

2019-2020

# PARENT HANDBOOK

▶ Your **Resource** Guide



[www.tririvers.com](http://www.tririvers.com) • 740.389.4681

# Welcome to Tri-Rivers Career Center

We are happy your teen chose to attend Tri-Rivers Career Center. The entire staff at TRCC looks forward to welcoming your teen to our school. It is the beginning of a process where students will learn about a career and how to prepare for life after high school. The staff is dedicated to offering an environment which fosters high expectations for all students in achievement and character.

We look forward to working with you and helping your teen have a rewarding and successful experience in our school. With your help, we can provide opportunities for your teen to grow and shape their future through challenging, integrated, and diverse experiences. We hope this handbook will acquaint you with our school and get the partnership off to a good start!

## Staying In Touch

Parents are encouraged to take an active part in school life by visiting Tri-Rivers Career Center and their teen's classroom/ lab during appropriate times, such as parent-teacher conferences or special programs. This is a good way to get acquainted with the staff and other parents. Call or visit Tri-Rivers if you have any questions.

**Our number is (740) 389-4681.**

Direct phone numbers are listed at the back of this handbook.

## Visiting Tri-Rivers

All visitors to the building are required to stop by the office to sign in before going to any classroom or other part of the building.



### Parent/Teacher Conferences Schedule

Sept. 26, 2019 — 3:30-6:30 p.m.

October 1, 2019 — 3:30-6:30 p.m.

February 13, 2020 — 3:30-6:30 p.m.

***Parent/teacher conferences may be held at any time during the school year when either the parent or teacher feels it will be beneficial. A conference can be arranged by calling the school or your teen's instructor.***

# YOUR ROLE AS A PARENT

- Please see that your teen comes to school rested, clean, healthy, fed, appropriately dressed.
- Show your interest by regularly asking your teen about their school day, their program, and their class work. Get to know their teachers and friends.

## INCENTIVE PROGRAM

TRCC rewards its students for high levels of achievement in the areas of attendance, academics, participation and positive behavior. Each 9 weeks students have the opportunity to earn recognition.



## ATTENDANCE:

### Questions should be directed to Ext 7100

- All TRCC students follow the TRCC calendar. Please make sure that your teen is attending school. **Regular attendance is required! Parents of absent students are responsible for contacting the school receptionist at Ext. 7100** to notify us as to the reason. If this does not occur, you will be contacted by phone or mail.
- A student who accumulates more than 4 unexcused absences during a quarter will receive no credit for that quarter.
- See your teen's Student Handbook for additional details.

## CALCULATION OF ABSENCES (On a Regular Bell Schedule)

<b>TARDY</b>	<b>Check in after 8:15</b>
<b>1/2 day absent</b>	<b>Check in after 9:09 am</b>
<b>1 day absent</b>	<b>Check in after 1:06 pm</b>
<b>1 day absent</b>	<b>Leave before 10:51 am</b>
<b>1/2 day absent</b>	<b>Leave between 10:51 am-1:57pm</b>
<b>Time missed only</b>	<b>Leave after 1:57 pm</b>
<b>1/2 day absent</b>	<b>3 missed Periods</b>

## TARDIES

Please make sure that your teen is on time for school. School begins at 8:15 am daily. (2-Hour Delay start time is 10:15 am)

## REPORT CARDS

Report Cards are mailed home shortly after the grading period ends. However, with the availability of monitoring your teen's grades via Power School, Interim Report Cards are mailed **ONLY** upon request.



**Nine-week grading periods will end on the following dates:**

October 11, 2019	December 20, 2019
March 6, 2020	May 21, 2020

## PICK UP & DROP OFF OF STUDENTS

The front of the building is designated for bus pick up and drop off so for the safety of our students we ask that parents use the East, West and North Sides to pick up your teens.

## HEALTH SERVICES COORDINATOR

If your teen becomes ill at school and needs to go home, you should expect a call from the health services coordinator, not your teen. When absences resulting from illness occur during the school day, every effort will be made by the health services coordinator to contact you.

## UNIFORMS/CAMPUS WEAR

All TRCC students are required to be in lab uniforms or approved TRCC campus wear during the school day. School identification will be worn using a school-appropriate lanyard.

## **WEATHER OR BUILDING EMERGENCY**

Tri-Rivers Career Center uses an automated calling system. When inclement weather conditions cause the closing or delay this system will contact you with this information. You can also check Tri-Rivers Facebook page or Twitter feed. Tri-Rivers will also inform the following media with announcements:

### **Radio Stations**

<b>Marion</b>	WMRN 1490 AM	WMRN 94.3 FM	WDIF 97.5 FM
<b>Columbus</b>	WTVN 610 AM WFJX 105.7 FM	WNCI 97.9 FM	WCOL 92.3 FM
<b>Bucyrus</b>	WBCO 1540 AM WYHT (Y105) 105.3 FM	WQEL 92.7 FM	WMAN 1400 AM WSWR 100.1 FM
<b>Mansfield Area</b>	WNCO 101.3 FM KISS107.7 FM	WFXN102.3 FM	KISS 98.3 FM
<b>Mount Vernon</b>	WMVO1300 AM	WQIO (93Q)93.7 FM	

### **Suggested Websites**

[www.tririvers.com](http://www.tririvers.com) • [www.wmrn.com](http://www.wmrn.com) • [www.mariononline.com](http://www.mariononline.com)

### **TV Stations**

WSYX Channel 6    WBNS Channel 10    WTTE Channel 28  
WCMH Channel 4

## **PARENTS—UPDATING YOUR PHONE NUMBER/S**

It is very important that parent phone numbers be up to date. If your number/numbers change, please notify Student Services at 740-389-4681, Ext. 7421 to update the number/numbers.

### **Checklist of forms that need to be completed**

- Emergency Medical Form**
- Free-Reduced Lunch Form**
- Insurance Form/Field Trip Permission Form**
- Technology Permission Form**

**QUESTIONS CALL 740-389-4681**

# Tri-Rivers Career Center

## School Calendar 2019-2020

August 8.....	TRCC New Student/Parent Orientation-5:30-6:30pm
August 14.....	<b>First Day of School for ALL Students</b>
September 2.....	Labor Day (No School)
September 6.....	Professional Staff Development Day (No School)
September 26.....	Parent Teacher Conferences (3:30-6:30pm)
October 1.....	Parent/Teacher Conferences (3:30-6:30pm)
October 11.....	End of 1st Quarter
October 18.....	COTA Day (No School)
November 19 & 20.....	Exploring Careers Days
November 21, 2019.....	Open House
Nov. 27.....	P/T Conf. Makeup Day (No School)
November 28-29.....	Thanksgiving Vacation (No School)
December 2-20.....	Testing (2 hour delays)
December 6.....	Open House
December 16-19.....	Exams
December 20 .....	End of 2 <sup>nd</sup> Quarter & 1 <sup>st</sup> Semester
December 23-January 3.....	Winter Vacation (No School)
January 6.....	School Resumes
January 20.....	Martin Luther King Day (No School)
February 13.....	Parent/Teacher Conferences (3:30-6:30p.m.)
February 14.....	Staff Professional Development 7:30-11am (No School)
February 17 .....	President's Day (No School)
March 6.....	End of 3 <sup>rd</sup> Quarter
March 23-27.....	Spring Break (No School)
April 6-16.....	Testing
April 10.....	Good Friday (No School)
May 4-8.....	Senior Exams
May 12.....	Last Day for Seniors/Breakfast
May 14.....	Senior Recognition (7pm Palace Theatre)
May 21.....	End of 4 <sup>th</sup> Quarter & 2 <sup>nd</sup> Semester
May 21.....	Closing Day of School
May 22.....	Teacher Work Day
May 25.....	Memorial Day-Holiday

### **ANTI-HARASSMENT, ANTI-INTIMIDATION or ANTI-BULLYING**

Per Ohio Law, Tri-Rivers Career Center has fully implemented HB 276, the Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy. The purpose of this policy is to define what harassment and bullying are, what procedures are in place to combat the problem, and the interventions/consequences for such actions. A comprehensive outline of the policy will be in your son/daughter's handbook. Any concern may be addressed by contacting the Dean of Students, x7270.

### **STUDENT ACCIDENT INSURANCE**

Tri-Rivers will provide an accident insurance policy to cover each student enrolled in a career-technical program during the 2016-2017 school year. The amount of coverage is \$5,000 total per student for the year. This accident insurance covers students for accidents which may occur during the school day or during school sponsored activities only. This insurance is not meant to replace parental insurance, but offered as a supplement to their current health insurance plan. Parents will be provided an option to purchase additional insurance, which covers students during non-school times, through an approved vendor. School insurance forms are available in the Main Office.

## Tri-Rivers Career Center

(740) 389-4681 • [www.tririvers.com](http://www.tririvers.com)

Regular School Hours: 8:15 a.m – 2:45 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m.

## Career Center Staff Directory

Leadership Team	Phone #
<b>Superintendent</b> – Charles Speelman.....	740-389-8589
Debbie Curtis – Superintendent’s Executive Assistant.....	740-389-8515
Martin Dzugan – Director of CTE & Student Pathways.....	740-389-8524
Ellen Messenger—Director of Communications.....	740-389-8553
<b>Treasurer</b> – Tammi Cowell.....	740-389-8512
<b>Chief Instructional Officer</b> – Larry Hickman .....	740-389-8502
<b>Executive Director of Operations</b> – Kristina Lucas .....	740-389-8509
Mike Wellin— Director of Technology .....	740-389-8595
<b>Chris Solis—Principal</b> .....	740-389-8529
Tad Douce—Director of Innovation & Accontability .....	740-389-8503
Sherrie Dunn—Director of Student Services .....	740-389-8507
<b>Dean of Students</b>	<b>Phone #</b>
Randy Greenwood (Dean of Students). .....	740-389-8531
<b>Student Services/Guidance</b>	<b>Phone #</b>
Sherrie Dunn—Director of Student Services .....	740-389-8507
<i>Serving Elgin, North Union, and Additional Schools</i>	
Kristin Large—School Counselor .....	740-389-8582
<i>Serving Marion Harding, Pleasant, &amp; Ridgedale students</i>	
Allisun Lauthers—School Counselor.....	740-389-8508
<i>Serving Cardington, Highland, Mt. Gilead &amp; River Valley students</i>	
Chris Pemberton – Health Services Coordinator.....	740-389-8519
Linda Edington – Student Services Admin Assistant.....	740-389-8505

### Career Tech Program Instructors

Lucas Bledsoe – Auto Tech I/II Instructor .....	740-389-8583
Kristian Casey – CNET Instructor.....	740-389-8559
Terry Donough – Criminal Justice Instructor.....	740-389-8558
Josh Ebert – Interactive Media Instructor.....	740-389-8574
Dionna Randas, Interactive Media Co-Teacher	
Jennifer Grimes – Health Careers Academy Instructor .....	740-389-8555
Sheila Hamm – Culinary Arts I/II Instructor.....	740-389-8537

(740) 389-4681

**Career Tech Program Instructors      Phone #**

Carrie Heimlich - Vet Science I/II Instructor.....	740-389-8510
Obra Horn – Welding I/II Instructor.....	740-389-8579
Scott Jones – Advanced Machining I/II Instructor.....	740-389-8557
Angela Kaffen – Exercise Science & Sports Med Instructor.....	740-389-8516
Lori McGuire – Health Careers Academy Instructor.....	740-389-8570
Mark Robinson – Engineering Technologies Instructor.....	740-389-8539
Jim Rittler – Agri & Industrial Power Technology I/II Instructor.....	740-389-8566
Becky Salyer – Cosmetology I Instructor/Esthetics.....	740-389-8567
Kathy Swanger – Teacher Academy Instructor.....	740-389-8543
Sheri Wells – Cosmetology I Instructor.....	740-389-8568
David Willey – Construction Trades Academy Instructor.....	740-389-8535
Kelli Woycke – VISION Instructor.....	740-389-8571

**Academic Instructors      Phone #**

**ENGLISH**

Josie Belton – English Instructor.....	740-389-8523
Paula Brazell – English Instructor.....	740-389-8521
Kari Hord – English Instructor.....	740-389-8545
Julie Myers – English Instructor.....	740-389-8556
Kristi Schirtzinger – English Instructor.....	740-389-8550

**MATH**

Bryce Butler – Mathematics Instructor.....	740-389-8562
Jon Crothers – Mathematics Instructor.....	740-389-8541
Eliza Gentkowski – Mathematics Instructor.....	740-389-8538
Lauren Thomas – Math Co-Teacher.....	740-389-8536
Amy Hansen – Mathematics Instructor.....	740-389-8534

**SCIENCE**

Kathy Greenwood – Science Instructor.....	740-389-8530
Michelle Rawlins – Science Instructor.....	740-389-8527
Kathleen Wren – Science Instructor.....	740-389-8528
John Seibel – Math/Science/ QPM Instructor.....	740-389-8593

## Academic Instructors

## Phone #

### SOCIAL STUDIES

Heather Jenkins – Social Studies Instructor.....	740-389-8547
Roy Schweinfurth – Social Studies Instructor.....	740-389-8548
Brett Gentkowski – Social Studies Instructor .....	740-389-8549

### Instructional Staff

### Phone #

Suzie Arehart – Business Communications Instructor.....	740-389-8517
Monica Lyon – SRC/Plato Coordinator.....	740-389-8551
Lori Burkhart – Intervention Specialist .....	740-389-8581
Sue Looney – In School Study Coordinator .....	740-389-8526
Rhonda Manns – SRC/Academics.....	740-389-8586
Terri Mantey – VOSE Coordinator .....	740-389-8563

### Support Staff

### Phone #

Angela Branam – Cafeteria Manager .....	740-389-8518
Becky Diamond – Assistant Treasurer.....	740-389-8514
Randy Hamrick – Technology Specialist .....	740-389-8594
Evie Houston - Fiscal Support.....	740-389-8513
Rhonda Irely – EMIS/Admin Asst.....	740-389-8500
Craig Layne – School Resource Officer.....	740-389-8599
Courtney Murphy – Admissions & Career Advisor.....	740-389-8522
Nardi Muka – Construction Trades Academy Aide .....	
Kelly Murphy – Online Monitor.....	740-389-8561
Peggy Neuenschwander – Main Office Admin Asst.....	740-389-8501
Holly Ramey – RAMTEC Administrative Assistant.....	740-389-8590
Bethany Rice – Main Office Administrative Assistant.....	740-389-8554
Jennie Rinnert – Special Ed Aide .....	740-389-8517
Josh Spore – Head Custodian/Warehouse Manager .....	740-389-8585
Zach Vogt – Construction Trades Academy Aide .....	740-389-8587
Karen Winders - Warehouse Support.....	740-389-8577
Jeff Young – Technology Specialist .....	740-389-8552

## Working together....

Getting off to a good start at Tri-Rivers Career Center takes a **COOPERATIVE EFFORT**. Our instructors, administrators, and support staff are specialists trained to help your teen have many exciting experiences while learning new skills.

If you have a positive attitude about Tri-Rivers, that will encourage a positive attitude about Tri-Rivers in your teen.

Your teen will learn, lead and succeed at Tri-Rivers with your encouragement and participation.

Instructor's Name	Phone. #
_____	_____
Career Tech Program Instructor	
_____	_____
Instructor	
_____	_____
Instructor	
_____	_____
Instructor	
_____	_____
Instructor	
_____	_____
Instructor	

To report your teen absent,  
call 740-389-4681, Ext. 4358 or 740-389-8580

**Get Connected with Tri-Rivers!**

[www.tririvers.com](http://www.tririvers.com)  
[ramtecohio.com](http://ramtecohio.com)

Follow us on Facebook—[www.facebook.com/tririverscareercenter](http://www.facebook.com/tririverscareercenter)

***Tri-Rivers is a school where you are ALLOWED to, INSPIRED to, and EXPECTED to BE AMAZING.***

It is the policy of the Tri-Rivers School District that educational programs and activities are provided without regard to race, color, national origin, sex and disability.