



2222 Marion-Mt. Gilead Road

Marion, OH 43302

**Telephone: (740) 389-4681**

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

**2023-24**

## **Student Handbook & Planner**

**Disclaimer:**

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

***Dear Parents, Guardians and Students,***

***It is my pleasure to welcome you to Tri-Rivers Career Center. We are very proud of our staff, services, student body and facilities. This is an extremely exciting 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. We ask parents and students to please take the time to read the handbook to understand the rules and follow them. Establishing rules and guidelines allows all of us to be valuable stakeholders to ensure a safe and conducive learning environment to maximize student learning and growth.***

**We are *TRCC* - Timely, Respectful, Committed and Career-Ready!**



***Chris Solis, Principal***

For more information about Tri-Rivers Career Center, visit our website at:  
**[www.tririvers.com](http://www.tririvers.com)**

**The Tri-Rivers Board of Education**

Glenna Plotts - MOESC - President  
Eric Park - Ridgedale - Vice President  
Shelly Ehret - North Union - Member  
Debbie Good - Elgin - Member  
Bob Haas - River Valley - Member  
Mickey Landon - NCOESC - Member  
Tara Dyer - Marion City - Member  
Ted McKinniss - Marion City - Member  
Jim McFarland - NCOESC - Member  
(TBD) - Cardington - Member  
Pamela Pinney - NCOESC - Member  
Keith Rogers - Mt. Gilead - Member  
Gary Sims - Pleasant - Member

Tammi L. Cowell - Treasurer/CFO  
Dr. Charles Speelman - Superintendent

## **TRI-RIVERS DIRECTORY**

School phone: 740-389-4681

School email: [connections@tririvers.com](mailto:connections@tririvers.com)

Superintendent

Executive Director of Operations

Principal

Director of Special Education & Pupil Services

Director of CTE & Student Pathways

Director of Student Services

Director of Technology

Health Services Coordinator

Director of Communications

Dean of Students

Dr. Charles Speelman

Kristina Lucas

Chris Solis

Alysse Ross

Martin Dzugan

Sherrie Dunn

Mike Wellin

Chris Pemberton

Joshua Ebert

Randy Greenwood

### **Counselors**

Elgin, North Union, Home School and Others

Cardington, Highland, Mt. Gilead, River Valley

Marion, Ridgedale, Pleasant

Sherrie Dunn

Allisun Lauthers

Kirstin Large



**To report a student absence**

**Call: (740) 389-4681 press "1" by 9:00 am**

**Email: [connections@tririvers.com](mailto:connections@tririvers.com) by 9:00 am**

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## **SCHOOL CALENDAR 2023-2024**

### **1<sup>st</sup> Quarter**

August 15	Opening Day for All Students
September 4	Labor Day (No School)
September 8	Professional Development Day (No School)
September 15	Quarter 1 Interims (22 Days)
September 21	Parent/Teacher Conferences (3:30-6:30 pm)
September 28	Parent/Teacher Conferences (3:30-6:30 pm)
October 13	End of 1 <sup>st</sup> Quarter (41 Days)
October 20	COTA Day (No School)

### **2<sup>nd</sup> Quarter**

November 10	Quarter 2 Interims (20 Days)
November 22	P.T. Conference Make-up Day (No School)
November 23-24	Thanksgiving Break (No School)
Nov. 28-Dec.5	EOC Testing
December 14-15	Semester 1 Exams
December 18	Make-up Exams
December 19	End of 2 <sup>nd</sup> Quarter & 1 <sup>st</sup> Semester (41 Days)
Dec. 20- Jan. 2	Winter Break (No School)

### **3<sup>rd</sup> Quarter**

January 3	Beginning of 3rd Quarter Grading Period
January 15	Martin Luther King Day (No School)
February 2	3rd Quarter Interims (22 Days)
February 15	Parent/Teacher Conferences (3:30-6:30 pm)
February 16	Professional Development 7:30-11:00 am (No School)
February 1-14	WorkKeys (Juniors ONLY during Lab)
February 19	President's Day (No School)
March 8	End of 3 <sup>rd</sup> Quarter (45 Days)

### **4<sup>th</sup> Quarter**

March 25-April 1	Spring Break (No School)
April 8	Solar Eclipse (No School)
April 9-17	EOC Testing
April 19	4th Quarter Interims (23 Days)
May 13-14	Semester 2 - Senior Exams
May 15	Senior Make-Up Exams
May 16	Last Day for Seniors/Senior Recognition
May 21-22	Semester 2 - Underclassmen Exams
May 23	End of 4 <sup>th</sup> Quarter (47 Days) and Make-up Exams
May 23	Closing Day of School
May 24	Teacher Work Day



### **Monday-Friday:**

First Bell	8:12	
Period 1	8:15-8:57	(42 min)
Period 2	9:00-9:42	(42 min)
Period 3	9:45-10:27	(42 min)
Period 4	10:30-11:12	(42 min)
Period 5	11:15-11:45	(30 min)
Period 5/6	11:15-11:57	(42 min)
Period 6/7	11:48-12:30	(42 min)
Period 7	12:00-12:30	(30 min)
Period 8	12:33-1:15	(42 min)
Period 9	1:18-2:00	(42 min)
Period 10	2:03-2:45	(42 min)

### **Two- Hour Delay:**

First Bell	10:12	
Period 1	10:15-10:41	(26 min)
Period 2	10:44-11:10	(26 min)
Period 3	11:13-11:39	(26 min)
Period 4	11:42-12:08	(30 min)
Period 5	12:11-12:41	(30 min)
Period 5/6	12:11-12:45	(34 min)
Period 6/7	12:44-1:18	(34 min)
Period 7	12:48-1:18	(30 min)
Period 8	1:21-1:47	(26 min)
Period 9	1:50-2:16	(26 min)
Period 10	2:19-2:45	(26 min)

### **ASSEMBLY BELL SCHEDULE:**

Period 1	8:15-8:50	
Period 2	8:53-9:27	
Period 3	9:30-10:04	
Period 4	10:07-10:41	
Lunch 5th	10:44-11:14	
Period 5/6	10:44-11:18	
Period 6/7	11:17-11:51	
Period 8	11:54-12:28	
Period 9	12:31-1:05	
Period 10	1:08-1:42	
Assembly Period (11)	1:45-2:45	

# 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 on the TRCC website.

## ASSOCIATE SCHOOL INVOLVEMENT

Tri-Rivers’ students are strongly encouraged to participate in associate school activities. Daily announcements in the morning by public address and digital announcements in the MPR as well as 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

The Tri-Rivers Cafeteria will once again offer free breakfast every morning from 7:45-8:12 am. The staff offers a variety of hot and cold breakfast items with USDA, ODE, and federal guidelines. We encourage all TRCC students to participate each morning! ***After 8:15 am (after tardy bell) all outside food and beverages will not be permitted inside the building.*** Students have 12 minutes to get their free breakfast and are expected to arrive at their 1st period class on time. Students have a thirty-minute lunch period, during which time food or drink is to be consumed within the cafeteria or lunch patio area. You can bring your lunch from home or buy lunch at school. 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 trash receptacles 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 the 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. ½ day students are expected to eat lunch prior to arriving in the building for classes.***

There are two lunch lines available each day as well as the grab and go (Kiosk) line. If students choose to purchase lunch at Tri-Rivers it is recommended for all students to use Identimetrics (Fingerprint) to improve efficiency and security for our students.

\*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 at [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com). Payments by cash are made in the Cafeteria. Students also may purchase breakfast in the cafeteria daily from 8:00 am – 8:12 am for \$1.50.

Although it is the primary responsibility of the parent/guardian to provide their child a lunch, whether it is brought from home or funds to purchase one, Tri-Rivers Career Center recognizes that on occasion students may forget, lose, and/or encounter a zero account balance on their meal account.

Charging for school meals refers to any time a student does not have enough money to cover the price of a meal. In order to establish consistent meal charge procedures, Tri-Rivers Career Center will permit charging for regular meals for students who occasionally forget their money or fail to upload funds to their online account up to a MAXIMUM of three lunches, which is a maximum dollar equivalent of \$9.00.

Charging is for full meals only! No a la carte or breakfast items are permitted to be charged. No a la carte or extra items will be permitted to be purchased unless account is in good standing with no negative balance.

It is the expectation of Tri-Rivers Career Center for parents/guardians to remit funds on the **next school day** to clear up any negative balances on the student's meal account, as unpaid meal charges place a financial strain on the self-sustaining Food Service Department.

The following outlines the procedures that will be followed:

- Parents/guardians are encouraged to make pre-payments for school meals and receive email notifications of low cash balances by visiting [www.k12payments.com](http://www.k12payments.com)
- When the student's account reaches a negative balance, the cashier will verbally tell the student they have no more money/meals available on their account. Additionally, parents/guardians will receive email alerts that the account is in the negative.
- Parents will be notified by phone when the student reaches the three (3) meal charge limit and given the opportunity to put money on the student's account or bring them a lunch.
- There will be no lunch charges permitted after April 30th. Any unpaid lunch charges must be paid prior to the end of the school year.

To receive free or reduced priced meals, eligible families are encouraged to apply anytime during the school year. Applications are available in the Main Office at TRCC, from the Cafeteria Manager at TRCC, or on Final Forms.

***Free and reduced lunches/breakfasts*** are available to those that qualify. Applications are available online through FinalForms. The cost for reduced price lunch is .40 cents.

### **CAREER PASSPORT**

A Career Passport is documentation of skills/achievements the students have accomplished during their experience at TRCC. The documentation may include: industry recognized credentials, resumes, competencies, etc. Students receive their TRCC Career Passports during Senior Recognition. The goal of the passport is to be used as a resource to market themselves and experience a smooth transition from school to work or continuing education.

## **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 1<sup>st</sup>.

## **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. Credit Recovery courses at Tri-Rivers are to be completed by May 1<sup>st</sup>. 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 FinalForms.

## **GRADING SYSTEM**

Instructors will evaluate all students based on course achievement, competency of skills, attitude and participation. Assignments will be graded and put into the Student Information System (Powerschool) within a week of the due date. Projects and larger assignments will be put into the gradebook within two weeks of the due date. 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:

<b>GRADE</b>	<b>PERCENT</b>	<b>DESCRIPTION</b>
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

**Note:** GPA's are determined at the end of each semester using semester grades (40%) and exam grade (20%). 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 **MAY NOT** advance to Level 2 of that program. Students may choose another program based on their interests and circumstances. All Seniors who enter TRCC will attend a Level 1 program upon acceptance.

## **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 and to determine your graduation pathway. Even though there is not a TRCC graduation, a Senior Recognition Program to celebrate our senior students' accomplishments is held in May. If a student does not meet the graduation requirements through their associate school prior to senior recognition students will unfortunately be unable to participate in Senior Recognition.

## HALL PASSES

Students are required to use the SCHOOL ISSUED E-Hall Pass (Digital Hall Pass) from their classroom instructors or staff which documents the time as well as destination with teacher/staff 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. No Lunch passes to classrooms unless the classroom teacher submits an Appointment Pass each day (E-Hall pass) to make sure students will be supervised. If a sub is covering for a teacher ***no passes will be permitted. It is recommended that we only allow one student to be dismissed from class at a time.***

## 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 the ability to produce their own electronic ID through the SchoolPass app. This app will be placed on their school issued laptop and students will be encouraged to put their ID on their own electronic device (cellphone). The Student ID card is needed for: late arrivals and early release as well as checking out of the building.

1. SchoolPass ID Possession - students will have one SchoolPass ID. Student SchoolPass IDs should not be given to another person at any time. Violation of this rule may result in disciplinary action.

## MEDICATION

If it becomes necessary to take any form of medication at school, a signed form from a parent/guardian and physician's script must be presented to the Health Services Coordinator and placed on file as well as uploaded to their child's FinalForms account. ***All medication will be kept and administered by the Health Services Coordinator. Her office is located in student services near the main office. Medication of any type is not permitted in lockers or to be carried by the student, including over-the-counter medication. 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 based on the discretion of the CT Lab Instructor(s). During the winter months, students are encouraged to layer their clothes and this is available when purchasing your uniforms. 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. We ask for the TRCC logo to be displayed in the front and ONLY your last name may be displayed on the back of the TRCC wear. For programs requiring button front shirts, they must be buttoned up above the chest area when outside of the lab. Please contact the main office for details. ***NO COATS IN THE HALLWAYS OR ACADEMIC AREAS.*** This will be enforced starting with the 8:15 am tardy bell. Coats are only ALLOWED in Labs with permission from the instructor.

If a student were to be in violation for the dress code, the following consequences may take place:

1. Verbal redirection from staff member(s)
2. Verbal redirection, write-up, and lunch detention



3. Verbal redirection, write-up, lab detention
4. Verbal redirection, write-up, (Alternative Classroom Placement)

***School Administration will have final decision making regarding dress code violations***

**\*\*Students who are out of dress code will be sent to the Dean of Students to receive dress-code compliant clothing; unless a parent/guardian can bring replacement clothing.\*\***

Career-Technology and Academic Teachers can issue an **employability grade** in their course(s), either daily or weekly, which could impact their quarter, as well as semester grades.

**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 timely, respectful, committed, and career-ready 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 procedures. When a fire alarm sounds, students are to leave the room, using the prescribed route. Students are to refrain from being loud and remain a minimum of 100 feet away from the building until signaled to return.

Instructors will review the lock-down procedures with students at the beginning of each school year. When in “lock-down mode” please listen closely to the guidance given by Tri-River’s staff.

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

All safety procedures will be reviewed by staff and shared with their students using the **Safety Guideline Packet**. This packet will be reviewed with students at the beginning of the school year as well as reviewed when necessary.

**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 2<sup>nd</sup> quarter of the junior year)
- Early Placement/Internships/Work-Based Learning (available senior year based on lab related employment opportunities, attendance, grades, behavior, establishment of graduation pathway). Questions should be directed to Mr. Martin Dzugan, Director of CTE Pathways.

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 no 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 and current 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.

### **Early Placement/Internships/Work-Based Learning Guidelines**

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

1. Good academic standing, attendance and discipline. The student’s grades/attendance/discipline will be monitored and a warning issued if the requirements are not met. The student can be removed from their early placement at anytime if any requirements are not met.
2. The student must have successfully passed the WebXams.
3. Student must obtain industry recognized credential. (12 points)
4. The student’s credits must be on target for graduation – NO credit deficiencies.
5. The student must have met a graduation pathway as determined by ODE.
6. The student must agree to abide by the policies and complete the paperwork as outlined in the Internship Placement packet.

### **SUCCESS CENTER (SC)**

The Student Resource Center - has combined a variety of support services for EVERY student at Tri-Rivers Career Center. Services include academic assistance, 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. Students will utilize the electronic hall pass (ehall pass) system to check in and out of the SRC.

#### **Academic Assistance:**

The SRC is a location where students may receive 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 for Local Assessments/Resumes/Credentialing**

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 assign an electronic hall pass to the student..
- If at any time you are not working on your assigned task, your instructor will be notified and you will return 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 into 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 updates. Student Services has a “wall” of information for associate schools activities throughout the year.

Each student is assigned a School 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**, home-schooled students, and all “other” 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 2023-2024**

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, Final Forms access, 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 a High School Pathway to Graduation through Career-Focused Activities:**

1. Students must complete two career focused activities, at least one of which must be foundational. Foundational skills include: Industry recognized credentials, WebXams, and/or pre-apprenticeship or apprenticeship.
  - 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. After meeting one of the Foundational Skills above, students are also able to meet the pathway by demonstrating one of the following supporting skills: Work Based Learning (250 hours), Ohio Means Jobs Readiness Seal, or WorkKeys assessments. All Level 1

junior students will take the WorkKeys assessment during the second semester (February).

- a. Students can earn a composite score of 14 points on the three WorkKeys assessments (Graphic Literacy, Workplace Documents, and Applied Math) to establish and fulfill a supporting skill for this pathway.
- b. Tests are administered at Tri-Rivers Career Center through the WorkKeys coordinator.
- c. The first round of testing will be covered by the state. If needed, the second round of testing would be covered by TRCC if the student completes the WorkKeys curriculum which will be assigned by the WorkKeys coordinator. Should a student need additional testing after the first two attempts, it becomes his/her fiscal responsibility. The cost of the test is \$15 per test, so the total owed would be \$45 for the three required WorkKeys tests.
- d. 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.



### **VEHICLE REGULATIONS AND REGISTRATION**

Students are encouraged 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) under the data management platform known as FinalForms before or during the first week of school. We encourage all drivers to upload their driver's license into Final Forms. A parking permit will be issued free of charge for one vehicle and validated by administration through confirmation from FinalForms. One additional vehicle can be registered in FinalForms under each students' account. 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 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 or vehicle towed off school property.
3. Students must follow the school traffic pattern and speed limit (10 mph) and park in the **EAST and WEST designated student lots** upon arrival at school. **Students must park between yellow-lined parking spaces. Staff parking spaces are designated with "STAFF" marked on spaces. Students are to enter the building upon arrival. No loitering in or around vehicles or school grounds in the morning and afternoon. Additionally, students are not permitted to park in neighborhoods or businesses (i.e. Menards) nor should students walk to be picked up in these locations after school.**
4. Students may not move their vehicles during the school day, unless they are leaving for early job placement/internship/work-based learning, 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.
  - a. East side drivers should exit towards Route 95 to the traffic light or exit south towards Pole Lane Road



- b. West side drivers can exit south towards Pole Lane Road or around the south of the building towards the Route 95 traffic light. Students can exit north towards Route 95, but must wait for buses to leave before leaving through this route.
7. Search and Seizure: All Vehicles and student property is subject to the TRCC Search and Seizure Policy
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 vapes, 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 the 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 (1 week prior) by the career-technical, academic instructors and administration before visitors may be brought into the Tri-Rivers Career Center Labs. An electronic form will be shared with staff to complete on behalf of the visitor or the form can be sent directly to the visitor for completion. Details are available in the Main Office. ***All visitors must arrive at the Main Office and complete the check-in process. All visitors must have a valid ID (Driver's License) and must check in through the SchoolPass Visitor Management Kiosk.***

### ***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. Administration 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 instructional time. Visits are suggested for 2:45 pm or after and are to be scheduled with the instructor and approved by administration.



## **WEATHER**

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

Tri-Rivers will also inform the following radio and TV stations with announcements:

WMRN AM 1490 (Marion)  
WYNT FM 95.9 (Marion)  
WTVN AM 610 (Columbus)  
ABC Channel 6  
FOX Channel 2

WMRN FM 94.3 (Marion)  
WDCM 97.5 (Marion)  
NBC Channel 4  
CBS Channel 10

### **Suggested websites:**

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

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 POLICY**

Attendance is a vital component of being **career-ready**. The importance of developing the practice of **timeliness** 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. Students entering TRCC must remain in their program/academics for five-days. **After staying past five-days, students must stay until the end of the semester unless a parent/guardian has a valid reason for their child to return to their associate school.** 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. When the home school is not in session (i.e. teacher in-service, Fair Days, associate school year begins after TRCC opening day, differences in holidays/breaks) but TRCC is in session, you are required to attend TRCC.***

### **If a student is, absent from school for any reason:**

A parent/guardian must call Tri-Rivers Career Center at 740-389-4681, press "1" or email [connections@tririvers.com](mailto:connections@tririvers.com) by 9:00 a.m. to report the absence. This procedure complies with the "Missing Child Alianna's 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 based on the number reported in FinalForms. Daily attendance will be administered every school day at the beginning of 1<sup>st</sup> period.

**If a student were to withdraw from Tri-Rivers for any reason:**

A parent/guardian must fill out the **Withdrawal Form** and must be confirmed by the following in order: student, parent, CTE Instructor, TRCC Counselor, Director of Special Education/Pupil Services and the final signature will come from the building principal.

**EXCUSED ABSENCES**

An excused absence must be from one of the following areas and documented (through a phone call or written form):

- a. Personal illness or illness in the student's family
- b. The office of attendance will accept a Parent Signed Note up to 12 hours 6 minutes school clock hours (2 days) per semester. After 12 hours 6 minutes (2 days), a physician's note will ONLY be accepted. (One TRCC school day= 6 hours and 3 minutes)
- c. Doctor/Dentist appointments or Hospitalization: dentist /orthodontist & optical appointments will be excused for the time needed for the appointments. We highly encourage students to turn in doctor's notes the following school day or within 48 hours as work may be counted as a "zero" until the absence is excused.
- d. Death in the family (Excused days will be determined on an individual basis.) Death of a close friend, with parental approval, will be considered excused for one school day. **Funeral Directors may issue a school/work excuse.**
- e. Quarantine for contagious disease. **Tri-Rivers will follow the CDC/ODH guidelines to help protect students, teachers, administrators, and staff and slow down the spread of infectious disease.**
- f. Religious Reasons. **Presented by Pastor/youth pastor with phone number for contact.**
- g. If required to perform 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 Alternative Classroom Placement/Suspension 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 by their instructors can be difficult to make up. Exemption from CT assignments will be based on each individual case. Administration will assist the Dean of Students with each individual situation.
- l. Students participating in extracurricular activities/school-sponsored events will be excused with confirmation from associate school personnel. Associate school personnel will need to communicate with TRCC staff prior to the event/activity via [connections@tririvers.com](mailto:connections@tririvers.com)

**EARLY RELEASE FROM SCHOOL**

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. 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.

**Emancipated students must have a court document showing release and be filed with student services.**

### **Early Emancipation: What Minors Should Know**

Even if you are attending high school Emancipation is not available to you unless Court approved. Until a court decides you are emancipated, your parents must support you and are held responsible for your actions (such as your failure to attend school, or any legal contracts you enter into for a lease or utilities). Emancipated students must sign-out with the main office with the SchoolPass kiosk 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 not considered excused (see Excused Absences section) 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.

### **LOSS OF CREDIT DUE TO ABSENCES**

Coursework will count as a "Zero" for Unexcused Absences. The number of days you are absent from school determines the number of days you have to complete work if absence becomes an "Excused" absence.

### **CALCULATION OF ABSENCES (Attendance is determined by hours)**

- Check in between 8:15 am and 8:59 am – Tardy
- Check in after 9:00 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

★ A traditional school day is made of 6.5 hours

### **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 who are not in the correct location based on their school schedule. .

#### **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 hours in one year

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 skill in a students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared with the opportunity to enroll, enlist or be employed. 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 by call or text. (Senate Bill 82 Alianna’s Alert)

### **Attendance Intervention based on Unexcused Absences:**

1. Attendance Letter sent home for 18 hours and 9 min. of Unexcused Absences (3 days)
  2. Attendance Letter sent home for 36 hours and 15 min. of Unexcused Absences(6 days)
  3. Development and implementation of an absence intervention plan, which may include supportive services for students and families. Truancy officer will be notified.
- If unexcused absences continue, a referral will be made to the Truancy officer to mediate the situation and bring about solutions for student attendance. After a mediation attendance meeting has been completed the Truancy Officer could recommend charges which would be imposed by the juvenile court.
  - If a student is 18 years of age or older and is habitually truant, TRCC will evaluate their attendance status at the end of the first semester which could result in sending students back to their associate school.. Evaluation of attendance will continue throughout the year to determine active status at Tri-Rivers with collaboration with the Associate School administration.

**Intervention** Parents/guardians and students are given a password to PowerSchool which will allow monitoring a student’s attendance records daily. The password to PowerSchool is sent to parents at the end of August. This password is sent to your home early in the school year through the mail. If you lose the password, your student can obtain one from Student Services or the parent/guardian may obtain one in person by visiting Student Services or setting up a video conference. ***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**

**Timeliness** to school AND class is very important and expected of all students. Students arriving on late buses will not be counted tardy; students are expected to check in using the SchoolPass KIOSK in the main office as they enter the building. At that time, a text or email will be sent to teachers to admit students arriving late to class. If a student arrives ***LATE TO SCHOOL*** they must go to the Main Office and use the SchoolPass KIOSK system to check-in. Parents/guardians will receive phone notification of tardies to school at 9:00 daily. Excessive tardiness will result in parent contact, discipline, and possibly affect academic performance. 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. Tardies are considered on a semester-basis.
  - 1<sup>st</sup>, 2nd, and 3rd = Verbal Warning from Discipline Office / Alternate Classroom Placement
  - 4th, 5th, and 6th = Lunch Detention (Contact will be made with family/guardian)
  - 7<sup>th</sup> Tardy = After School Detention (with parent notification if student is a bus rider) and may result in the loss of Driving Privileges with parent notification (Wellness Check)
  - 10th Tardy = Lab Detention (Contact will be made with family/guardian)
- **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** through the electronic vacation request form. To receive the form, please email [connections@tririvers.com](mailto:connections@tririvers.com). 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 based on the # of days students were absent. ***After April 30th, no vacation requests will be approved by administration due to the end of 4th quarter and 2nd semester exams.***

### HUNTING

Each student is permitted one excused absence day within the designated ODNR Hunting and Trapping Regulations window. You can use one day of the seven days designated for deer gun season. You must present the Principal with your Ohio Hunting License as well as a note from the parent/guardian. Determination will be made based on attendance (12 or less unexcused hours for the semester), discipline and grades. Requests for an excused absence must be provided to the building Principal one week prior to the requested deer gun season absence date.

- Deer gun season - Monday, November 27th to Friday, December 3rd.



# CODE OF CONDUCT

Each student at Tri-Rivers is responsible for exhibiting the highest standards of behavior to create a positive and welcoming school atmosphere where all students CAN and WILL LEARN. **We are TRCC: Timely, Respectful, Committed, and Career-Ready.**

The code of conduct defines systemwide expectations for student behavior and provides means for constructive student-staff-administrator relationship. We expect all of our students to receive a high-quality educational program(s) in a safe school environment free of disruptions that interfere with the educational process. The purpose of the Code of Conduct is to inform all school staff, students, and parents of TRCC's expectations regarding behavior and conduct. This Code of Conduct is in effect while

students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

### **Student Code of Conduct**

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
- B. FALSE ALARMS - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.

- F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
- G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- J. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
- K. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- L. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. REPEATED TARDINESS to class or school.
- R. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
- S. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.

U. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.

V. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.

W. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.

X. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Y. CHEATING.

Z. PLAGIARISM.

AA. TRESPASSING OR LOITERING.

BB. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.

CC. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

DD. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.

EE. Leaving school property or assigned area prior to specified dismissal time without official permission.

FF. Open displays of affection between members of the same or opposite sex.

GG. Unauthorized throwing of any object including, but not limited to, snowballs.

HH. Commission of an immoral act.

II. Failure to pay tuition or other approved charges.



- JJ. Violation of state student mandates, including, but not limited to, required immunization.
- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- LL. Violation of school policies pertaining to dress and appearance.
- MM. Misuse of school property.
- NN. Violation of school policy prohibiting pocket pagers and other electronic communications devices.
- OO. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- PP. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- QQ. Violation of policies governing internet usage.
- RR. Driving in an unsafe manner.
- SS. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
- TT. Any attempts to engage in conduct prohibited by this policy.
- UU. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- VV. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- WW. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to the COVID-19 pandemic.
- XX. Inducing panic: No person should cause the evacuation of any public place, or cause serious public inconvenience or alarm, by doing any of the following: 1. initiating or circulating a report of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report or warning is false; 2. threatening to commit an offense of violence; 3. committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.

***Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to the Dean of Students, parental contact or conference, detention, alternative classroom placement, suspension, after school detention, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.***

## **DEFINITIONS:**

### **Suspension and Expulsion - Governed by ORC 3313.66**

- The principal (or assistant principal/other administrator if authorized by BOE action) may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.
- The superintendent may expel a student from school for up to eighty (80) days in some cases for an entire year.
- Explain suspension/expulsion procedure, including an appeal process
- List offense(s) for which a student may be suspended and expelled

**Detention** - students may be required to complete this discipline during lunch as well as after school hours and notification given to parents.

**Special Assignments** - students may be required to perform reasonable tasks as suited to the disciplinary infraction.

**Busing** - Students who violated the Student Code of Conduct on the bus may be denied busing privileges.

**Withholding of Privileges** - Special privileges such as use of the e-hall pass or other privileges may be withheld.

**Emergency Removal** - The removal of a student from a curricular or extracurricular activity or from the school premises because the student's presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process.

**Due Process** - Students have the right to a notice and a right to a hearing. The appeal process may be explained to the family.

# **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. Any written, developed, created, or inspired by artificial intelligence (AI) is considered plagiarism. A student who violates this policy may receive a "0" for all work involved and/or discipline. Persistent violation of this policy may result in further disciplinary action.

## **ALCOHOLIC BEVERAGES, NARCOTICS, TOBACCO, 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. Students who appear to be under the influence, smell like, or are in possession of any type of drug or narcotic should be reported to administration immediately. Reasonable suspicion may result in appropriate consequences issued in accordance with district policies. This applies/includes traveling to or from school or any school-related activity. If a student were to be in violation of this policy, the following consequences may take place:

1. Possession of Tobacco products and Counterfeit Controlled Substances
  - a. First Violation: 3 days of Alternate Classroom Placement
  - b. Second Violation: 3 days of Out-of-School Suspension
  - c. Third Violation: 10 days of Out-of-School Suspension with possible recommendation for expulsion
2. Possession of Alcoholic Beverages, Narcotics, and/or Drugs
  - a. First Violation: 10 days suspension with recommendation for expulsion

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.

## **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 by the Dean of Students and administered by staff. Lunch detentions will be served during the student's lunch period in ACP as assigned by the Dean of Students or supervised by staff in their classroom.

### **Alternative Classroom Placement (ACP)**

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

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

1. Tardiness to ACP will count the same as tardy to class and any student reporting late to ACP may be assigned an additional Alternative Classroom Placement.
2. Once attendance is taken, students will not be allowed to leave the ACP room except for restroom breaks, which will be coordinated by the ACP coordinator. If a counselor is needed, one shall be called to the ACP room at which time the counselor may remove the student and remain accountable for said student until the student is returned to the ACP 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 ACP.
5. No talking will be allowed, except during breaks, or as instructed by the ACP coordinator.
6. Students must have paper, pencil, eraser, etc. with them for completion of ACP assignments.
7. Any disciplinary problems occurring within ACP and reported by the Coordinator may result in additional disciplinary action issued by the Dean of Students.
8. Students are not permitted to leave ACP 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 ACP. Work that is not made up will be recorded as a zero.
10. Restorative Discipline - Tri-Rivers will use an educational platform **Imagine Edgenuity** in which students will be asked to complete educational modules. The modules are evidence based to correct student behaviors.

Offenses under this category of discipline will be the same as Detentions. Alternative Classroom Placement is entirely up to the discretion of the administration and/or Dean of Students 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. ***HB 491 and ORC 3313.66 (A). Students will have the opportunity to complete assignments, in which it is the parent(s)/guardian(s) responsibility to pick up work for their child. The student will be given the date when work is to be completed. Parent/Guardian is responsible for turning in completed work based on the date work is due. Students will at least be given partial credit for assignments turned in on time while serving their suspension.***
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 for 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.
6. Expulsion may result in loss of credit for courses being taken at Tri-Rivers Career Center, or at any college or university, whether under an Education Option, CCP, or at the students own expense.

### **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. Parents/Guardians will be contacted.

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 and assist with the adoption, implementation, and amendment of the comprehensive emergency management plan.

## **BEHAVIOR AND DISCIPLINE CODE**

Tri-Rivers will strive to conduct all coursework as a simulation of business and industry expectations. We will expect all students to be **Timely, Respectful, Committed, and Career Ready**. To be successful at Tri-Rivers and in the world of work, these fundamental characteristics will 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.**

## **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 CONTACTING "Speak Up Save Lives". Call or text the statewide hotline - 844-SAFEROH.

**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, a 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, Alternative Classroom Placement, 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 semi-annually provide the president of the district board a written summary of all reported incidents and post the summary on the district Website. 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.

- False reporting - A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement. Discipline will be based on the severity of the situation starting with a verbal reprimand up to expulsion.

### **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.

## **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.**

**FERPA** - The school district follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. Parents who do not want directory information for their child to be released to colleges, universities and military recruiters please notify student services in writing that as the parent/guardian that you will not permit distribution of any or all such information.

**Transgender Accommodations** - TRCC will follow Title IX Guidelines. Transgender students have access to restrooms that align with their gender identity.

**Notice of Non-Discrimination** - TRCC does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition, or homeless status in accordance with Chapter 622 of the Acts of 1971 (MGL c.76, §5) and MGL c. 151B.

### **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. Lab instructors will determine the main factors for Career Readiness through recommendations from their Advisory Board. **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) or flip flops are to be worn inside the building. Shoes should be close-toed for safety purposes.
2. Instructors may dictate proper attire for specific activities on occasions as deemed necessary.
3. Shorts, sweats, or pajamas **are not** permitted in any program at any time without approval from the program instructor. Students will be required to wear their school uniform everyday/TRCC wear. Their pants/bottoms must be jeans, khakis or uniform pants. NO yoga pants, sweatpants, leggings, jeggings, shorts, skirts, etc.
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.
5. Belt-attached chains are NOT permitted.
6. No clothing with any drug, alcohol, tobacco, racist and/or culturally divisive, sexual, harassing or satanic symbols or lettering is allowed to be worn at school or at any school activity. TRCC is an INCLUSIVE School providing equal opportunities without regard to race, color, religion, sex, military status, national origin, disability, age, and ancestry of person.
7. Facial piercings are not recommended at Tri-Rivers. Wearing piercings is at your own risk.
8. Caps, hats, handkerchiefs, bandanas (around the crown of the head) and hoods or other head coverings are not permitted to be worn inside the building at any time unless worn for a bona fide purpose (religious, cultural, medical). 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 lab 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 32, "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.

#### **Dress Code Violation Flow Chart:**

1. **If a student violates one of the following dress code violations they will immediately be sent to the Dean of Students. Such violations include, but are not limited to:**
  - a. **Sweats, Pajama pants, joggers, hats, jeans with holes above knee and skin showing, leggings, shorts, hoodies up, any apparel with drugs, alcohol, degrading references, gang affiliation, etc.**
2. **Administration has the discretion to require students to be issued TRCC wear if a student is not able to provide their own TRCC wear.**
3. **Parents/guardians may be contacted if chronic offenses of the dress code violation occur.**



#### **ELECTRONIC DEVICES**

**Electronic Devices are defined as, but not limited to the following:**

Cellular phones, PSP's, CD players, MP3 players, iPods, and handheld 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
- Teacher discretion in classroom/lab

\*\*\*\*\*PCD's (Personal Communication Devices) can only be used for educational purposes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

**Electronic Devices are not allowed during class/instruction time**, unless otherwise instructed by your teacher. Phones should either be on silent 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 given to the teacher by the student and discipline may be issued as follows:

1. **The first offense – Verbal Warning.** The student will be asked to place the device in a location where they will not be distracted in the educational setting.
2. **The second offense – Verbal Warning, pick up after school.** The student will be asked to place their device on the teacher's desk. The Dean of Students will be notified of the offense and the device will be given to the Dean. The student(s) will be asked to collect the device at the end of the school day. Parent/Guardian will be contacted by the Dean for the offense.
3. **The third offense – Verbal Warning and 1 Day ACP (Alternative Classroom Placement)** 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 ACP (Alternative Classroom Placement)** – further disciplinary action is up to the discretion of the administration.

**Electronic Devices are not permitted in the restrooms. ORC 3313.753**

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT**

To access and use District Technology Resources (see definition in Bylaw 0100), including a school assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.**

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

**AGREEMENT FOR USE OF COMPUTER EQUIPMENT AND INTERNET** - Use of computers and computer networks, including the internet, are well established as a resource for educational endeavors. Inappropriate use can harm you individually and collectively, directly and indirectly. Guidelines for use are available by visiting and signing TRCC's student management system known as FinalForms

## **GANG POLICY**

Student's behavior that initiates, advocates, or promotes 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 behavior 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. Please refer to Board Policy 5516 - Student Hazing.

### **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.

- If a student is caught or suspected of vaping, the student is sent to the Dean of Students and the SRO will be present. The SRO has the authority to issue a citation.
- Under the ORC children are prohibited from “possessing, using, purchasing or receiving cigarettes or other tobacco or alternative nicotine products.”
- Discipline can range from ACP up to Expulsion.



## **TRCC STUDENT RECOGNITION**

### **Student Quarterly Recognition - Amazing Student and Future Leader**

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 recognition gives instructors a chance to nominate students based on their **Timeliness, Respect, Commitment, and Career Readiness**. This recognition will take place during the first three quarters of the school year.

### **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:**

BPA	Business Professionals of America
FFA	Students enrolled in Agriculture Programs
HOSA	Health Occupations Students of America
SkillsUSA	An organization of students enrolled in Industrial, Engineering and Health Programs

#### **Additional Student Organizations at Tri-Rivers are:**

Ambassador Club	Composed 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 <b>ALL A's</b> 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.
Certificate of Merit	Awarded to a student who only completes one year of a two year program, and earns any combination of A's, B's, and C's.
Academic Excellence Award*	A student must earn <b>ALL A's</b> 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.
Top Tradesmen*	Recognizes the top 10% of students in each career-technical program based on skills, grades, and character.
Principal 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 Quarterly Recognition	Recommendation by an instructor based on employability, character, community involvement, respect for peers, program/academic success, and future leader with a focus on <b>timeliness, respectability, commitment, and career-readiness.</b>

\*Indicates senior eligibility only

## **AGREEMENTS**

**RELEASE AND CONSENT** - Permission is granted to release and use without compensation, photos and information of the TRCC student for newspaper releases, brochures, course catalogs, videos, websites, social media, employers, the military, and postsecondary institutions unless a parent/guardian notifies Student Services in writing that he/she will not permit distribution of any or all such information. Guidelines provided by visiting and signing TRCC's new student management system known as FinalForms.

**5 DAY STAY POLICY** - If accepted at Tri-Rivers, the student may withdraw or revise the application anytime prior to the August 2022 New Student Orientation. After this time the student will be required to be in attendance at Tri-Rivers for **THE MINIMUM OF THE FIRST 5 DAYS** of the TRCC school year. (Failure to do so may result in being issued 5 days of unexcused absences at the student's associate school. After Labor Day all students are expected to fulfill their commitment to their TRCC Career Tech program as well as their academic requirements. After the 1st semester of each student's initial year at Tri-Rivers, we will allow the parent/guardian and student to approach Student Services if they feel TRCC does not fit their educational needs.



### **Tri-Rivers Career Center is a PBIS School - Positive Behavior Intervention Supports**



TRCC is committed to properly implementing positive behavior intervention support on a system wide basis to promote a great school culture. PBIS is a systematic approach to embed evidence based practices and data-drive decision making to improve school climate and culture in order for students to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systematic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behaviors to students. ORC 3301-35-15. The fundamental purpose of PBIS is to make our school a more effective learning environment.

### **WHY PBIS?**

1. Reduction in problem behavior
2. Increased academic performance
3. Improved perception of safety
4. Reduction in bullying behaviors
5. Improved organization efficiency
6. Reduction in staff turnover
7. Increased perception of teacher efficacy
8. Improved Social Emotional competence

Students will be recognized for their actions and behaviors on a quarterly basis and nominated by TRCC staff for **Timeliness, Respect, Committed, and Career-Ready**



# TRCC MATRIX



**WE ARE TRCC!**  
Building Wide Expectations



	<b>Timely</b>	<b>Respectful</b>	<b>Committed</b>	<b>Career-Ready</b>
Hallways	<ul style="list-style-type: none"> <li>Move through the hallways quickly &amp; quietly</li> <li>Go directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>Engage in positive interactions</li> <li>Use appropriate language</li> <li>Respect personal boundaries by maintaining one's own personal space</li> </ul>	<ul style="list-style-type: none"> <li>Manage your own behavior</li> <li>Do what is right, even when nobody's looking</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate professional image</li> <li>Be kind and courteous to others</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Minimize time spent out of classrooms and labs</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Respect school property</li> <li>Keep restrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>Report inappropriate behavior/problems immediately</li> </ul>	<ul style="list-style-type: none"> <li>Utilize proper hygiene procedures</li> <li>Use facilities and supplies properly</li> </ul>
CT Lab	<ul style="list-style-type: none"> <li>Arrive to class on time &amp; ready to learn</li> <li>Turn in assignments on time</li> <li>Be efficient with your time</li> </ul>	<ul style="list-style-type: none"> <li>Speak professionally to instructors &amp; classmates</li> <li>Use school equipment appropriately</li> <li>Listen while others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>Practice skills/competencies to obtain mastery</li> <li>Attend CT program daily</li> <li>Follow all safety guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate professional image</li> <li>Be prepared with necessary tools &amp; equipment</li> <li>Earn industry-recognized credentials</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>Arrive to class on time &amp; ready to learn</li> <li>Turn in assignments on time</li> <li>Be efficient with your time</li> </ul>	<ul style="list-style-type: none"> <li>Speak positively to instructors &amp; classmates</li> <li>Use school equipment appropriately</li> <li>Listen while others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>Participate in daily activities</li> <li>Earn credits for graduation</li> <li>Work to improve your skill and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Work cooperatively with others</li> <li>Demonstrate professional image</li> <li>Be prepared with necessary tools &amp; supplies</li> </ul>
Parking Lot	<ul style="list-style-type: none"> <li>Enter the building immediately upon arrival</li> <li>Exit the parking lot in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Park in designated areas</li> <li>Be in assigned vehicle</li> <li>Cooperate with staff members and other drivers</li> </ul>	<ul style="list-style-type: none"> <li>Display parking passes</li> <li>Follow traffic rules and speed limits</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate professional image</li> </ul>
Lunches	<ul style="list-style-type: none"> <li>Arrive to MPR on time</li> <li>Move through the lunch line and make decisions quickly without distractions</li> <li>Be ready to checkout efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Speak positively to cafeteria staff and classmates</li> <li>Keep all areas clean</li> </ul>	<ul style="list-style-type: none"> <li>Remain in designated area</li> <li>Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate professional image</li> </ul>
Study Hall	<ul style="list-style-type: none"> <li>Arrive on time &amp; ready to work</li> <li>Be efficient with your time</li> </ul>	<ul style="list-style-type: none"> <li>Speak positively to instructors and classmates</li> <li>Use school equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Participation in completing all work is expected</li> <li>Work to improve knowledge &amp; skills</li> <li>Earn credits for graduation</li> </ul>	<ul style="list-style-type: none"> <li>Ensure you are on track for graduation</li> <li>Self-advocate for support/needs</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Access websites according to instructors directions</li> <li>Report any issues with devices immediately to technology department</li> </ul>	<ul style="list-style-type: none"> <li>Use school equipment appropriately</li> <li>Handle devices with care</li> <li>Use only your device</li> </ul>	<ul style="list-style-type: none"> <li>Comply with school guidelines for internet access/usage</li> </ul>	<ul style="list-style-type: none"> <li>Check email daily</li> <li>Use technology for educational purposes</li> <li>Demonstrate professional image</li> <li>Use cell phones during appropriate times</li> </ul>
Activities/Events	<ul style="list-style-type: none"> <li>Arrive to event/activity on time</li> </ul>	<ul style="list-style-type: none"> <li>Be actively engaged</li> <li>Listen while others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>Participate with pride</li> <li>Do what is right, even when nobody else is looking</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate professional image</li> <li>Demonstrate a positive attitude</li> </ul>

**OFFICE REFERRALS: Contact to the Dean of Students via text must be made and confirmed prior to sending the student out of the room.**

<b>OFFICE REFERRAL</b> Tri-Rivers Career Center 2222 Marion Mt. Gilead Road Marion, OH 43302 740-389-8529	Student				Program	Grade
	Date of Incident	Location	Time	Teacher	# of Redirects	

Previous events of Disruptive Behavior \_\_\_\_\_ Date(s) \_\_\_\_\_ Room \_\_\_\_\_

TEACHERS MUST PROVIDE DOCUMENTATION \_\_\_\_\_

<b>Reason(s) for OFFICE REFERRAL:</b> <input type="checkbox"/> Excessive Talking--3-5 redirects required <input type="checkbox"/> Disrespect to staff and peers--2 redirects required <input type="checkbox"/> Insubordination (refusing a directive)--2 redirects required <input type="checkbox"/> Swearing/Obscene gestures--immediate removal <input type="checkbox"/> Disturbing Class--3-5 redirects required <input type="checkbox"/> Vandalism/Destruction of school property <input type="checkbox"/> Stealing--immediate removal <input type="checkbox"/> Verbal Harassment--3-5 redirects <input type="checkbox"/> Physical Aggression--immediate removal <input type="checkbox"/> Other: _____	<b>How was the behavior corrected prior to OFFICE REFERRAL:</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____  <b>Were Parents Contacted prior to OFFICE REFERRAL?</b> <input type="checkbox"/> Yes - _____ (Date) <input type="checkbox"/> No
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**Comments:**

Teacher/Administrator Signature \_\_\_\_\_
Date \_\_\_\_\_

Administration will determine proper disciplinary actions and will inform parents of consequences.