience**

Students from the Trumbull Career & Technical Center will be participating in a mandatory junior wide job shadowing program. 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 will assist completers of the school in securing employment. The coordinator in charge of placement will maintain contact throughout the school year with prospective employers.

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

#### **Job Referrals**

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

#### **Advance Placement**

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

#### **Objectives of Advance Placement**

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

#### **First and Second Semester Advance Placement Guidelines**

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

#### **Additional First Semester Advance Placement Guidelines**

1. The student may be placed in Advance Placement Assignments after October 1st. of the Level II year for a maximum of three days a week.

2. The student must have achieved and maintained a “B” grade or better in his/her Career Technical Program and in each academic class for Level I and first semester of Level II.
3. The student must have achieved and maintained a 95% attendance average for Level I and the first semester of Level II.

#### **Additional Second Semester Advance Placement Guidelines**

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

### **TCTC POLICIES**

#### **Policy 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 with excessive absences or multiple major 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.**
5. 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.

#### **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.

#### **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 other 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.

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.

### **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 tape is and will remain confidential to protect the privacy of students. In the event of a criminal prosecution,

the tape may become evidence in a court of law and therefore may become public.

**DRIVING & PARKING POLICY (“Pass to Park”)**

Parking permits will be issued **FREE** of charge to students who must drive to school.

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

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

#### **LOSS OF DRIVING PRIVILEGES – STUDENTS HABITUALLY ABSENT**

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

- 1.** The Superintendent, or designee, will notify, in writing the student and his/her parent, guardian, or custodian and state that information regarding the student's absences has been provided to the Superintendent, or designee, and as a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and his/her parent, guardian, or custodian may appear before the Superintendent, or designee, to challenge the information provided to the Superintendent, or designee.
- 2.** The notice from the Superintendent, or designee, to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and five days after the notification is given. The superintendent, or designee, upon the request of the student, parent, guardian, or custodian, may grant an extension. The Superintendent, or designee, must then notify the student, and the parent, guardian, or custodian of the new hearing time, place, and date.
- 3.** At the hearing before the Superintendent, or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but limited to: **1)** enrollment in another school or school district in Ohio or another state, **2)** possession of an age and schooling certificate, **3)** a bodily or mental condition that prohibits attendance under O.R.C. 3321.04, or **4)** participation in a home instruction program under O.R.C. 3321.04.
- 4.** If the habitually absent student does not appear at a hearing before the Superintendent, or designee, or if the student does not convince the Superintendent, or designee, that the absences are legitimate, the Superintendent, or designee, must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

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

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

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

#### **LOSS OF DRIVING PRIVILEGES – STUDENT CONDUCT**

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

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

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

#### **LOSS OF DRIVING PRIVILEGES – STUDENT WITHDRAWAL FROM SCHOOL**

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

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

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

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

### **FAILURE POLICY**

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

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

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

## GRADING POLICY

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

### *Grade Scale*

92 –100 = A

83 –91= B

74 –82 =C

66 –73 =D

0 –65=F

*While letter grades appear on the student' report car, percentages are used for computing all averages.*

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

A failing grade in any foundations course will result in the loss of program certification. Students failing the foundations course may continue on to the senior level with the approval of the program review committee.

## CERTIFICATION TEST ELIGIBILITY

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

### *Honor Roll*

**3.5 - 4.0** – High Honor

**3.2 – 3.49** – Merit Honor

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

### ***Incomplete and Additional Failure Policies***

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

### **Make-Up Work**

Students missing assignments and/or tests because of an excused absence will be given one day to make-up the work for each day absent. Alternative lab work will be assigned. Unexcused absences are recorded as a “**Zero**” in the teacher’s grade book.

### **SAFETY POLICY**

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

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

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

### **GENERAL SAFETY**

#### **A. Conduct and Procedure**

1. Running in lab areas, classrooms and hallways are forbidden.
2. Remain ALERT – report the accident that is “looking for a place to happen.”
3. “**Horseplay**” in the lab area is forbidden.
4. Request teacher approval of special machine set-ups.
5. Be considerate for the safety of others.

6. Safety rules pertinent to the specific lab, instituted by the instructor, should be adhered to unless altered or revised by the instructor.
7. **No student will be permitted to operate any industrial-type equipment without passing a safety test in his/her program area with 100% accuracy.**
8. Approval from the teacher to operate any machinery is required (NO EXCEPTIONS).
9. No student should use equipment, including power or hand tools, until he/she has had instructions relative to the safe handling of it by the proper authority.
10. Make adjustments before power is turned on, and remove all wrenches, materials and objects not tied down and used for the operation.
11. Persons not operating power tools, but are instructed to observe the operation, should keep clear of the operators.
12. Never start or stop a machine for another person, except in an emergency.
13. Machines will be operated by one person only.
14. Respect human weakness and watch out for others; avoid dangerous operations when overly tired or ill.
15. Form correct work habits under normal conditions so that you will automatically do the correct thing when required to work under pressure.
16. Do not use machines for trivial operations or whenever hand tools would best accomplish the task.
17. Those working in the lab with long hair must confine it and avoid wearing apparel which maybe subject to catching on or becoming caught in machinery. Rings, bracelets, necklaces, watches, etc. should not be worn around machinery.
18. **Never throw objects in the lab.** Distraction or injury may result.
19. Students will not tamper with adjustments or otherwise play with machinery at any time.

20. Do not lean on machines; you may press a switch or throw a control, which, upon starting, could endanger the safety of the operator of the machine.
21. Use proper lifting techniques when moving heavy objects. Lift with the legs, not the back.

#### **B. Clothing and Personal Protection**

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

#### **C. Eye Protective Devices**

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

1. Technical, Industrial Arts, Fine Arts, Chemical, Physical, or combined Chemical-Physical Education Activities, involving exposure to:
  - a. Hot molten metals or other molten materials
  - b. Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials

- c. Heat treatment, tempering, of kiln firing of any metal or other materials
  - d. Gas or electric arc welding or other forms of welding processes
  - e. Repair or service of any vehicle
  - f. Caustic or explosive materials
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards.

**D. First Aid and Health Hazards**

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

**STUDENT PREGNANCY POLICY**

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

The Board of Education reserves the right to require a prerequisite for attendance in the regular classes of this school and the co-curricular program of this school that each pregnant student submit to periodic medical examination by a physician at the intervals prescribed by that physician and present to the Superintendent, or designee, her physician's written statement

that such activity will not be injurious to her health nor jeopardize her pregnancy.

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

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

## **STUDENT SUBSTANCE ABUSE POLICY**

### **I. Philosophy**

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

### **II. Definitions**

The terms used in this policy are defined as follows:

#### **A. *Controlled Substances***

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

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

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

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

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

### **III. Drug and/or Alcohol Use or Possession**

The use, possession, transfer, sale, purchase or 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**

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.

First Offense:

1. 3 days in the Alternate Learning Center
2. Charges may be filed in accordance with ORC 2151.87 against any minors for possession of.

Second Offense:

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

Third Offense:

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

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

**AGREEMENT/ACKNOWLEDGMENT OF STUDENT  
COMPUTER AND NETWORK RESOURCE  
ACCEPTABLE USE (Including iPad Usage)**

Trumbull Career & Technical Center, TCTC, is providing students access to the district's electronic network. This network includes but is not limited to, E-mail, Internet access, network files and accounts, computer services, videoconferencing, and related equipment for educational purposes. The goal in providing electronic information service to students is to promote efficiency and excellence at TCTC by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

In accordance with the *Children's Internet Protection Act, (CIPA)*, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

It shall be the responsibility of all members of the TCTC staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and CIPA.

The TCTC Administration or designated representatives will provide age appropriate training for students who use the TCTC Internet facilities. The training provided will be designed to promote the TCTC's commitment to:

- A. The standards and acceptable use of Internet services as set forth in the this, the TCTC's Student Computer, Internet and Network Resources Policy;

- B. Student safety with regard to:
  - a. Safety on the Internet;
  - b. Appropriate behavior while online, on social networking Web sites, and in chat rooms; and
  - c. Cyber bullying awareness and response.
- C. Compliance with the E-rate requirements of the CIPA

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Listed below are the provisions of your agreement regarding computer, network and Internet use. If you have any questions about these provisions, you should contact the Director of TCTC. Any violations of this Policy and Agreement may result in disciplinary action per the TCTC student handbook.

- A. TCTC students will not use his or her TCTC approved computer account to obtain, view, download, or otherwise gain access to unlawful, obscene, pornographic, abusive, or otherwise objectionable material. The TCTC reserves all rights to all material stored in files and will remove any material which the TCTC, at its sole discretion, believe may be objectionable.
- B. All information services and features contained on TCTC Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes, is expressly forbidden.
- C. Each student is responsible for the use of his or her account, password and access privilege. Any problems which arise from the use of a student's account due to self malfeasance may result in disciplinary action. Use of an account by someone other than the registered account holder is forbidden and may be grounds for disciplinary action.

- D. Misuse of network services shall include but it not limited to:
- a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - b. Misrepresenting other users on the Network or allowing another person to use an account other than the intended account holder.
  - c. Disrupting the operation of the Network through abuse of the hardware or software.
  - d. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, discriminatory remarks or speech that is inappropriate in an educational setting or violates district rules.
  - e. Accessing, sending or displaying offensive messages or pictures.
  - f. Interfering with others use of the Network.
  - g. Extensive use for non-curriculum related activity.
  - h. Installation of software without Administrative and/or Technology supervisor approval.
  - i. Unauthorized downloading, copying, or use of licensed or copyrighted software.
  - j. Attempting to circumvent Internet filtering security, i.e. Bess, secure proxy sites, Sling sites, and/or virus protection software.
  - k. Altering of TCTC or system software.
  - l. Placing unauthorized information, computer viruses, programs on or through the computer system in either public or private files or messages.
  - m. Any technology device not authorized through TCTC Administrative and/or Technology supervisor approval may be subject to review and surrender of device.
  - n. Students will not use sniffing or remote access technology to monitor the network or other user's activity.
- E. The TCTC does not warrant that the functions of the Network will meet any specific requirements the user

may have or that it will be error free or uninterrupted, nor shall the TCTC be liable for any direct, indirect, incidental, or consequential damages, including lost data, information, or time sustained or incurred in connection with the use, operation, or inability to use the Network system.

- F. Any and all information contained within an E-Mail message or its attachments is not assumed to be private or secure and that both incoming and outgoing E-Mail message and their attachments may be monitored at any time. Students shall not access any personal email account using the TCTC network.
  
- G. The TCTC reserves the right to monitor computer use, fileserver space utilization, Internet access and E-Mail use. Files stored on the network are treated in the same manner as other school storage areas; routine maintenance and monitoring of the TCTC electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district equipment are private.
  
- H. The TCTC will periodically make determinations on whether specific uses of the Network are consistent with these acceptable use practices and adjust or update them accordingly

### **Bring Your Own iPad Agreement**

#### **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.

An important component will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

All students and parents/guardians must adhere to the district and campus policies, Student Code of Conduct, Student Handbook, Responsible Use Guidelines, Acceptable Use Policy, Board policies, and federal/ state laws.

**Device Specifics:**

The technology device covered by this agreement is an iPad tablet computer. This equipment is the personal property of the Student/Parent, **subject to inspection in accordance with the Student Code of Conduct and Board policies.**

**Students and Parents/Guardians acknowledge that:**

- The school's network filters will be applied to personal iPads connected to the District's network and any attempt to bypass the network filters is prohibited.
- As appropriate, the TCTC will place direct students to download applications for school use.
- TCTC will not be responsible for repair or replacement of a personally-owned iPad. Technicians will be available during the school day for minimal technical assistance.

- iPads will be brought to school every day with a fully-charged battery.
- Free wireless access will be provided by the TCTC. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

**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.

**Technology Fund:**

The TCTC provides students free wifi access, enrollment of the device in our Management System, and all required apps for school owned iPads. However, each student choosing to bring their own iPad to school is *not* required to make the payment of \$50 into the TCTC Technology Fund for the provision of those services. Consequently, each each student choosing to bring their own iPad to school will be required to purchase the required apps themselves.

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
- 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
- Tumblr

**Restricted apps** - The following apps may not be downloaded onto the iPad. If a student is found to have one or more of these apps downloaded, the student will be disciplined in accordance with District Policy:

- Snapchat
- Facebook
- Facebook Messenger
- Kik Messenger
- Instagram
- [ask.fm](http://ask.fm)
- Tinder
- After School

- ALL VPN apps

**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.

### **iPad Loan Agreement and Insurance Coverage**

#### **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 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.

An important component will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

All students and parents/guardians must adhere to the Loan and Insurance Agreement Policies, Student Code of Conduct, Student Handbook, Responsible Use Guidelines, Board policies, and federal/state laws.

#### **Device Specifics:**

The technology device covered by this agreement is an iPad tablet computer. One 16GB iPad, charger, charging cord, and case are being issued to the student. Please be advised students

may be issued a used iPad. Students are responsible for checking and reporting any damages; including, glass lifting at the corners, touch screen issues, LCD color distortion or flickering, iPad crashes, can't connect to Wi-Fi, home button, power button, or volume button issues within 7 days of issuance for a replacement. The possibility of replacement due to cosmetic dents and scratches through normal wear and tear will not be considered. It is the student's responsibility to care for the equipment on a daily basis and ensure that it is kept in a safe environment. iPads may NOT be serviced or replaced at an Apple Store or service shop. Any technical or mechanical issues with the iPad must be reported to the school and will be repaired by the TCTC Technology Department. This equipment is, and at all time remains, the property of the Trumbull Career & Technical Center. The iPad is subject to inspection, damage assessment (fees may be applied), and can be confiscated at any time. The equipment will need to be returned in acceptable condition if a student graduates, graduates early, withdraws, or is expelled from school prior to the end of the school year. As a general note, iPads turned in for repair or at the end of the year are wiped and the district makes no guaranty that same iPad will be returned.

**Student Responsibilities:**

Your iPad is an important learning tool and is for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- My iPad is my responsibility and I will not leave it in unsupervised areas.
- I will honor my family's values when using the iPad.
- I will bring the iPad to school every day with a fully-charged battery.

- I will treat the iPad appropriately and will report any mechanical or technical issues to the school in a timely manner and will backup my data before turning in my iPad for repair or at the end of the year.
- I will ensure that the TCTC-owned iPad is not damaged, lost, or stolen while it is issued to me.
- I will not remove or modify the identification and inventory labels that have been placed on the iPad. I will not add stickers, labels, tags, or markings to the iPad.
- I agree to use the iPad only for appropriate, legitimate, and responsible communications.
- I will keep my accounts and passwords secure and will not share these with any other students.
- I will not attempt to add, delete, access, or modify other user accounts on the iPad.
- I will not modify the iOS operating system or “Jailbreak” my iPad.
- I will not change or delete the internal “name” of the iPad.
- I will not reset the iPad back to factory settings while the iPad is issued to me.
- I will not remove or alter in any way the profiles on the iPad set by the district.
- I will take no action that could interfere with the district’s network.

- I will return the iPad, charger, charging cord, and case in good working order when requested or upon my graduation, expulsion, or withdrawal from school.
- I must perform regular requested and mandatory updates of the iPad Operating System only when directed by the Technology Department.
- I will update assigned Apps and maintain them at all times.
- I understand that by performing regular backups of my iPad, I help protect against the loss of data.
- I will keep my iPad protected with a case at all times.

**Parent/Guardian Responsibilities:**

Your son/daughter has been issued an iPad, charger, charging cord, and case as part of this program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my son's/daughter's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet, email, apps, and photos. I will ensure that my son/daughter reports any mechanical or technical issues to the school in a timely manner.

- I will ensure that my son/daughter understands the Student Responsibilities outlined in this Loan Agreement.
- I agree that the iPad, charger, charging cord, and case will be returned to the school when requested and upon my son's/daughter's graduation, expulsion, or withdrawal from school.
- I agree that if the iPad, charger, charging cord, and case is not returned to the school when requested and upon my son's/daughter's graduation, expulsion, or withdrawal from school that I am responsible for the full replacement value of the iPad and possible criminal prosecution.
- I understand that my son/daughter may bring his/her personal iPad to school in lieu of using a district-owned iPad after turning in the 'Bring Your Own iPad' agreement form.

Note: TCTC recommends that students or parents/guardians enable the "Find My iPad" application within their iPad settings. This application may aid in locating a lost or stolen iPad outside of the TCTC district network.

### **Insurance Coverage**

TCTC recognizes that with the implementation of the program there is a need to protect the investment in iPads by both the District and the Student/Parent. This document outlines options for protection of the iPad

against damage, loss, and theft.

**Insurance Coverage:**

Insurance Coverage is required for students and parents to cover iPad repair and replacement in the event of damage. The insurance coverage premium is a one-time payment per student per year.

- Families are not liable for damages outside their student's control.
- First repair (accident) is \$50, second repair (accident) is \$50, subsequent repairs are the full repair cost.
- Families will not be liable for lost or stolen iPads during school hours provided that "Find my iPad" is turned on and the student reports the iPad is missing within 30 minutes.
- Families will be liable for the full replacement cost for iPads lost or stolen outside of school.
- Families may choose to purchase insurance from an outside source if they are concerned about bearing the cost to repair or replace a district owned iPad.
- The insurance will not cover the loss or damage of the iPad case, charger, or charging cord. Students and parents/guardians will be responsible for the full cost to replace those items.

- In cases of theft or other criminal acts, a police report **MUST** be filed by the student or parent/guardian and a case number must be provided to the TCTC.

## **SAFE & DRUG FREE SCHOOLS & COMMUNITIES ACT**

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

- Promote the development of skills for healthy lifestyles
- Empower students to develop to their fullest potential
- Promote a safe environment for learning and teaching

SASP will try to accomplish this through the following methods:

- Staff & student training and awareness
- Wellness Day for students with speakers and materials
- S.A.D.D. activities
- Including Drug/Alcohol Prevention in Employability
- Development of a Peer Mediation Program
- Development of an Intervention Assistance Team

### **TELEPHONE USE**

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

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

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

### **TRANSFERRING FROM A PROGRAM OR BACK TO LOCAL SCHOOL**

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

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

### **TRANSPORTATION**

#### ***Bus***

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

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

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

### **VISITORS**

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

### **WORK PERMITS**

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

**Trumbull Career & Technical Center School District Test Security Provisions:**

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