MY FUTURE. MY CHOICE.

TRI-RIVERS CAREER CENTER

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

2019-20
Student Handbook & Planner

Disclaimer:

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

Tri-Rivers Career Center affirms that equal opportunities are offered without regard to race, color, religion, sex, military status, national origin, disability, age, and ancestry of person.

Dear Parents, Guardians and Students,

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

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

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

Chris Solis, Principal

For more information about Tri-Rivers Career Center, visit our website at:
www.tririvers.com

The Tri-Rivers Board of Education
Jim McFarland —NCOESC, President
Gary Sims —Pleasant, Vice President
Shelly Ehret—North Union
Michael Patterson—Cardington
Bob Haas—River Valley
Mickey Landon—NCOESC
Glenna Plotts—MOESC
Mike McCreary – Marion City
Keith Rogers—Mount Gilead
Eric Park—Ridgedale
Debbie Good—Elgin
Ted McKinniss—Marion City
Gene Wiley— NCOESC

TRI-RIVERS DIRECTORY

School phone: 740-389-4681

Superintendent	Charles Speelman	ext. 7442
Chief Instructional Officer	Larry Hickman	ext. 7403
Executive Director of Operations	Kristina Lucas	ext. 7410
Principal	Chris Solis	ext. 7411
Director Innovation & Accountability	Tad Douce	ext. 7412
Director of CTE &^ Student Pathway	Martin Dzugan	ext. 7413
Director of Student Services	Sherrie Dunn	ext. 7423
School Counselor	Allisun Lauthers	ext. 7424
School Counselor	Kirstin Large	ext. 7105
Director of Technology	Mike Wellin	ext. 7276
Health Services Coordinator	Chris Pemberton	ext. 7426
Director of Communications	Ellen Messenger	ext. 7409
Dean of Students	Randy Greenwood	ext. 7270

TRI-RIVERS

CAREER CENTER

To report a student absence
Call: (740) 389-4681

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SCHOOL CALENDAR 2019-20

1st Quarter

August 8	TRCC New Student/Parent Orientation (5:30-6:30)
	Level II Schedule Pick-up (6:30-7:30)
August 14	Opening Day of School
September 2	Labor Day (No School)
September 6	No School – Professional Development
September 26	Parent/Teacher Conferences (3:30-6:30 pm)
October 1	Parent/Teacher Conferences (3:30-6:30 pm)
October 11	End of 1st Quarter
October 18	COTA Day (No School)

2nd Quarter

November 27	P.T. Conference Make-up Day (No School)
November 28-29	Thanksgiving Break (No School)
December 3-14	Testing
December 13-18	Exams
Dec. 23- Jan. 3	Winter Break (No School)
December 20	End of 2nd Quarter &1st Semester

3rd Quarter

January 20	Martin Luther King Day (No School)
February 13	Parent/Teacher Conferences (3:30-6:30 pm)
February 14	No School – Professional Development (7:30-11:00 am)
February 17	President's Day (No School)
March 6	End of 3rd Quarter

4th Quarter

March 23-27	Spring Break (No School)
April 8-16	Testing
April 10	Good Friday (No School)
May 6-10	Senior Exams
May 14	Senior Recognition
May 16-22	Underclassman Exams
May 21	End of 4th Quarter & 2nd Semester
May 21	Closing Day of School
May 22	Teacher Work Day
May 25	Memorial Day-Holiday

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

Bell Schedule

Mon., Tues., Thurs., Fri.:

First Bell	8:12	
Period 1	8:15-9:06	(51 min)
Period 2	9:09-9:57	(48 min)
Period 3	10:00-10:48	(48 min)
Period 4	10:51-11:21	(30 min)
Period 5	11:24-11:39	(15 min)
Period 6	11:42-12:12	(30 min)
Period 7	12:15-12:30	(15 min)
Period 8	12:33-1:03	(30 min)
Period 9	1:06-1:54	(48 min)
Period 10	1:57-2:45	(48 min)

Wednesday (Leadership Day):

First Bell	8:12	
Period 1	8:15-8:53	(38 min)
Period 2	8:56-9:34	(38 min)
Period 3	9:37-10:15	(38 min)
Period 4	10:18-10:48	(30min)
Period 5	10:51-11:06	(15 min)
Period 6	11:09-11:39	(30 min)
Period 7	11:42-11:57	(15 min)
Period 8	12:00-12:30	(30 min)
Period 9	12:33-1:11	(38 min)
Period 10	1:14-1:52	(38 min)
Period 11	1:55-2:45	(50 min)

Two-Hour Delay

(Monday-Friday)

(If there is a 2-hour delay on Wed. then Leadership Period will be cancelled and we will run a two-hour delay schedule)

Delay	8:15-10:15	
First Bell	10:15	
Period 1	10:18- 10:47	(29 min)
Period 2	10:50-11:19	(29 min)
Period 3	11:22-11:51	(29 min)
Period 4	11:54-12:24	(30 min)
Period 5	12:27-12:30	(3 min)
Period 6	12:33-1:03	(30 min)
Period 7	1:06-1:09	(3 min)
Period 8	1:12-1:42	(30 min)
Period 9	1:45-2:14	(29 min)
Period 10	2:17-2:45	(28 min)

General Information

ACCIDENT / STUDENT LIABILITY INSURANCE

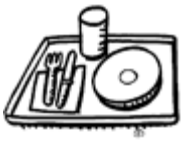
Tri-Rivers provides its students with both liability insurance and accident insurance. The liability insurance covers students participating in career technical programs who are found liable while performing their duties as part of their curriculum at Tri-Rivers.

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

ASSOCIATE SCHOOL INVOLVEMENT

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

CAFETERIA



Students have a thirty-minute lunch period, during which time food or drink is to be consumed within the cafeteria or lunch patio area. Students are encouraged to eat a healthy well-balanced breakfast and lunch. TRCC highly discourages the consumption of food or beverages that are excessively high in caffeine and/or sugar. Trays and food materials are to be taken to the recycle area at the conclusion of eating by each student. Students are to remain seated in the cafeteria until the period ends. Snack items or bottled beverages may be removed at the end of the lunch period and may be consumed within the classroom or lab only with instructor permission. Please keep lunchroom clean and place chairs back under tables as you leave.

TRCC has a closed lunch. Students are not permitted to leave or have guests for lunch. ***No outside food is permitted by delivery or to be brought into Tri-Rivers.*** **An instructor must accompany students eating at C.C. Bistro.**

Student lunches are $3.00, students may prepay for lunches or purchase on a daily basis. It is recommended that students prepay for lunches by either the month or weekly. Prepayments for lunches and ID's may be made @ www.K12PaymentCenter.com. Payments by cash are made in the Cafeteria. Student also may purchase breakfast in the cafeteria daily from 8:00 am – 8:12 am for $1.50.

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

CAREER PASSPORT

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

COLLEGE AND MILITARY VISITS

Students may schedule one school-approved college, military or technical school visit per semester *without being counted absent.* To schedule such a visit, contact the Student Services Office. Approval requires 5 days prior to the visit. Visitation must be completed by May 1st.

CREDIT DEFICIENCIES

Associate schools may approve the make-up of credit deficiencies by a variety of means. Please contact Student Services Counselors for more information. Credits at Tri-Rivers are to be completed by May 1st. Other arrangements may be made with a student's associate school after this deadline.

FIELD TRIPS

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

All school rules will apply throughout the duration of the field trip. Students should have good grades, attendance and behavior, parent or guardian permission form, and a signed Emergency Medical and Field Trip Form on file.

GRADING SYSTEM

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

GRADE	PERCENT	DESCRIPTION
A+	100 – 97	Superior
A	96 - 93	Superior
A-	92 - 90	Superior
B+	89 - 87	Good
B	86 - 83	Good
B-	82 – 80	Good
C+	79 – 77	Average
C	76 – 73	Average
C-	72 – 70	Average
D+	69 – 67	Poor
D	66 – 63	Poor
D-	62 – 60	Poor
F	59 And Below	Failure
I	Incomplete	Work Incomplete
NG	No Grade	No grade Issued
Dx	Below 59	Effort Grade

Note: If a student earns the grade of an **"F"** two times during a semester for either, a nine-week or exam grade the student will fail the course for the semester. In addition, if a student fails the **second semester** of a Career Tech class or fails to earn the minimum competency in the Career Tech program they will **NOT** advance to Level 2 of that program.

GRADUATION

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

HALL PASSES

Students are required to use their SCHOOL ISSUED PASS which documents the time as well as destination with teacher approval. The pass should only be used for the restroom or going to a designated area during instructional/non-instructional time. Students should also sign-in and sign-out when leaving the classroom with permission.

HONOR ROLL

Recognition is given at the end of quarters 1, 2, and 3 to those students who have earned all "A's" and "B's." This honor roll is posted in the school, with copies sent to the associate schools.

IDENTIFICATION CARDS (ID)

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

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

   Note: When the fourth or more ID violation occurs, students will be sent to the Dean of Students. The procedure for discipline for ID violation is as follows:

   4th or 5th Offense: Lunch Detention
   6th or 7th Offense: Lab only detention

MEDICATION

If it becomes necessary to take any form of medication at school, a signed form from a parent/guardian or physician's script must be presented to the Health Services Coordinator.

All medication will be kept and administered by the Health Services Coordinator. Her office is located in Student Services.

Medication of any type is <u>not</u> permitted in lockers or to be carried by the student. However, if proper documentation is on file with the Health Service Coordinator, an Asthma inhaler and Epinephrine Auto injector may be kept in the student's possession.

READY TO WORK

Tri-Rivers Career Center is focused on preparing students for the eventual world of work. As part of that preparation, students are to wear either their lab uniform or TRCC campus wear while in attendance at TRCC. During the winter months, students are encouraged to layer their clothes. However, the TRCC Logo must always be displayed on the outside layer. Non-TRCC wear should not be visible. Additional t-shirts may be purchased from the TRCC warehouse. Additional uniforms, hoodies or sweatshirts may be purchased from the TRCC uniform supplier. For programs requiring button front shirts, they must be buttoned up above the chest area when outside of lab. Please contact the main office for details.

SAFETY DRILL CONDUCT

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

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

Instructors will review the lock-down procedures with students the beginning of each school year. When in "lock-down mode" please listen closely to the adult guidance of staff.

When a tornado alarm/drill is sounded, all students and staff are to report to prescribed storm refuge areas. All are to remain in storm refuge areas until an "all clear" is sounded.

STUDENT EMPLOYMENT OPPORTUNITIES

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

- Shadowing (available once each quarter beginning with the 2nd quarter of the junior year)
- Early Career Placement (available the second semester of the senior year)
- Long-Term Internship

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

Tri-Rivers Individual Job Shadowing Requirements

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

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

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

Long-Term Internship Guidelines

All of the following requirements must be met for a student to be approved for a Long-Term Internship:

1. The student must currently have an "A" in the student's Career Technical program and a "C" or better in all academics with a 95% or better attendance for the current school year (5 days of absence is maximum allowed). The student's grades/attendance will be monitored at the interim and a warning issued if the requirements are not met. The student will be removed at the end of the quarter if grades or attendance is not met.
2. The student must have successfully passed the Level 1 Webxams.
3. The student's credits must be on target for graduation – NO credit deficiencies.
4. The student must have met a graduation pathway as determined by ODE.
5. The student must agree to abide by the policies and complete the paperwork as outlined in the Long-Term Internship packet.

STUDENT RESOURCE CENTER (SRC)

The Student Resource Center - has combined a variety of support services for EVERY student at Tri-Rivers Career Center. Services include academic assistance, A+ Credit Recovery and classes, computer labs, and research areas. During the school day, the SRC will be open for student assistance provided staff members are available. The SRC has an environment conducive to doing your very best while at TRCC. There are areas to read, research, complete projects, charge student computers, and access friendly, enthusiastic educators.

Academic Assistance:

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

Computer Lab/Classes:

Students may select or be assigned to the Computer Lab for on-line classes. On-line courses are designed to allow students to either complete course requirements, or take classes not offered within the TRCC general course schedule. The Computer Lab is also an area where students can work on credit recovery. Students assigned to the Computer Lab will remain in the Computer Lab for the entire assigned period even after the Computer course is completed. They may elect to take additional coursework through Student Services or use the time to work on other classwork **in the Computer Lab.**

Computer Labs:

The SRC has a computer lab and several computer stations, which may be utilized by classes and their instructors for testing, research, presentation and project activities, and the development of personal resumes.

To use for Academic Assistance:

- **Always report to your assigned class first.** It is important that you receive preliminary instruction and announcements from your teacher prior to reporting to the SRC. If you or your instructor wants you to receive additional assistance in the SRC, the instructor should call the SRC to confirm that assistance is available. The instructor will explain what assistance is needed, complete the red and white SRC Instructions Sheet, and give you a hall pass.
- Upon arriving at the SRC, you will scan in, report to the SRC desk to turn in your Instruction sheet, and be assigned to a work area. If at any time you are not working on the assigned task, your instructor will be notified and you will be returned to class.
- The student is responsible for the use of equipment and materials while in the SRC. Materials are to remain in the SRC.
- The students are responsible for returning completed work to their instructors with the exception of tests and quizzes, which MUST be turned in to SRC personnel who will be responsible for returning tests and quizzes to the instructors at the end of the day.

STUDENT SERVICES

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

Each student is assigned a Guidance Counselor based on his or her home school residence. Counselor’s assignments remain the same for the duration of a student’s time at Tri-Rivers.

Who is my School Counselor?

- Ms. Sherrie Dunn will serve students from Elgin and North Union high schools (includes independent students who choose to attend TRCC).

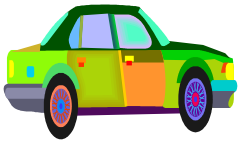
- Ms. Kirstin Large will serve students from Marion Harding, Pleasant, Ridgedale high schools.
- Ms. Allisun Lauthers will serve students from Cardington, Highland, Mt. Gilead and River Valley high schools

STUDENT SUPPLIES for 2018-19

TRCC has made the commitment to assist students by supplying the following: textbooks, workbooks, lab tools, including safety glasses if applicable, two ID cards and lanyards, electronic student handbook, technology access, 2 TRCC t-shirts, CTSO Membership and parking permit. Some additional fees may apply to specific programs such as uniforms. Please contact the Treasurer's Office for details.

TRCC Procedures for Earning High School Credit through the Industry Credentialing and Work Keys Pathway:

1. Students who earn their industry credential are also required to take the Work Keys Assessment.
    a. These credentials must equal 12 points within a single career field and may be a bundle of credentials from ***within that single career field.***
2. Once the student has received their industry credential, he or she will work with their school counselor to arrange to take the Work Keys Assessment.
    a. Tests are administered at Tri-Rivers Career Center within our adult education area every Tuesday at 3:30 p.m. Some Friday's may be available for testing as well, by appointment only.
    b. The cost of the test is $15 per test, so the total owed would be $45 for the three required Work Keys tests. The first round of testing will be covered by the state. If needed, the second round of testing would be covered by TRCC. Should a student need additional testing after the first two attempts, it becomes his/her fiscal responsibility.
    c. Should a student not pass the first round of testing, a remediation/tutoring session will be set up with the students prior to taking the tests again.
    d. For every third attempt and beyond, it is the student's responsibility to pay for the test and upon passing, TRCC will reimburse for that test.



VEHICLE REGULATIONS AND REGISTRATION

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

1. **All students driving to Tri-Rivers are required to register their vehicle(s) in the Main Office before or during the first week of school**. **A parking permit will be issued free of charge for one vehicle. Each additional vehicle is $3.00 and requires an additional permit. Replacement permits are $3.00 each.** Students shall keep registration current throughout the year.
2. At the time of registration, students must have a valid driver's license, insurance coverage and a safe driven vehicle to receive driving privileges. The permit is to be displayed from the center rear view mirror of the vehicle driven to Tri-Rivers. Those students without permits may be charged $10.00 per violation.
3. Students must follow school traffic pattern and park in the **EAST and WEST designated student lots** upon arrival at school**. (Does not include the first three rows, which is**

reserved parking.) Students are to enter the building upon arrival. ***No loitering in or around vehicles or school grounds.***

4. Students may not move their vehicles during the school day, unless they are leaving for advanced job placement, or have permission from the administration.
5. Student traffic is not permitted on the front drive during AM and PM bus time. This area is reserved for school buses loading or unloading and for parents picking up or unloading students during non-bus times.
6. Buses entering or leaving the facility have the right of way at all times. Students should leave parking lots cautiously only after all buses have left the school grounds.
7. The maximum speed limit on campus is posted and should be observed at all times for the safety of all personnel.
8. Students shall not possess items within their parked car that are forbidden on school grounds by our school policy. This includes, but is not limited to tobacco, lighters, drugs, controlled substances, drug paraphernalia and/or weapons. ***Items viewed within a car will result in the owner, driver and/or passengers being disciplined.***
9. Students have been granted the privilege of using school property for parking vehicles. If at any time reasonable cause is submitted to administration - students parking on school property will be considered consent to a search of the vehicles, both registered and non-registered, by an administrator or designee under their duty to maintain a safe school environment.
10. All directives of parking or driveway monitors are to be followed at all times.
11. Driving privileges to the campus of Tri-Rivers Career Center may be suspended for excessive absences, tardiness, reckless operation or discipline issues.
12. The school reserves the right to tow, at owner's expense, cars not parked in appropriate student spaces, cars without parking permits displayed and/or students with suspended driving privileges.

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

VISITORS

A form must be completed and approved in advance by the career-technical**,** academic instructors and administration before visitors may be brought into the Tri-Rivers Career Center Labs. Details are available in the Main Office.

DO NOT SHOW UP WITH AN UNSCHEDULED VISITOR!

The public, alumni or others entering the school must **enter through the Main Office** and obtain approval and a visitor badge before visiting any area of the building. All school staff has the right and responsibility to exclude any uninvited or unauthorized personnel from the school building or grounds. Administration requests that visits from former students not be permitted during instruction time. Visits are suggested for 2:45 pm or after and are to be scheduled with the instructor.

WEATHER

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

WMRN AM 1490 (Marion)	WMRN FM 94.3 (Marion)	**Suggested websites:**
WYNT FM 95.9 (Marion)	WDCM 97.5 (Marion)	tririvers.com
WTVN AM 610 (Columbus)	NBC Channel 4	www.mariononline.com
ABC Channel 6	CBS Channel 10	www.wmrn.com
FOX Channel 2		

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

Attendance

ATTENDANCE POLICY

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

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

If a student is, absent from school for any reason:
A parent/guardian must call Tri-Rivers Career Center at 740-389-4681, ext. 7100 by 9:00 a.m. to report the absence. This procedure complies with the "Missing Child Law." This is to protect students against possible kidnapping or truancy. If no call is recorded, Tri-Rivers will attempt to make a call to the parent/guardian the day of the absence by 10:15 am. Daily attendance will be administered every school day at the beginning of 1st period.

However, if phone contact is made, the school is still required by law to have a written note from the parent/guardian or doctor/dentist explaining the absence on file. This note must be presented to the Main Office staff before school on the day they return.

EXCUSED ABSENCES

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

a. Personal illness or illness in the student's family documented with a **physician's note**.
b. The office of attendance will accept a ***Parent*** signed note up to 13 school clock hours (2 days per semester). After 13 hours, a ***Physician's*** note will only be accepted.
c. Doctor/Dentist appointments or Hospitalization: dentist /orthodontist & optical appointments will be excused for the time needed for the appointments. **To be accepted, the doctor's excuse must be specific if a full day is needed.**
d. Death in the family (Excused days will be determined on an individual basis.) Death of a close friend; with parental approval, each student may have a maximum of one day excused

to attend the funeral of a close friend. **Funeral Directors may issue a school/work excuse.**

e. Quarantine for contagious disease. **Physicians excuse to return to school must be submitted.**

f. Religious Reasons. **Presented by Pastor/youth pastor with phone number for contact.**

g. Performance of certain work at home and activities of an educational nature, which have received prior approval by the Principal or her/his designee with arrangements being made in advance for completing assigned class work.

h. Court appearance: if a student has a personal court appearance and he/she comes to school until time for the appearance, signs out for court and returns to school immediately and signs in, this time will be excused with **proper court documentation**.

i. Pre-approved college or military days, as well as TRCC or associate school approved activities will be recorded as a school approved absence. **This must be pre-approved 5 school days prior to the visit. Forms for this are available in the Student Services Office.** *Visitation must be completed prior to May 1.*

j. Students assigned to In-School Study will not be counted absent from school, providing all rules, regulations and assignments are completed as required.

k. Students incarcerated may have the opportunity to earn academic credit. However, "Hands On" lab assignments or projects assigned through the Student Resource Center cannot be made up for credit. Administration will assist the discipline dean with each individual situation.

EARLY RELEASE FROM SCHOOL

If it becomes necessary for a student to leave school due to illness, permission must be obtained from the school nurse who will contact the parents. If a student must leave early for any reason, a note from the parent/guardian and a number where that person may be reached must be presented to the main office secretary or staff. If a student should choose to leave early, it may count towards their absences.

Emancipated students must have a court document showing release and be filed with student services. Emancipated students must sign-out with the main office secretary or staff before leaving school. The student may be counted absent or truant from school. Any non-emancipated student, or a dependent at any age must have parent or guardian permission to leave and sign-out with the attendance secretary.

The Administration handles dismissal for employment directly related to your career technical program. Employment dismissals will not count toward absences. Students who participate in associate school extra-curricular activities will be normally dismissed at the regular 2:45 p.m. time unless the associate school principal or designee requests earlier release time on a regular or seasonal basis.

UNEXCUSED ABSENCES

Any absence from school for an unacceptable reason will be considered unexcused; including absences with parent's knowledge and absences with no prior approval. Any absence not defined as excused is an unexcused absence. (Examples of excused absences may be found in the **Excused Absence Section**.)

LOSS OF CREDIT DUE TO ABSENCES

A student who accumulates more than 4.0 unexcused absences during a quarter, credit for course may not be granted. Students are given the opportunity to earn credit by performing 6 hours of community service for one day of absence. This opportunity is permitted only one time during the school year and is granted by administration approval only.

CALCULATION OF ABSENCES

- **Check in between 8:15 am and 9:03 am – Tardy**
- **Check in after 9:09 am – ½ day absent**
- **Check in after 1:06 pm – 1 day absent**
- **Leave before 10:51 am – 1 day absent**
- **Leave between 10:51 am – 1:57 pm – ½ day absent**
- **Leave after 1:57 pm – Time missed only**
- **Three missed Periods – ½ day absent**

TRUANCY

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

Attendance Limitations

A limitation is placed on the number of absences from the school and individual classes based upon HB 410.

In accordance with Ohio Department of Education and HB 410 the limitations are as follows:

Habitual Truant (without legitimate excuse)

30 or more consecutive hours

42 or more hours in one month (4 weeks)

72 or more hours in a school year

Excessive Truant (with or without legitimate excuse)

38 or more hours in one month (4 weeks)

65 or more in one years

Ohio revised code 3321.01 states: Any child under the age of eighteen years of age and at least six years of age is of compulsory age. A child under six years of age who has enrolled in kindergarten shall be also considered "of compulsory age" for the purpose of section 3321.01 to 3321.13 of Ohio Revised Code.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will collaborate with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian (HB66)
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable.

Intervention Parents/guardians and students are given a password to PowerSchool which will allow monitoring a student's attendance records daily. This password is sent to your home early in the school year. If you lose the password, your student can obtain one from Student Services by presenting their ID badge or the parent/guardian may obtain one in person by visiting Student Services. ***NO PASSWORDS WILL BE DISTRIBUTED VIA PHONE***. It is the responsibility of the student and the parent to know the attendance rules and not to exceed the limits of these rules.

TARDINESS

Promptness to school AND class is very important and expected of all students. Students, who report to class after the proper time, will be ***required to sign a tardy book and discuss the tardy with their instructor at the end of the period***. Students arriving on late buses will not be counted tardy; students are expected to sign in at the attendance desk as they enter the building. At that time, an announcement will be made to admit students arriving late to class. Excessive tardiness will result in parent contact**,** discipline, and possible loss of grade points. Three (3) or more tardies to school will result in discipline. Tardies to school/class will accumulate on a semester basis only.

- **Late to School** - Students reporting to school late must enter through the main office to sign in and obtain a tardy slip before reporting to class.
- **Tardy to Class** will be handled by the instructor for the first **three (3)** tardies per semester. Each additional tardy to class may be referred to the Dean of Students.

VACATIONS

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

Discipline

ACADEMIC DISHONESTY

Academic Dishonesty: cheating, plagiarism, collusion. A student shall not obtain by fraudulent, dishonest, or deceptive means and use as his/her own or provide to another student the work, work product, questions on or answers to examinations, or like matters of another student or violate the reasonable requirements of a teacher with respect to the conduct and taking of

examinations or the completion of other course assignments. A student shall not use the written, mechanical, or electronic work of any other person, or parts or passages of such person's writings, or the ideas of such other person and hold them out as, or represent them to be the product of his/her own mind. A student who violates this policy may receive a "0" for all work involved and/or discipline.

ALCOHOLIC BEVERAGES, NARCOTICS, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES

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

A counterfeit controlled substance is defined as:

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

CODE OF CONDUCT

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

RESPECTFUL

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

RESPONSIBLE

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

RELIABLE

As a partner in the process of my education.

DISCIPLINE

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

TEACHER & LUNCH DETENTIONS

Students receiving teacher/school detentions will follow the guidelines of the assigning staff member. Upon receiving a detention, the assigning staff member will attempt to contact the parent/guardian regarding the incident. Each teacher has devised his/her own methods of detention and these will be reviewed with students the opening week of school.

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

Lunch detentions may be assigned and are administered by the Dean of Students. Lunch detentions will be served during the student's lunch period in ISS as assigned by the Dean of Students.

IN-SCHOOL STUDY (ISS)

Offenses under this category of discipline include (but are not limited to) all of the violations listed under "Teacher/School Detentions." Additionally, ISS may be assigned for parking/driving violations, harassment, bullying, hazing, theft, destruction of property or other inappropriate behaviors deemed serious enough by the administration.

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

1. Tardiness to ISS will count the same as tardy to class and any student reporting late to ISS may be assigned an additional In-School Suspension.
2. Once attendance is taken, students will not be allowed to leave the ISS room except for restroom breaks, which will be coordinated by the ISS coordinator. If a counselor is needed, one shall be called to the ISS room at which time the counselor may remove the student and remain accountable for said student until the student is returned to the ISS room.
3. Students will not be allowed to put their heads down or sleep. No radios, cards or other recreational articles will be allowed.
4. No gum or other lunch-approved beverages may be consumed or used in ISS.
5. No talking will be allowed, except during breaks, or as instructed by the ISS coordinator.
6. Students must have paper, pencil, eraser, etc. with them for completion of ISS assignments.
7. Any disciplinary problems occurring within ISS and reported by the Coordinator may result in additional disciplinary action issued by the Dean of Students.
8. Students are not permitted to leave ISS to attend field trips or activities. Advanced Placement students will serve an entire day and instructor/student will make necessary arrangements with the employer.
9. It is the student's responsibility to make up missed work while in ISS. Work that is not made up will be recorded as a zero.

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

OUT OF SCHOOL SUSPENSION

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

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. If a suspension is issued, an attempt is made to notify the parent(s)/guardian(s) by telephone.

4. Within 24 hours, a letter is sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. ***Suspension days will be considered unexcused days, unless community service work has been properly completed. Community service may be assigned by the administration as a means for students to receive an excused absence.***
6. ***Severity of the behavior may result in charges being filed with the local sheriff's office.***

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

EXPULSION

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

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

EMERGENCY REMOVAL

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

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

SCHOOL RESOURCE OFFICER

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

BEHAVIOR AND DISCIPLINE CODE

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

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

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

Types of Violations

1. Use or possession of tobacco, look alike tobacco or any tobacco product, including electronic cigarettes or vaping devices.

Use or possession of tobacco in any form by students is not permitted at Tri-Rivers Career Center and is against the LAW. This applies to the interior and exterior of the building and on school property at any time, including while inside a vehicle. **TRI-RIVERS IS A SMOKE FREE CAMPUS. THIS APPLIES TO STUDENTS, STAFF AND VISITORS.**

2. Safety Violations:

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

3. Tardiness to School:

Promptness to school and class is very important and expected of all students. **Tri-Rivers will NOT excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.** Students arriving on late busses will not be counted tardy and will be admitted to class. Students who report to class after the proper time may be required to sign a tardy book and discuss the tardy with their instructor at the end of the class period. Excessive tardiness will result in parent contact, discipline, the loss of grade points, and/or court proceedings.

4. Truant from Class:

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

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

6. Fighting/Unauthorized Touching/Contact:
Fighting will not be tolerated. This may include shoving, pushing, or other physical contact.

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

8. Selling and/or trafficking of alcohol and/or drugs:
A student shall not possess a quantity that can be construed as being possessed for sale or transmittal to other people.

9. Violation of Criminal Code: (theft, destruction of property):
A student shall not cause or attempt to cause damage to school property, property of others, property of school officials, or employees-on or off school grounds. Theft, damage, or destruction of property valued at more than $500 may result in filing of criminal charges and disciplinary action.
Destruction of property will be billed to the student at total replacement costs.

10. "Lookout" for students who are violating a school rule:
Students shall not serve as "lookouts" for any student who is knowingly violating school policy/rules.

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

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

13. Selling of Products for Personal gain:
Students are not permitted to sell products on school property, soda, water, candy bars, wristlets etc., for personal benefit or profit. ***Note:*** Special fundraiser organizations may obtain permission from administration ***only.***

14. Harassment, Bullying, Hazing:
Tri-Rivers Career Center is committed to preventing and eliminating harassment in all forms. Harassment includes inappropriate behavior because of sexual, racial, ethnic, age, or religious reasons which leads to unwanted verbal or physical hazing or abuse. It can take the form of verbal abuse, insults, suggestive comments or demands, leering or subtle forms of pressure

including but not limited to, touching, pinching, patting, lewd pictures or comments, or sexual or inappropriate jokes.

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

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

STAND UP AGAINST BULLYING

It is recommended to EXECUTE the following procedures when reporting BULLYING. STAND UP USING THE 3 STEP PROCESS:
STEP #1 – Tell the student(s) to STOP
STEP #2 – If the perpetrator(s) continues with ACTS of Bullying then inform IMMEDIATE SCHOOL PERSONNEL for documentation
STEP # 3 – If the perpetrator(s) continues with ACTS of Bullying then inform SCHOOL ADMINISTRATION
SEE something, HEAR Something…….SAY SOMETHING!

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

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

Definition of Terms

Harassment, intimidation or bullying means any:

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

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

- Causes mental or physical harm to the other student/school personnel;

-and -

- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Types of Conduct:

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

- Physical violence and/or attacks

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

Complaint Processes:
The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rule, procedures and standards of conduct for schools and students in the district. In addition, information regarding the policy shall be incorporated into employee training materials. Harassment, intimidation, or bullying behavior by any student/school personnel in the Tri-Rivers Career Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

-Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,

-Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

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

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

Anonymous Complaints:
Students who make informal complaints as set forth above may request that the school staff member and administrator who receive the complaint maintain their name in confidence. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying. You can also anonymously report an informal complaint electronically by accessing the following url – https://hometip411.com.

Procedural Responsibilities for Staff:
Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the Executive Director of Operations (or designee) of the event observed or information received. This may be in the form of a formal (written) report or an informal (verbal) report. In either case, the information shall be presented to the Executive Director of Operations (or designee) no later than the next school day.
In addition to addressing both formal and informal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. This may take the form of class discussions, counseling, and/or reinforcement of socially appropriate behavior. If school personnel suspect or witness a student or another staff member ridiculing or humiliating another student/school personnel intervention should promptly occur

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

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

Disciplinary Procedures:
When verified acts of harassment, intimidation or bullying are identified early and/or when such acts do not reasonably require a disciplinary response, students may be referred to the guidance department for educational intervention on the definition and causes of harassment, intimidation or bullying. If a complaint is verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, which may include (detentions, Saturday School, In School Suspension, Out of School Suspension and/or Expulsion).

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

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

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

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

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

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

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

15. Altered Absence Excuses (doctor, dentist, or parent/guardian):
Fraudulent signatures or alterations on official forms, medical excuses, or parent notes will not be permitted. Any such forgery will result in disciplinary actions and/or loss of credit.

DANGEROUS WEAPONS IN SCHOOL

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

DRESS CODE: EMPLOYABILITY AND SAFETY

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

1. Proper footwear must be worn at all times. The style and construction of the footwear shall be appropriate for the program and activity, as determined by the instructor. No "Heelies" (shoes with skates in them) are to be worn inside the building.
2. Instructors may dictate proper attire for specific activities on occasions as deemed necessary.
3. Shorts **are not** permitted in any program at any time.
4. All pants must be worn at the waist, preferably held up with a belt. Excessively large pants will not be permitted. Students are discouraged from wearing pants with holes in them. However, holes, frays, or tears that are located at or below the knees and that do not cause a safety hazard for the student are allowable. Any hole, fray, or tear located above the knee should not show any part of the body/skin or underwear. Ultimately, dress code violations will be viewed by the administration and or Dean of Students/Discipline Dean.
5. Belt-attached chains are NOT permitted.
6. No clothing with any drug, alcohol, tobacco, sexual, harassing or satanic symbols or lettering is allowed to be worn at school or at any school activity.
7. One small piercing on the face or tongue is allowable. Invisible plugs or cover-ups should replace additional facial piercings. CT Instructors may require standards that are stricter regarding dress and appearance for participation in their program or activities.
8. Caps, hats, handkerchiefs, bandanas and hoods or other head coverings are not permitted to be worn inside the building at any time. Exceptions may be made within each program laboratory if this is a part of the required uniform or for special school "dress up" days.
9. Individual program requirements for class and program field trips may require special dress or grooming as determined by the instructor(s). Please check with your program instructor and follow the guidelines.

10. All coats and jackets are to be stored in hall lockers with the exception of program-required hoodies. The TRCC campus logo must be visible on the outside clothing.
11. Book bags are allowed throughout the school day. (Refer to page 23, "Search & Seizure")
12. The TRCC logo wear must always be on the outside layer and non-TRCC wear should not be visible. Lab shirts are to be buttoned up above the chest area.

ELECTRONIC DEVICES

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

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

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

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

1. The first offense **– Warning, pick up after school.** The electronic device will be taken and turned in to the Dean of Students office where the student can pick it up after school. If a student refuses to turn in a device then the student must meet with the Dean and will be assigned one (1) day of ISS. Students should **NOT** be permitted to leave class early at the end of the day to retrieve these confiscated items.
2. The second offense – **1 Day ISS (In School Study).** If a student refuses to turn in a device (second offense) then the student must meet with the Dean and will be assigned two (2) days of ISS. Parent is notified.
3. The third offense – **1 Day ISS (IN School Study)** With three or more confiscations of any electronic device the student MAY be required to turn in their electronic device(s) at the beginning of the school day to an administrator designated by the principal and pick-up the device(s) after the final bell at 2:45pm.
4. The fourth offense and beyond – **2 days ISS (In School Study)** – further disciplinary action is up to the discretion of the administration.

GANG POLICY

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

HAZING

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

PUBLIC DISPLAYS OF AFFECTION

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

SEARCH AND SEIZURE

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

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

SURVEILLANCE CAMERAS

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

TELEPHONE USAGE

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

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

TOBACCO POLICY

A student shall not use or possess tobacco, electronic cigarettes, vaping devices or look alike tobacco of any kind while on school grounds or when attending/participating in any school sponsored function on or off school grounds. (See item 1 page 16 under Discipline)

Incentives

Tri-Rivers Career Center Incentive Program…

"Student Share" Quarterly Recognition

At the end of each quarter, one outstanding TRCC student will be nominated by his/her instructor from each career technical program and each academic department to be recognized. The selected students will be acknowledged and presented with a certificate and special gift compliments of Tri-Rivers Career Center. This opportunity gives instructors a chance to share a compliment or reward with a well-deserving student each quarter. Rewarded during first three quarters of the school year.

Drug Free Hire Club

Offer numerous reward incentives throughout the school year, including but /not limited to free t-shirts, ice cream, candy bars, and pizza and participation in Drug Free Hire activities.

ACTIVITIES

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

Student Career-Technical Organizations at Tri-Rivers are:

FFA	Students enrolled in Agriculture Programs
FCCLA	Family Career and Community Leaders of America
SkillsUSA	An organization of students enrolled in Industrial, Engineering and Health Programs

Additional Student Organizations at Tri-Rivers are:

Ambassador Club	Comprised of "select" TRCC students, based on application and interview process. Students serve as public relations representatives.
National Technical Honor Society	Junior and Senior inductees are based on seriousness of career preparation and GPA
Drug Free – Hire Me! Club	Open to all students and staff at Tri-Rivers. Students must have parental permission to participate.

AWARDS:
ATTENDANCE, SCHOLASTIC AND LEADERSHIP

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

Recognition	Qualifications
Perfect Attendance	0 absences and 0 tardies
Outstanding Attendance	4 or less excused absences
Certificate of Distinction*	A student must earn **ALL A's** in their Career Tech Program for semesters one and two of the level one year and semester one and quarter three of the level two year. Career Technical Instructor verification of the student's mastery of skills in the career field is also required to earn this certificate.
Certificate of Accomplishment*	A student may earn any combination of A's, and B averages in their Career Tech Program for semesters one and two of the level one year and semester one and quarter three of the level two year.
Certificate of Achievement	A student may earn any combination of A's, B's and C averages in their Career Tech Program for semesters one and two of the level one year and semester one and quarter three of the level two year.
Certificate of Participation*	Awarded to students who enrolled in a Career Technical Program but did not earn a certificate of Distinction, Accomplishment or Achievement.
Academic Excellence Award*	A student must earn **ALL A's** in their core academic courses this includes English, Math, Science) and Social Studies. Presented to students who attend Tri-Rivers Career Center on a full-time basis.
Academic Award of Achievement*	Each academic department will determine the criteria and award their top senior with this achievement.
Award of Distinction*	Recognizes he top 10% of students in each career-technical program based on skills, grades, and character.
Principals Award *****	Based on career-technical and academic grades, attendance, and level of involvement in their respective career technical student organizations, leadership, and character, enthusiasm for the program and future plans that reflect their training.
Scholarships *	Tri-Rivers and other local and state scholarships as determined by a donor and/or selection committee. Applications and interviews may be required
Special Program or Youth Organization Awards	Selected from local, state and national criteria from students enrolled in respective programs
Drug Free Hire Me Club	An organized approach to encourage Drug Free lifestyles. Supported with ongoing incentives throughout the year to motivate students to speak out against drug use. Encourages students to become an example to their peers and establish themselves as "work ready" to potential employers.
National Technical Honor Society	Selection based on seriousness of career preparation and GPA
Student Share Quarterly Recognition	Recommendation by an instructor based on character education

*Indicates senior eligibility only