



# 2024-2025

# Parent/Student

# Handbook

*Serving Athens, Hocking and Perry Counties*



Spartans



Lancers



Buckeyes



Falcons



Bulldogs



Chieftains



Panthers



Tomcats

**Alexander, Athens, Federal-Hocking, Logan, Miller, Nelsonville-York, New  
Lexington and Trimble High Schools since 1968**

*To inspire, challenge and prepare students to reach their career potential.*

# 2024-2025

# *Student Handbook*

**The Mission of Tri-County Career Center is to Inspire, Challenge, and Prepare Students to Reach Their Career Potential.**

*Tri-County Career Center  
15676 State Route 691  
Nelsonville, Ohio 45764*

*Phone: (740) 753-3511 or 1-800-637-6508*

*Superintendent: Connie Altier*

*High School Director: Tom McGreevy*

*High School Director/Cafeteria: Amanda Wiseman*

*Director of Maintenance: Kelly Leffler*

*Director of Adult Ed: Emily Boyer*

*School Counselor: Andy Dodd*

*School Counselor: Bree Brown*

[www.tricounty.cc](http://www.tricounty.cc)

<https://www.facebook.com/TriCountyCareerCenter>

<https://twitter.com/TriCoCC>

*Approved by Tri-Co Board of Education*

*7.16.24*

#### ANNUAL STATEMENT OF NON-DISCRIMINATION

*The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.*

# TRI-COUNTY CAREER CENTER 2024-2025 CALENDAR

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
October 2024						
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December 2024						
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April 2025						
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27	28	29	30			
June 2025						
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29	30					

September 2024							
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29	30						
November 2024							
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January 2025							
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March 2025							
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23	24	25	26	27	28	29	
30	31						
May 2025							
Su	M	Tu	W	Th	F	Sa	
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18	19	20	21	22	23	24	
25	H	27	28	29	30	31	
July 2025							
Su	M	Tu	W	Th	F	Sa	
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13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

DATES TO NOTE	
Aug 8, 2024	New student/Parent Orientation
Aug 13, 2024	Staff In service
Aug 14, 2024	Staff In service
Aug 15, 2024	First Day Students
Sept 2, 2024	No School Labor Day (H)
Oct 23, 2024	No School 8th grade visits (PT Conf)
Nov 27 - Dec 2	Thanksgiving break
Dec 10, 2024	No School Sophomore Showcase (Job Shadow)
Dec 11, 2024	No School Sophomore Showcase (Remote)
Dec 23-Jan 3	Winter Break
Jan 20, 2025	No School ML King Day (H)
Feb 17, 2025	No School Presidents Day
Mar 20, 2025	No School (Job Shadow)
Mar 24 - Mar 25	No School (Mini Break)
Apr 18th -21st	No School Spring Break
May 22, 2025	Last day for students
May 23, 2025	Last day for teachers
May 20, 2025	Passport/Senior Awards
Dec 12, 2024	Career Night
Oct 18, 2024	No School P/T Conference
March 21, 2025	No School P/T Conference
Feb 17, 2025	Make Up days

Days	Grading Period dates
46	Aug. 15th - Oct. 18th
46	Oct. 21st - Jan 10th
48	Jan. 13th - March 21st
40	March 26th - May 22nd

**P/T Conferences:**

- Oct 18, 2024
- Mar 21, 2025

**Job Shadow Days:**

- Dec 10, 2024
- Mar 20, 2025

**Career Night:**

- Dec 12, 2024

**Passport/Sr Awards:**

- May 20, 2025

AUG	12
SEPT	20
OCT	22
NOV	18
DEC	14
JAN	19
FEB	19
MAR	18
APR	20
MAY	16
	178
P/T Conf	2
<b>Total</b>	<b>180</b>

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# STUDENT HANDBOOK 2024-2025

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Welcome to Tri-County Career Center! This handbook is designed to provide students with general information about the operation, policies, procedures, and codes related to the operation of the school. Please read it, share it with your parents/guardians, and keep it for future reference. If you should have any questions concerning the contents, feel free to ask for clarification.

Our expectations for student success are as follows:

## **RESPECT**

- Have a positive attitude and show self-discipline
- Be polite and considerate of other people and their property

## **RESPONSIBILITY**

- Give 100% effort
- Take ownership of behavior and attitude

## **RIGOR**

- Work hard and be self-motivated
- Take charge of your own education

## **RESULTS**

- Positive outcomes
- Success in life and work

## **PARENTAL RIGHTS AND RESPONSIBILITY**

To promote increased understanding and cooperation between home and school, the following

Parent's Bill of Rights and Responsibility is proposed. **Every parent has the right to:**

- Be treated with courtesy by all members of the school staff and student body.
- Respect as an individual regardless of race, creed, faith, national origin, religion, economic status, age, ancestry, military status, gender or disability.
- Information about academic requirements of any school program.
- Participate in meaningful parent-teacher conferences to discuss his or her child's school progress and welfare.
- Information about school policies and administrative decisions.
- Information about approved procedure for seeking change in school policy and for appealing administrative decisions.
- Inspect his or her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal Governments.
- Information about all programs in special education.
- Appeal the placement, in accordance with established guidelines, of his or her child in a special education class.
- Secure as much help as is available from the school district to further the progress and improvement of his or her child.
- Expect that reasonable attempts will be made by school personnel to ensure the receipt by parents of important school news and messages.
- Reasonable protection for his or her child from physical harm while under school authority.
- Organize and participate in organizations for parents.
- Information about educational and cultural programs available to the public school children.

## **Every parent has the responsibility to:**

- Make every effort to provide for the physical needs of the child.
- Strive to prepare the child emotionally and socially to make the child receptive to learning and discipline.
- Strive to have the child attend school regularly and on time.
- Encourage and lead the child to develop proper study habits at home.
- Know school requirements and procedures.
- Speak up to prevent misunderstandings.
- Discuss problems with the appropriate persons.
- Work for the success and improvement of the school program.
- Be honest and reasonable about your child's actions.
- Make sure that their child has the necessary supplies not provided by the school (e.g., pencils, paper, workbooks, etc.).
- Ensure Chromebook is charged and kept in working condition.

## **ADMISSION**

Students enrolled at Tri-County Career Center are students open enrolled to us or from one of the eight participating schools. A student who has completed two years of high school (eligible for junior standing), has a minimum of nine credits (should be in academic areas required for graduation), and can profit from a career and technical program may enroll.

Enrollment in a given program is determined by the student's career selection and a potential to benefit from the instruction they will receive. This will be determined from stated interests, grades, attendance records, and the recommendations of home school personnel.

Admission will be determined based on the student's interest and space available for occupancy. A student's race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability (including students on an IEP or 504 plan), or military status will not be determining factors for placement in a program.

## **COUNSELING SERVICES**

The Counseling office offers a variety of student services including maintaining student records, assisting in meeting academic requirements, testing, counseling services, and arranging military testing and physical exams. Student credit checks are handled in the fall and again at the end of the year and are scheduled by the counselor. Any student wishing to make an appointment with their counselor must complete a Counseling Services form available in the Counseling office. Emergencies will be handled as quickly as possible.

Tri-County Career center has partnered with Health Recovery Services (HRS), Hopewell Health Centers, Integrated Health and Children Services to offer in-school mental health counseling services for students. Parents or students who are interested in learning more about these services and/or being referred for such services may contact Andy Dodd or Bree Brown (school counselor's).

## **STUDENT SUCCESS CENTER**

The Student Success Center provides resource materials related to the various career-technical areas, academic programs, and job-entry skills. All students may use the SSC facilities. Books, newspapers, magazines and resource materials are available. Tutoring and counseling services may also be offered in the SSC.

## **STUDENT TRANSFERS OR WITHDRAWALS**

All student transfers must be handled through the school counselor's office. Prior to withdrawal, the student should obtain a withdrawal form from the counselor's office. This form is to be completed, signed by teachers, parent/guardian, and returned to the counselor's office prior to withdrawal. Any student who withdraws must pick up their supplies and equipment within 30 days. All books, equipment and Chromebooks must be returned and fees must be paid.

## **GRADUATION REQUIREMENTS**

Each student must meet the necessary graduation requirements of their home school as well as the graduation requirements of the Ohio Department of Education and Workforce (DEW) for their respective graduating class. Any student coming to Tri-County having an academic deficiency or deficiencies from the home school must accept full responsibility for overcoming the deficiency in conjunction with the Director/counselor of the home school.

Senior Cosmetology students are required by the Tri-County Board of Education to take the State Board of Cosmetology examination in order to receive career-technical, related, and applied credits. Those credits may be placed on hold until the student attempts the State Board exam. Cosmetology students are permitted to walk in Tri-County's Passport Ceremony.

Most of the participating home schools will not allow seniors to participate in their graduation exercises if they have not met home school graduation requirements by the end of the school term.

Diplomas are placed on hold if the following criteria are not met:

1. Paid financial obligations in full
2. Completed all required credits and academic deficiencies
3. Met attendance requirements/made up attendance days
4. Met all testing requirements per TCCC and DEW and graduation requirements.
5. Completed correspondence/make-up course work

## **TRI-COUNTY ACADEMIC COURSE SEQUENCE**

All students will follow a sequence of academic coursework that aligns with the necessary graduation requirements outlined from the Ohio Department of Education and Workforce and the majority of our home schools. Each student will be required to follow this sequence regardless of whether or not they have already met the minimum amount of credits required for a particular subject area. The exception to this will be for students who have taken advanced coursework in the mathematics sequence.



## **DIPLOMAS/CAREER PASSPORTS**

Diplomas are awarded by the home school to Tri-County students who have completed the home school's requirements. A ceremony honoring senior students receiving passports will be held at the end of each year. Eligible students who successfully complete their two-year program and seniors completing one year of a career and technical program will receive a Career Passport containing information that will assist potential employers in assessing a student's skills. **Transcripts are printed and available at each home school.**

## **COLLEGE CREDIT PLUS**

Tri-County Career Center, as well as all other public high schools (7-12) in Ohio, support Ohio's College Credit Plus (CCP) program. The CCP program can help students earn college and high school credits at the same time by taking college courses from local colleges and/or universities. Students can earn high school credits that can also be counted towards a future college degree. The purpose of the CCP program is to promote rigorous academic opportunities for students that are college-ready. These courses are free while in high school.

Students who plan to participate in CCP should attend a meeting with their parents at their home school (usually late February/early March) in order to participate the following year. The core of these meetings is to highlight the benefits and risks of the program to help students and their parents make an informed decision as to whether they should pursue participating in CCP. It should be noted that April 1 is the deadline for students to sign a letter of intent expressing their interest in participating in the program. Also, May 1 is the application deadline for most colleges and universities for the following year. Additional information on the CCP program can be found at <https://www.ohiohighered.org>.

Individual home school CCP information meeting dates will be posted and announced at Tri-County. Students and parents are also encouraged to contact their home school counselor or Mr. Dodd at 740-753-5439 with any questions in regards to CCP.

## **HONOR ROLL and AWARDS**

Honor rolls will be published following each nine weeks grading period. Honor Rolls are as follows:

### Honor Roll:

- Grade point average of at least 3.00 with no D's or F's in academic courses
- Program Lab/Related grades must be a B- or greater
- All grades count towards honor roll

### Director's Honor Roll:

- Grade point average of 3.5
- All grades must be a B- or greater
- All grades count towards honor roll

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

The National Technical Honor Society is America's foremost scholastic honor for excellence in workforce education. NTHS purposes are as follows:

1. To promote the ideals of honesty, service, leadership, and skill development among America's future workforce.
2. To reward scholastic achievement in occupational, career, and/or technical education.
3. To assist members in their pursuit of career and education goals.
4. To help build and maintain a stronger, more positive image for career and technical students, programs, and schools in the local community and throughout the nation.
5. To encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership.
6. To help member schools initiate and maintain strong working partnerships with local institutions of business, industry and commerce.
7. To hold conferences, workshops, and seminars for the education and mutual improvement of the members and to provide opportunity for the exchange of ideas and experiences through meetings, publications, and research.
8. To advance the growth and ideals of the society throughout the educational community.

Candidates for membership should be students who:

1. Show progress in skill and knowledge development
2. Exhibit pride in themselves and in their work.
3. Demonstrate honesty, responsibility, and dependability.
4. Have the ability to work well with others.
5. Show leadership and good citizenship.
6. Must maintain 95% attendance.
7. Must have no suspensions or expulsions.
8. Must be eligible for Certificate of Completion.
9. Must have a 3.75 GPA.

## **SUPERINTENDENT AWARDS**

At the end of the year, an outstanding student from each career and technical program is honored with the Superintendent's Award. Perfect attendance (no absences and no more than three tardies to school for the year) is also recognized. Seniors may qualify for the National Technical Honor Society based on school criteria and staff recommendation.

Upon satisfactory completion of career and technical competencies, each completer will receive a Career Passport. If a student fails or receives "No Credit" in lab, related, and/or applied classes during the senior year, that student may not be eligible to receive a Career-Technical Certificate. These students will receive a list of their completed competencies. The passport contains formal documents that identify and describe each student's marketable skills.

# STUDENT HANDBOOK 2024-2025

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## **CT HONORS DIPLOMA**

### **CAREER TECH HONORS DIPLOMA**

#### **2025 Class Only**

The Ohio Department of Education and Workforce provides for a Career Tech Honors Diploma and students attending Tri-County are eligible for consideration. The Career Tech Honors Diploma is issued by the home school. Students must meet all but one of the following criteria, unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas.

Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of world language
Electives	4 units of career-technical courses
GPA	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	ACT: 27 or higher; SAT:1280 or higher; WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
Portfolio	Develop a comprehensive portfolio of work based on the student's field of experience or a topic related to the student's area of focus.
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

### **CAREER TECH HONORS DIPLOMA**

#### **All Classes**

The Ohio Department of Education and Workforce provides for a Career Tech Honors Diploma and students attending Tri-County are eligible for consideration. The Career Tech Honors Diploma is issued by the home school. Students must meet all but one of the following criteria, unless it is a minimum graduation requirement. Students must also meet general graduation requirements to qualify for honors diplomas.

Math	4 <sup>th</sup> math must be greater than Algebra 2
Career-Tech Coursework	4 units of Career-Tech Courses
Career-Tech Proficiency	Earned a cumulative score of proficient or higher on the technical assessments aligned to their program.
World Languages	2 units of world language
GPA	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	ACT: 27 or higher; SAT: 1280 or higher; WorkKeys: Earn a score of six or higher on all three sections of the WorkKeys assessment.
Industry-Recognized Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal

Experiential Learning      Students can meet the experiential learning option by meeting one of the following: field experience, portfolio, OhioMeansJobs Readiness Seal or work-based learning.

### **GRADING SYSTEM**

Students will receive a written evaluation in the form of a report card each nine weeks period of school. The following grading system shall be used:

GRADING SCALE	LETTER GRADE	POINT SCALE
93 - 100	A	4.00
90 - 92	A-	3.67
87 - 89	B+	3.33
83 - 86	B	3.00
80 - 82	B-	2.67
77 - 79	C+	2.33
73 - 76	C	2.00
70 - 72	C-	1.67
67 - 69	D+	1.33
63 - 66	D	1.00
60 - 62	D-	.68
0 - 59	F	.00

## **MIDTERM/INTERIM PROGRESS REPORTS**

Parents may view their student's grades via Infinite Campus through the Tri-County website at any time. Parents are requested to contact the instructor and discuss the student's progress. Printed mid-term progress reports will be mailed home if the student is in danger of failing. Interim grades will be posted to Infinite Campus for all students.

Incomplete work must be made up by the end of the next grading period. In order for this to be converted to a passing grade, the student must successfully complete what is agreed to by the student and the teacher. Written notice of grade changes must be completed by the instructor and given to the Director's office.

Students and parents may check grades throughout the school year by using the Infinite Campus app for smart phones (Infinite Campus Mobile Portal) or by using the Infinite Campus Portal, accessible on the Tri-County website ([www.tricounty.cc](http://www.tricounty.cc)).

Students not complying with the attendance policy may fail to earn credit due to missed coursework for the semester in which they fail to meet minimum attendance requirements (see policy on absences and makeup work under "Attendance"). Credits will be granted by semester.

*Students who earn a grade of "F" during the second half of the semester will not earn credit for that semester regardless of the grade during the first half of the semester. Students who earn a grade of "F" during the first half of the semester must earn at least a "C-" the second half of the semester in order to earn semester credit.*

## **EXAMINATIONS**

***Certification Tests:*** Certification tests are offered in selected programs. Students must attempt to pass these tests in programs where a test is available. Attendance, grades, and behavior may determine eligibility for exams.

***WebXams:*** Tests are available in career-technical areas and will be used as instruments of evaluation and diagnosis of achievement. Test results will provide information for students, parents, teachers, guidance counselors, and administrators to determine mastery and appropriateness of career-technical training areas. WebXams may be given as a pre/post-test to measure student growth for the year.

***ACT and SAT Tests:*** Juniors are required to take the ACT test. Those students planning to go to college should take the ACT or SAT. Information about these tests can be obtained in the Guidance Office. Juniors interested in the PSAT should contact the home school counselor early in the year to make arrangements.

***A.S.V.A.B.:*** The Armed Services Vocational Aptitude Test Battery will be offered to all Tri-County students. It is an excellent career exploration tool. In taking the A.S.V.A.B. there is no

## STUDENT HANDBOOK 2024-2025

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obligation in any way for the student to join any branch of the Armed Services. It is understood, however, that students' scores will be made available to all branches of the armed services.

**HQSD (Highly Qualified Student Data):** HQSD assessments may be given at the beginning, end, or throughout a course to drive instructional planning.

**End of Course exams:** Students will have to take state required exams in academic courses.

**WorkKeys:** These job skill assessment tests are used to measure real-world skills. Students may be required to take these.

### **MEDICAL AUTHORIZATION OR ASSISTANCE**

Medical Authorization: All students must have on file in the Director's office a current medical authorization form. Forms will be provided through program instructors for any student whose authorization is not current. Forms must be kept current. Please provide updated addresses and phone numbers to the Director/counselor's office throughout the school year if you move or get a new phone number. **Students may not participate in Program Labs until medical forms are returned to the school.**

Health Problem Assistance: We sincerely urge you to contact the counselor/director's office if you have any health problems that could possibly hinder your success in the operation of any lab/mechanical equipment, or your personal success at Tri-County. Students needing medication during the school day must complete proper paperwork through the nurse's office.

### **STUDENT RECORDS AND FORMS**

In compliance with the Federal Educational Rights and Privacy Act (FERPA) regulations, the Tri-County Career Center has established the following guidelines concerning student records (*A copy of the Board of Education's policy and the accompanying district regulations are available in the Director's office*):

- **Student Records:** Each student's records will be kept in a confidential file located in the pupil personnel office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by federal law or district regulations.
- **Directory Information:** The district has established that "directory information" will be made available upon request unless a parent, guardian, or adult student notifies the Director in writing within ten (10) days from the date of this notification that they will not permit distribution of any or all of such information: name, address, and telephone number; date and place of birth; major field of study, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; and date of graduation and awards received;

## ATTENDANCE

Tri-County Career Center will work cooperatively with students/parents/guardians on attendance concerns. Regular school attendance is essential for success at Tri-County Career Center and in the workplace. Excessive absenteeism often results in poor performance, limited job skills, lower grades, failure, loss of credit, and dismissal from the program.

If a student is considered absent from school, the student is marked absent on their attendance record. However, students are excused for the following school approved reasons and will **not** be marked absent:

1. Home school buses do not run to Tri-County due to inclement weather
2. Approved field trips
3. Approved home school activities with prior approval
4. College visits/military testing with prior guidance/instructor approval (maximum of two visits per year or three days). Forms are available in the attendance office.
5. Job interview with prior Counselor/Director/Instructor approval (maximum of three days)

The following absence reasons may also be considered medically “excused” (but count as a day absent), subject to review by the Director or designee:

1. Personal illness of the student, medical or dental, documented with a physician's statement describing the illness\*;
2. Illness in the immediate family necessitating the presence of the student, documented by the written statement of a physician and an explanation as to why the child’s absence was necessary\*;
3. Quarantine for contagious disease (limited to days quarantined by health officials);
4. Medical or dental appointment, documented by the written statement of a physician or dentist\*;
5. Emergency or other set of circumstances in which the judgment of the superintendent of schools or designee constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

**In order for the above types of absence to be designated “excused”: The student’s parent/guardian must notify the attendance office of the absence on the date it occurs and have documentation describing the reason for the absence. The documentation must be submitted to the attendance office upon the student’s return to school.**

*\* These require proper documentation, not just a parent note.*

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Reasons for which a student may be non-medically “excused” include, but are not limited to:

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observation of religious holidays consistent with a student’s truly held religious belief/religious expression day;
4. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. Absences due to a student’s placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
6. Absences due to a student being homeless;
7. Temporary internet outage for individual students or households;
8. Technical difficulties for individual students or household occurring at inopportune times such as during teacher-led remote lesson;
9. Absences as determined by the Superintendent.

**Each student who is absent must immediately, upon returning to school, arrange with their teacher(s) to make up work missed. Students who are absent from school for reasons deemed unexcused may or may not be permitted to make up work. Each case is considered on its merit by the Director and the respective teacher(s). Students are required to bring a note to school after each absence, explaining the reason for the absence or tardiness. Unexcused work may not receive full credit.**

**Failure to complete both of the above steps may result in an absence being designated as “unexcused.” Students must bring the excuse to the attendance office within (2) two days and obtain signatures of teachers.**

A student who accumulates between 46 hours and 86 hours excused/unexcused absences during a semester may be permitted to make up time lost due to the excused absences. Voluntary attendance at one session of Saturday School will constitute one day of attendance make-up. Students who choose not to make up excused absences may lose course credit for the semester. **If a student makes up excused absences the first semester, s/he may not be allowed to make up excused days the second semester. For each school day missed, the student will lose 5.75 hours of attendance.** Students with 86 hours unexcused absences may forfeit the following privileges:

- a. Work Permit
- b. Internship
- c. College Credit Plus
- d. Participation in school dances, including prom
- e. Participation in field trips
- f. Be eligible for certification.



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The Superintendent is authorized to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student is of compulsory school age and has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Any student who is present at school but does not participate in planned field trips or activities will be counted absent unless prior arrangements are made by the instructor through the Director's office.

A student's attendance and coming to class on time is reflective of their level of performance and in their level of competency achieved. Students who are habitually and/or chronically absent and/or truant from school may be subject to legal proceedings as applicable in accordance with Ohio Revised Code. If a student is under 18 years of age, juvenile court officials may be involved in conjunction with the student's parent(s) to help resolve attendance concerns.

It is the responsibility of the parent/guardian to call the attendance office when their son/daughter is absent from school. The direct phone number to call is (740) 753-5443 or (800) 637-6508.

The attendance office will notify parent(s)/guardian(s) on a regular basis of their son/daughter's absence record. Individual attendance reports will be distributed to students during each nine weeks. Attendance data is available through the Parent and Student Portals of Infinite Campus. You may request a detailed absence history any time by contacting the Attendance Office at 740-753-5433.

### **RELIGIOUS EXPRESSION DAY**

Students may receive no more than three (3) excused religious expression days per year to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

#### **Request Procedure**

Requests for an excused absence for a religious expression day must be submitted to the principal in writing, include a brief description of the reasons for the religious expression day, and be signed by the student's parent or guardian. Students who submit said requests not later than fourteen (14) school days after the first day of school, or fourteen (14) school days after the date of enrollment for a student who transfers to or enrolls in the District after the first day of school, shall be provided alternative accommodations for any examination or other academic requirement missed due to said absence. Students who do not meet the fourteen (14) day requirement listed above will still be entitled to reasonable accommodations for any examinations or other academic requirements missed due to an excused absence for a religious expression day.

No student shall be prohibited from participation in interscholastic athletics or other extracurricular activities for the sole reason that the student was absent for a religious expression day.

Excused absences for religious expression days shall not be considered in determining absence hours for the purposes of parental notification under division (C)(1) of section 3321.191 of the Revised Code

#### **Non-exhaustive List of Major Religious Holidays and Festivals**

The following is a non-exhaustive list of major religious holidays, festivals, and religious observations for which a request for a religious expression day shall not be unreasonably withheld or denied: Eid, Good Friday, Rosh Hashanah, Yom Kippur, and Passover. This list may not be used to deny accommodations to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

## **Grievance Procedure**

Should any request by a parent or guardian for an excused absence for a religious expression day be denied, the student, parent, or guardian, may file a grievance. The grievance must be made in writing contain the reasons for which the student, parent or guardian believes the request is in compliance with this policy and be submitted to the Superintendent within five (5) school days of the denial for the excused absence for a religious expression day. The Superintendent shall review the grievance and make a determination whether the denial was in compliance with the policy and law. The Superintendent's determination shall be provided in writing to the student, parent or guardian who filed the grievance within seven (7) school days of the grievance being filed. The determination by the Superintendent shall be final.

### **ASSIGNMENT MAKE-UP**

It is the student's responsibility to check with each of their instructors regarding all make-up work immediately upon return from an absence.

In cases when absences can be anticipated, work should be made up before the absence. In all cases, make-up work must be completed by the deadline set by the instructors.

### **TARDIES/TRUANCIES**

#### **Tardies**

Students are expected to be on time to school and to all classes. Teachers will take attendance each class period. Students will be marked tardy if late to school and hours counted toward total absences. Excessive tardiness to school or class will result in disciplinary action. Eight (8) tardies to school in any one nine weeks by student drivers may result in revocation of driving privileges to Tri-County and will start immediately for a period of time set by the school.

Tri-County Career Center prepares students for the workforce. Teachers are encouraged to assign professionalism grades in their labs and classes. Thus, being late to class **will** affect your grade.

#### **Truancy**

By Ohio Law, all students between the ages of six and eighteen are required to attend school. Therefore, students who are truant from school or have excessive absences, may not only be disciplined at school, but may also be required to answer to charges of truancy.

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The Board of Education uses the following definitions and policies related to truancy:

*"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.*

When the Board of Education determines that a student has been truant the parent, guardian, or other person having care of the child shall be notified and is required to have the child attend school immediately after notification. If the parent, guardian, or other person having care of the child then fail to cause the student's attendance at school, the board must require the parent, guardian, or other person having care of the child to attend a parental education program.

The Board directs the administration to develop intervention strategies that may include all of the following actions if applicable:

1. Providing a truancy intervention plan, meeting State law requirements for any student who is excessively absent from school;
2. Providing counseling for a habitual truant if necessary;
3. Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. Requesting or requiring a parent having control of a habitual truant to attend truancy prevention mediation programs;
5. Notification to the registrar of motor vehicles; or
6. Taking appropriate legal action.

The Attendance office provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

### **Absence Intervention Plan**

When a student's absences surpass the threshold for being habitually truant, the Director or designee assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the District, a representative who knows the student and the student's parent or their designee, and may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Director or designee makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the

plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent or designee to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year. If a student returns back to their home school, Tri-County Career Center will communicate absences back to the home-sending school.

### **Filing a Complaint with Juvenile Court**

The attendance officer must file a complaint against the student in juvenile court on the 61<sup>st</sup> day after implementation of the absence intervention plan when:

1. The student's absences have surpassed the threshold for a habitual truant;
2. The District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication, and
3. The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61<sup>st</sup> day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the Director or designee must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

### **FIELD TRIPS**

Field trips are scheduled well in advance for all programs at Tri-County. Students are expected to participate in all class field trip activities. **If a student chooses not to participate, s/he will be marked absent if s/he does not report to school.** If there are extenuating circumstances preventing participation, **PRIOR arrangements must be made with the instructor through the director's office.** All school rules apply to students on all field trips. Misconduct on field trips will result in referral to the director's office.

## **HOMELESS STUDENTS**

If your family lives in any of the following situations: in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or is doubled up with friends or relatives because you cannot find or afford housing your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to and from school.

When you move, you should do the following:

- Contact the school district's local McKinney-Vento liaison for homeless education (740-753-5439) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school; or someone at a shelter, social services office, or the school can direct you to the person you need to contact.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

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## **EARLY DISMISSAL**

When a student enters school grounds, that student is under the jurisdiction of Tri-County Career Center. **Under no circumstances shall any student leave the campus without obtaining permission from the attendance/director’s office.** Students needing an early dismissal from school should take care of these requests prior to school starting or during their lunchtime before the needed early dismissal. The student is to show the early dismissal form to the instructor. This form is the student's permission verification to leave the school and school grounds and should be kept by the student.

If a home school dismisses early for a school event (i.e. pep rally or weather related), all students from that home school will be permitted to leave Tri-County. If the dismissal is for a non-student related event (such as a teacher’s meeting), only the bus students will be dismissed. Attendance on the bus will be taken to verify those students who typically ride the bus.

## **EIGHTEEN-YEAR OLDS**

A student who is 18 years of age or older who resides with their parent/guardian must have notes, early dismissals and required school forms signed by a parent or guardian. If a student over 18 is financially independent, they must bring a copy of official documentation to be recognized as such. Until the documentation is received, a parent or guardian will still be responsible for the student.

## **WEATHER RELATED SCHOOL CLOSINGS**

If a home school is closed due to inclement weather, those students are not required to report to Tri-County. These decisions are based on weather and road conditions in specific areas as reviewed by the transportation supervisors and superintendents of the home schools. If a home school is open and not running specific bus routes, a parent note will be required, along with the signature of the bus driver in order for the absence to be excused. A bus form is available from the attendance office.

If you have concerns about transportation, please contact your home school bus garage:

<b>Alexander</b> 740-698-8831	<b>Athens</b> 740-797-4128	<b>Federal Hocking</b> 740-662-6691	<b>Logan</b> 740-385-7844
<b>Nelsonville-York</b> 740-753-2106	<b>New Lexington</b> 740-342-1520	<b>Miller</b> 740-394-2768	<b>Trimble</b> 740-767-2525

***Tri-County students are expected to follow the Tri-County Calendar located in the front of this handbook.***

## **SCHOOL-TO-WORK OPTIONS/WORK BASED LEARNING**

Students may be provided an opportunity to obtain work experience and satisfy program competencies by participating in a program-related business and/or industry.

- The school staff and the training sponsor will cooperatively develop the student's training and supervision plan including the schedule/hours.
- The policies, rules and regulations of the school and the business will be in place for all options.
- Parents/guardians must grant permission for participation.
- Transportation to and from the work site must be provided by the student's parents or guardians.
- Appropriate behavior must be displayed at all times.
- Students must complete all school assignments in a timely manner for all school instruction while participating in any option.
- Attendance at the work site will be monitored and posted as attendance at school. Absence at the work site must be reported by the student to the attendance office at Tri- County and to the employer. Absences not reported in a timely manner and consistent with the attendance policy will be recorded as unexcused.
- Student's attendance and compliance with the student code of conduct at school, along with grades, is a factor for eligibility.

School-to-Work Options include Job Shadowing, Student Internships, Early Placement, and Mentorship. Additional requirements for attendance, grades, and test scores exist for some options. For more information, please contact the Workforce Development Coordinator.

### *ADVANCED PLACEMENT*

During the last semester, qualified senior students may have the opportunity to participate in advanced placement. The Director shall annually establish the criteria and guidelines for advanced placement.

### *COOPERATIVE WORK STUDY PROGRAMS*

Student work sites are an extension of the school program. The employer will check student attendance each day. The employer will report attendance to the coordinator on a regular basis. Only under very unusual circumstances will a student be permitted to be at work if not in school that day. A student working at a job when absent from school will be considered unexcused and appropriate disciplinary action will be taken. Students in cooperative programs are to leave the school grounds upon dismissal from class.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer (“SRO”) provides a safe learning environment, valuable resources to school staff members, fosters positive relationships with students, and develops strategies to resolve problems. The National Association of School Resource Officers defines the three main roles of an SRO as educator (i.e. guest lecturer), informal counselor/mentor, and law enforcement officer.

The Tri-County SRO is an Athens County Sheriff’s Deputy available onsite during school hours. The SRO may be asked to intervene regarding any criminal act conducted on school property. The SRO has all the authority of a law enforcement officer, including collecting evidence, conducting interviews or searches, or making arrests.

## **NURSE – DISPENSING MEDICINE**

In compliance with the board policy, state law, and to ensure student safety, if medication must be taken at school, the following procedure must be utilized:

1. Medicine must be sent to school in its original container and turned in at the Nurse’s Office.
2. An authorization form requesting medication be given to the student must be completed by parent/guardian. These forms are available in the nurse’s office. You may contact the nurse to have a blank form emailed/mailed to you.
3. Prescription drugs require a physician's signature. Authorization forms are available in the Nurse’s Office.

## **STUDENT CODE OF CONDUCT**

The courts have held that each student in the Ohio public school system has the responsibility to act in such a way as not to interfere with the rights of others in the same educational opportunities. A student may forfeit their rights when their conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. Students at Tri-County must remember that they are in fact enrolled in two schools: Tri-County and their home school. While at Tri-County, they are subject to the Tri-County Student Code of Conduct, and while on the property of the home school and school busses, they are subject to the code of behavior of that school. Students must become familiar with both codes.

### ***Serious Misconduct Code:***

A violation of any rule may result in disciplinary action, including in-school suspension, out of school suspension, or expulsion. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The absence of a behavior or any specific action from the following list does not mean that such conduct does not violate the discipline code or cannot be punished. No form of violence, disruptive or inappropriate behavior, or excessive truancy will be tolerated. This code covers misconduct by a student that occurs off 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.

***Please note: A violation of some of these codes are not just school policy, but are against the law. If broken, criminal charges could be filed.***



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- A. CELL PHONES AND ELECTRONIC DEVICES: Students shall not use PERSONAL cell phones, Smart Phones, iPads, laptops, tablets, and/or electronic devices during class/lab time unless for instructional purposes authorized by school staff. If these devices cause a disruption, the instructor or an administrator will confiscate them. Pursuant to law and Board Policy, these devices are subject to search by school officials upon reasonable cause to suspect the search will uncover evidence of a violation of law or school rules. These devices shall be turned off and stored out of sight during class/lab time. Consequences for violating this policy can result in confiscation of the device, referral to the office, in-school intervention and/or out-of-school suspension/expulsion.
- B. INCITE A RIOT: A student shall not incite a riot in school or any school authorized function.
- C. DISRUPTION OF SCHOOL: A student shall not by use of force, violence, coercion, passive resistance, or other actions cause material disruption or obstruction of regular school routine, assemblies, or extra-curricular activities. This includes acts of immorality. This also includes online activities that disrupt the school day. This could include, but is not limited to:
- a. Blocking entrances
  - b. Throwing food and/or other objects
  - c. Giving false information
  - d. Being insubordinate or disrespectful
  - e. Displays of public affection
  - f. Violating safety and dress code
  - g. Being in an unauthorized area/out of assigned area
  - h. Failing to comply with the reasonable requests of school personnel
  - i. Horseplay
  - j. Inducing panic or attention
- D. DAMAGE TO SCHOOL PROPERTY: A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or materials. This includes electronic devices and media.
- E. DAMAGE TO PRIVATE PROPERTY: A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.
- F. FIGHTING OR ASSAULT: A student shall not participate in an altercation, cause physical injury, or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. **Any student who assaults another will be suspended and recommended for expulsion. Charges could be filed as the result of any form of assault.**
- G. DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence, i.e.: knives (any cutting instrument consisting of a sharp blade), guns, any explosive, detonating devices, spray irritants, incendiary, or poison gas including bombs,

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grenades, rocket, missiles, mines, or device that can be converted into such a destructive item. This includes look-alike weapons. If a student brings a dangerous weapon or any similar object that is designed or intended to invoke bodily harm or fear of bodily harm on school property, in a school vehicle, or to any school sponsored activity, the superintendent shall expel a student for up to one year. **Criminal charges may be filed for this violation.** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, fishhooks, "stun" guns, jewelry, etc.

Students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the director. Failure to report such knowledge may subject the student to discipline.

- H. NARCOTICS (including Marijuana), ALCOHOLIC BEVERAGES, DRUGS AND LOOK-ALIKE DRUGS: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or mind-altering substance and/or drug paraphernalia. No student shall possess or use any form of marijuana or its derivatives, including medical marijuana, on school property. Any student found using or having drugs, alcohol, and/or paraphernalia for such use in their possession may be suspended, recommended for expulsion and could have charges. This includes prescription and over the counter drugs.
- I. TOBACCO/LIGHTERS/MATCHES: Students may not use or possess tobacco products, lighters, or matches on school grounds. This includes any electronic smoking device. The term "electronic smoking device" means any device that can be used to deliver aerosolized or vaporized nicotine or any other substance to the person inhaling from the device including but not limited to an electronic cigarette, electronic cigar, electronic hookah, vape, vaping pen, JUULs, or electronic pipe. In addition, "electronic smoking device" includes any component, part, or accessory of such a device, and includes any substance intended to be aerosolized or vaporized during the use of the device. None of these items, which are confiscated, will be returned.
- J. REPEATED VIOLATIONS: A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, teacher aides, Director, directors, supervisors, or other authorized school personnel during any period of time when the student is under the authority of above mentioned school personnel.
- K. INSUBORDINATION: A student shall not disregard or refuse to obey reasonable directions or instructions given by authorized school personnel as identified in Rule 8. This includes falsely reporting or obstructing an investigation by withholding information.
- L. PROFANITY AND/OR OBSCENE LANGUAGE: A student shall not use profanity or obscene language (written, verbal, or electronic) in communicating with authorized school personnel (identified in Rule 8 above) or another student. Included in this prohibition would be the use of obscene gestures or threats, signs, pictures, or publications as well as verbal threats. This includes social media.

M. THEFT: A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

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- N. VIOLATION OF THE LAW: A student shall not violate any law or ordinance when the student is properly under the authority of school personnel. This shall include, but is not limited to, acts of arson, false alarms, and possession and/or use of fireworks or explosives and use/possession of any drug or tobacco product.
- O. ACADEMIC DISHONESTY: A student shall not cheat or plagiarize information from another student or staff member by an intentional distortion of the truth. Students shall not lie about, fabricate, distort or change information given to school staff or administration. This includes items from the Internet.
- P. HAZING/BULLYING (Harassment, Intimidation or Dating Violence): A student shall not haze, harass, persecute, intimidate, bully, or participate in any act that injures, degrades, or disgraces any student, visitor, or staff member. This also includes 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.
- Bullying, harassment and intimidation is an intentional written, verbal or physical act that is exhibited toward another. The intentional act also included violence within a dating relationship. The behavior causes both mental and physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment. (See section PBIS (POSITIVE BEHAVIOR/INTERVENTIONS AND SUPPORTS)/TRAUMA INFORMED CARE.)
- Q. IMMORALITY: A student shall not engage in sexual acts or commit any acts of gross immorality on school property or during school events. A student shall not publish, distribute or possess obscene or pornographic material on school property, or during school events, or access obscene or pornographic Internet sites, or bring obscene or pornographic digital material into the school building or on school computers.
- R. VIOLATION OF STUDENT HANDBOOK RULE: A student shall not violate any rule contained in the Parent/Student Handbook.
- S. UNAUTHORIZED USE OF COMPUTERS: A student shall not gain access, attempt to gain access, or cause access to be gained to any school district computer system, computer network, wireless network, telecommunication device or information device without the consent of, or beyond the scope of the express or implied consent of, the school district or person authorized to give consent to the student; use, attempt to use, or cause or attempt to cause the use of, any school district computer system, computer network, telecommunication device or information device for any purpose other than as authorized by the school district or person authorized to give such authorization; use, attempt to use or attempt to cause the use of any school district computer system, computer network, telecommunication device or information device for any illegal or unlawful purpose or in any manner injurious or potentially injurious to the school district.

Therefore, students must not use, or attempt to use, a school computer, network, iPad, telephone, or any other electronic device without the prior approval of a teacher or designated

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staff person. Each computer, etc. must be used for its authorized purpose only. Students are forbidden to use computers, and electronic devices for harassment, bullying, or any illegal purpose, or attempt to use them to injure a student, staff, or individual. Students are not eligible to use said electronic devices without an Internet Usage Agreement signed by parent/guardian and student.

Each student is required to participate in an educational course geared to minors about appropriate online behavior, including interacting with other individuals on social networking sites, and in chat rooms, which also includes cyber bullying awareness and appropriate response.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

In accordance with [ORC 149.43](#) all emails and correspondence (messages and any responses) may constitute a public record and therefore may be available upon request.

### ***General Misconduct Code:***

*A violation of any rule may result in disciplinary action.*

1. A student shall not be tardy to class without a written excuse from a teacher or the office.
2. A student shall not be absent from an assigned class or activity without permission of the instructor or authorized personnel.
3. Students shall have a pass from a teacher to be in the halls during class time.
4. Students are not to display any form of physical affection to other students while at school.
5. Students are not to litter in the building or on the school grounds.
6. Students are to bring to class those items as identified by the instructors as needed to participate in the class or laboratory activity. This would include proper dress or uniform, work boots, books, tools, safety equipment, manuals, notebook, Chromebook, pencil or pen.
7. Students who are authorized to drive to and from school must conform to the school's student driving and parking codes (see index under student driving).
8. Office phones and classroom phones are not to be used by students, except in the event of an emergency and only with permission from a staff member.
9. Students may not use the restrooms or hallways as a place for loitering or as a "student lounge".
10. Students are to follow all reasonable directions from teachers and/or employees.
11. Students shall not be in restricted or unassigned areas without permission (including the parking lot).
12. Students are encouraged to wear their name badges in hallways at all times.
13. Students must scan name badges into lunch each day.

## **INTERVENTION, SUSPENSION, AND EXPULSION**

The teacher and the student have the primary responsibility for establishing an effective classroom environment. Minor classroom infractions should be handled by the teacher.

It is suggested that a student conference be held, parents be called, and any other measure deemed appropriate be utilized.

Penalties for violation of the student code of conduct include, but are not limited to the following:

1. Verbal or written warning
2. Removal of privileges, including loss of driving privileges
3. Parent/student conferences
4. Counseling services
5. In-school suspension
6. Emergency removal
7. Law enforcement/court referral

The staff and administration also believe that counseling has a role to play in student behavioral management procedures. When a student fails to respond to the efforts of a teacher, or if a student teacher conflict exists, a referral may be made to the office. The counselor, or directors should confer with the student and teacher (and parent, if necessary) individually or as a group in order to ascertain the cause of the difficulty and to assist in the development of a workable solution. **Options for**

### **Intervention, Suspension, and Expulsion:**

1. Lunch detention: Tri-County Career Center teachers and administrators may assign students to lunch detention for minor student offences. Lunch detentions are held on any day with the teacher who assigns the detention.
2. In-School Intervention: In some cases, students who violate the Student Code of Conduct may be placed in an in-school intervention program. The student is required to have work assignments from their academic instructors and program instructor while assigned to this intervention. These assignments allow related and academic work to continue. The student is counted in attendance for time served in the program and earns credit for work completed. There is no appeal for the assignment to in-school intervention.
3. Saturday Tobacco School: Students who violate the tobacco policy may be required to attend a Saturday school.
4. Suspension:
  - a) The directors or superintendent may suspend.
  - b) No suspension is to exceed 10 school days.
  - c) The directors or superintendent must give written notice of intention to suspend and the reasons why to the student.
  - d) The student must have an opportunity to appear at an informal hearing before the Director, director, resource officer, superintendent or their designee, and has the right to challenge the reasons for the intended suspension. The hearing may take place immediately.
  - e) Should a student or a student's parent(s) choose to appeal the suspension to the board or designee, they must do so within 10 days of the notice of suspension. The appeal shall be

in writing and made to the superintendent. Under the State law, the decision of the board or its designee may be appealed to the Court of Common Pleas. The student may be excluded from school and school activities during the appeal process.

- f) All work may be made up for partial credit within 24 hours of returning. It is the student's responsibility to get the assignments.

### 5. Removal:

- a) The directors, resource officer, or superintendent may remove the student from premises, curricular or extra-curricular activities without advance notice to the parent/guardian.
- b) A teacher may remove the student from curricular or extra-curricular activities under their supervision, but not from the premises.
- c) If a teacher makes an emergency removal, their reason(s) must be submitted to the Director in writing as soon after the removal as is practical.
- d) A due process post-removal hearing must be held the next day after removal.
- e) If the Director, director, or superintendent reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
- f) Unless the suspension or expulsion process is initiated, the student must return to educational activities on the school day following the removal. When a student is removed from a curricular or extra-curricular activity for only the day of emergency removal and is not subject to further suspension or expulsions, the notice of the emergency removal and post-removal hearing are not required.
- g) The provisions of due process apply to all suspensions, including assignment to "in school" interventions that stem from the initial emergency removal.
- h) It is the responsibility of the student to make a connection with instructors while not on campus.

### 6. Expulsion: At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period. Actions meriting expulsion are outlined in the Student Code of Conduct (pgs.17-21).

- a) Only the superintendent may expel a student.
- b) Expulsion is the removal of a student for more than 10 days, but not more than eighty days. Only in very limited and severe circumstances, as defined in board policy and Ohio Revised Code 3313.66, may expulsion be up to one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- c) The superintendent may require a student to perform community service in conjunction with or in place of an expulsion.
- d) The student and parent(s) or representative have the opportunity to appear on request before the board or its designee to challenge the intended expulsion action or to otherwise explain the student's actions prior to the expulsion being implemented. The student and parent(s) will receive written notice from the superintendent regarding these rights as well as the reasons for the intended expulsion. If the offense is one for which the district may seek permanent exclusion, the notice shall contain that information.

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- e) This 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. This timeline may only be extended by the request of the student and/ or parent.
- f) The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- g) Within one (1) school day of the superintendent's decision to expel the superintendent will cause written notice to be issued to the student and parent(s) as well as the treasurer regarding same. A student or a student's parent(s) may appeal the expulsion by the superintendent to the board or its designee. The expulsion appeal request must be made within 14 calendar days after the notice of the expulsion decision was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings. All witnesses are sworn and a verbatim record is kept of the appeal hearing. The decision of the board shall be acted upon at a public meeting. The student may be excluded from school pursuant to the expulsion during the appeal process.
- h) Under State law, the decision of the board or its designee may be further appealed to the Court of Common Pleas.
- i) Any student who is expelled from school for more than twenty (20) days or into the following semester or school year is referred to an agency, which works towards improving the student's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. The superintendent provides the student and their parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Students who have been suspended out of school or expelled from school may not attend or participate in any school functions during the time of suspension or expulsion and may not be on school property for any reason without the written permission of the superintendent.

### **DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-alike" controlled substance. In addition, Drugs also includes any form of marijuana or its derivatives, including medical marijuana. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook. This includes expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community. Students and their parents should contact the school directors or guidance office whenever such help is needed.



## **PBIS (POSITIVE BEHAVIOR/INTERVENTIONS AND SUPPORTS)/TRAUMA INFORMED CARE**

Tri-County Career Center has developed a PBIS/Trauma Informed Care system that allows instructors to be educated on TIER I, TIER II, and TIER III supports for the students. While we have high expectations of our students here at the Career Center, we understand the importance of being informed of research-based approaches that could potentially affect the outcome of student achievement and could lead to a successful life. TIER support will be communicated to students so expectations are clearly understood.

## **HAZING AND BULLYING**

It is the policy of the Tri-County Career Center Board of Education that hazing and bullying (harassment, intimidation and dating violence) activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, administrator, faculty member, or other employee of the school district shall encourage, permit, condone, engage in, plan, or tolerate any hazing/bullying activities. It is a violation of law and of school rules for any student or staff member to take any hazing/bullying actions toward another student or a staff member, or any person associated with the school district while on district property or at any school-related event on or off district property.

Hazing is any intentional written, verbal, graphic or physical act, including electronically transmitted acts, either overt or covert, or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either 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. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Examples of conduct that could constitute prohibited hazing and bullying behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:

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- Posting slurs on websites, social networking sites, blogs or personal online journals;
- Sending abusive or threatening emails, website posting or comments and instant messages;
- Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
- Using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
- Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

## Complaints

### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action.

### 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the

complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing or bullying.

#### 4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

### Administrator Responsibilities

#### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the hazing and bullying investigation is suspended while the applicable nondiscrimination grievance procedures are implemented.

#### B. Nondisciplinary Interventions

When verified acts of hazing or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

#### C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.



## **GENERAL POLICIES**

### **ACCIDENT INSURANCE - STUDENTS**

Students attending Tri-County are REQUIRED to have accident insurance. To meet this requirement, you must be covered under parent/guardian or purchase a policy available through the school. If for some reason a student does not fulfill this requirement, Tri- County cannot assume responsibility in the event of an accident. For those students not having insurance, a school insurance policy is available through a local agent. Forms are available through the director's office.

### **ADMISSION/ENROLLMENT FORMS**

Each year every student is required to complete various forms for the career center. If students do not complete forms, they may be prohibited from using lab equipment, going on field trips, and other school/lab activities. THESE ARE ESSENTIAL TO ATTENDANCE AT TRI-COUNTY CAREER CENTER.

Forms are completed in Infinite Campus.

### **ANNUAL ELECTION – STUDENT TRANSPORTATION**

Each school year, each student's parent/guardian (or student, in the event the student is 18 years of age or older) will have the opportunity to provide consent for their son/daughter to be transported by private vehicle, driven either by the student or another person, to and/or from school. Once consent is provided, it will remain in effect for the entire school year unless and/or until the election is revoked in writing by the parent/guardian (or student, in the event the student is 18 years of age or older).

The annual election may also be temporarily suspended or permanently revoked by the Center's administration for the student's failure or refusal to follow the following school rules as provided for in the Student Code of Conduct (see page 18).

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Each student's parent/guardian (or student, in the event the student is 18 years of age or older) must complete and return to the Director's office the Student Transportation Election Form below. Forms are to be returned on or before the first day of the school year.

## **ASBESTOS MANAGEMENT**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (A.H.E.R.A.). This law requires all schools to be inspected for asbestos-containing materials.

The inspection of Tri-County Career Center was completed on October 11, 1988. During the summer of 1989, school officials had all asbestos plaster removed from a small area in the cafeteria and library. In addition, asbestos was removed from the boiler rooms. An extremely small amount of asbestos remains in the pipe system located above the ceilings and is not accessible to students.

Our Management Plan, approved by the Ohio Department of Health, outlines the methods we will use to maintain the materials in a safe manner for students and staff. A copy of the plan is on file, for your review, in the School Health & Safety Director's Office.

## **BUILDINGS/GROUNDS/PROPERTY**

Cooperation of the students at Tri-County is needed if the facilities are to be maintained for future students. Caring for school property is the job of everyone! Students who lose or damage school owned property such as textbooks, library books, Chromebooks, locks, instructional aids, materials, or equipment will be required to replace or pay for the loss or damage.

## **BUS TRANSPORTATION**

Transportation from the home school to Tri-County is furnished by the home school. Permission to ride a bus from or to another school must be granted by the home school having jurisdiction. Tri-County officials have no jurisdiction in this area. Improper behavior on a school bus can result in the student's transportation privileges being denied.

Considering overall fairness and safety of our students, there will be no bus student recorded as absent when transportation is not provided by the respective home schools. *A parent/guardian must contact the Tri-County Attendance Office and report the student is a bus student and has no transportation.* In all cases, students will have the opportunity to make up missed work and should contact their teachers for assignments immediately upon returning to school. **Students who have a parking pass, co-op students, or other students who normally drive will not be excused when transportation is not provided by the respective home schools.**

## **CLUBS/ACTIVITIES**

All students attending Tri-County will have the opportunity to become active in the club of his or her technical area. These clubs are SkillsUSA, FCCLA, BPA, and FFA. They are an extremely important segment of your total program-become involved!

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It is important that the class or club president initiate with their sponsoring instructor an **ACTIVITY REQUEST FORM** for any educational, money raising or social activities. This must be filed for approval in the Smith-Parkins office five days prior to date of the activity. Requests must have prior approval from the Director's office. Forms are available at the receptionist's desk in the Smith-Parkins Building.

### **EXTRA-CURRICULAR ACTIVITIES**

Individual students are encouraged to participate in extra-curricular activities at their home schools whenever their schedule permits. At the request of the home school Director, students may be released as a group to attend events at the home school.

### **COLLEGE CREDIT PLUS**

Students interested in College Credit Plus for the senior year must inform the home school counselor and the Tri-County counselor by March 1 of the junior year. Information about participating in College Credit Plus and remaining a Tri-County student must be obtained in the Tri-County Counselor's Office.

### **COMPUTER NETWORK AND INTERNET ACCESS**

Students using the network and Internet systems will be required to complete an Access Agreement Form signed by the student and parent/guardian. Students who do not have a current agreement on file will not be allowed access to the Internet or server. Students are responsible for the use of their account/password and/or access privileges. Any inappropriate use of the computer network, as determined by the school, will result in the loss of the privilege to use this educational tool and the possibility of other consequences including suspension from school.

The district allows students to bring their own technology devices (such as laptops, eReaders, iPads, etc.) to use at specified times during the school day. Cell phones and "smart" phones are a separate category addressed in the student handbook.

The district will provide each student with a Chromebook or laptop, charger, and case. It is the student's responsibility to take care of this equipment and return it at the end of the school year. Damaged or lost equipment will be charged to the student's account and may affect their ability to graduate (see Graduation Requirements on p4.).

Use of all devices is governed under our Internet Agreement Policy and Student Device Agreement. Students must use the device to enhance their learning in the classroom when deemed appropriate at the teacher's discretion. Students should be aware that these devices are to be used for educational purposes only. Each teacher will be able to limit or forbid the use of any personal electronic devices in their classroom. If the student does not follow the guidelines, privileges can be revoked. Tri-County Career Center does not assume responsibility for any equipment that a student brings to school.

## **COSMETOLOGY LABORATORY SERVICES FOR STUDENTS**

Students wishing to use the Cosmetology Laboratory must make prior arrangements with their technical and academic instructors. The student must have prior written permission from all instructors to miss class for cosmetology services.

## **DRESS CODE**

Tri-County Career Center wants to provide the best possible atmosphere for learning to take place. In this respect, students also should consider thoughtfully the impact which their conduct and appearance makes on others as they work together at school. In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school and is professionally accepted in the workplace.

The dress code for students is as follows:

- a) Dress and grooming should be clean, in good taste, and be consistent with what is acceptable in the world of work.
- b) When a student is participating in school activities, dress and grooming should not disrupt performance or constitute a health threat to the individual or other students, or disrupt the teaching-learning process. Some programs have field trip dress codes.
- c) Tube tops, cut-off shirts, muscle shirts, tank tops, yoga pants, tops/dresses with "spaghetti straps", and net shirts are not allowed at school. Shoulders, side torso, cleavage, and midriff areas must be covered.
- d) Professionally accepted hats may be worn in the lab/classroom only at the teacher's discretion. Hoods, "hoodies", bandanas, etc. are not to be worn at school.
- e) Shorts/dresses/skirts should not be overly tight or short (length should be two inches below fingertips).
- f) Clothing and accessories must not be overly suggestive, bear profanity, or appear to promote drugs, alcohol, or sex. This includes beer, cigarettes, drug paraphernalia, killing, suggestive slogans, profanity, or negative concepts (including but not limited to symbols of hate or discrimination, such as a rebel flag).
- g) Sunglasses are not permitted to be worn in school buildings unless there is a documented medical necessity.
- h) Flip-flops are not allowed to be worn in lab settings where equipment is used.
- i) Blankets are not permitted.

If a student's dress or grooming is inappropriate or disruptive to the school program or constitutes a health or safety problem, the student and their parent/guardian will be so informed and the student will have to change. If a student must leave school to change, the absence will be considered unexcused. Any matter concerning student dress not covered by this policy, which requires a decision, will be made by the Director/director or assistant Director. Students who fail to comply with the dress code may be subject to disciplinary action.



## **DRIVING PRIVILEGES/STUDENT VEHICLES**

1. Student drivers must register all vehicles used for transportation to and from school with the Criminal Justice class. Parking permits must be purchased for all such vehicles and properly displayed. This will be done in the first term.
2. Students shall observe all state, local and school traffic regulations, including all posted traffic regulations.
3. **Upon arrival at school, students are to lock their cars and immediately leave the parking lot and enter the school building.** Students shall not return to their vehicles during the day unless leaving the school grounds with proper administrative authorization. Students entering the building prior to 7:45 a.m. must report to the cafeteria.
4. **Students are not permitted to sit in vehicles or congregate around cars before, during, and/or after school hours, including lunch times.**
5. Students should park beginning in row four of the blacktop parking lot located in front of the school. No students should be parked in the visitors' area, staff parking area, or behind any school buildings.
6. Students in career-tech cooperative training programs will be given permission to leave during the school day. Transportation is not provided by the Board of Education for these co-op programs.
7. Students must provide a copy of their valid Ohio Driver's license and be able to show proof of car insurance at random.

Any student driver who does not conform to the above standards shall be subject to appropriate disciplinary action. Disciplinary action may include but is not limited to the following: parental conference, loss of the privilege of driving to school, suspension or expulsion from school.

Local law enforcement agencies and the career center will cooperate in the enforcement of all regulations/laws. Tri-County reserves the right to inspect/search vehicles parked on school property at any time. School personnel will conduct searches based on "reasonable suspicion or grounds". Tri-County Career Center does not assume responsibility for the care or protection of any vehicle or its contents at any time it is parked or operated on school property. Failure to comply with a reasonable search will be considered insubordination. Search dogs may also be used to assist.

**R.C. 3321.13 - "NO SCHOOL, NO DRIVE" LAW:** The following may result in denying student driving privileges and contacting the judge of the juvenile court:

1. Whenever a student under the age of eighteen (18), withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program, the superintendent/designee shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.
2. Whenever any student under the age of eighteen (18) has sixty (60) consecutive hours in a single month or a total of ninety (90) hours in a school year of **unexcused** absences from school during any semester, the Board authorizes the superintendent/designee to inform the student and their parents of the truancy record and the district's intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy.

3. Whenever a student is suspended or expelled for possession or use of drugs as defined in board policy, the superintendent/designee may notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

### **EMERGENCY DRILLS**

**Lockdown Drills:** When notification is made, gather students and go to the nearest room supervised by a staff member. Procedures for the practice are established as part of the school safety plan.

**Fire/Tornado Drills:** Fire and tornado drills will be held at irregular intervals throughout the school year. Students should follow the directions of their instructor or other school employee during a drill or an actual emergency. Procedures are posted in every classroom and laboratory.

**Tornado Warning:** The alarm for the tornado warning differs from the regular fire/evacuation system. When the tornado warning alarm is given, students are to respond in an orderly manner and move quietly to suitable shelter areas. Remain inside the building and listen for instructions. **DO NOT** leave the building, **DO NOT** remain in large laboratories, and **DO NOT** remain or report to areas paneled with glass or containing windows.

Other suitable shelter areas are rest rooms, custodial rooms, offices (without windows) and storage closets. Tornado shelter areas are posted in each classroom and lab. Drills will be practiced throughout the year.

**Power Failure:** In the event there should be a power failure during the school day and no storms are in the immediate area, instructors may take their classes to the cafeteria, the parking area, or other lighted area and remain with them until further instructions are given.

### **EXPENSES/FEES**

- **Lab Fees:** Laboratory fees are charged in all programs to help offset the cost of consumable supplies. If fees are charged in any class, the instructor will inform you what the fee is, and how it can be paid. Parents and students are responsible for fee payments.
- **Books:** Textbooks and workbooks will be issued by your instructors. Texts are supplies of the Tri-County Board of Education. Students are responsible for paying the depreciated value of all texts or supplemental books and materials that are lost or damaged. Students will pay the replacement cost of a text that was "new" when issued.
- **Career-Technical Club Fees:** Each student attending Tri-County will have the opportunity to become active in the club of their program area. Because these clubs often have state and national affiliation, it is necessary to charge membership dues. Dues will be included in student fees.

*Student fees must be paid in full before grades are released back to home schools for graduation.*

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## **HALL TRAFFIC/CONDUCT**

Five minutes will be allowed for changing classes. No student should be in the hall during class time unless he or she has a hall pass assigned by a staff member. Students are expected to complete their business and return in a timely fashion. Students are not to be meeting up with other students.

## **IDENTIFICATION CARDS**

All students at Tri-County Career Center will be issued a student picture ID card. **This card is to be on your person at all times while on the Career Center property. Any staff member in the building may ask to see your ID card.** You will need your card to use the student success center, borrow tools, take a test, get an early dismissal, scan for lunch, and obtain a parking permit. All students are to use both ID card and classroom pass in the hallways. The ID has a clip and/or lanyard and should be displayed so that it is visible on your person. Lost ID cards may be purchased in the Technology Office for a fee of \$3.00. The cards are the property of Tri-County Career Center.

## **ILL/INJURED STUDENTS**

If a student becomes ill or injured, the following steps should be taken:

1. Instructors should take care of any minor injuries. If life threatening call 911-notify office.
2. A student with a serious illness or injury should report to the Nurse's office or Director's office with permission from the program instructor, if necessary, a parent or guardian would be notified.
3. If the student cannot report to the office and it is possible to move the student, place him/her in a safe and comfortable position.
4. Provide urgent care as needed. Surgical gloves should be used for accidents involving body fluids.
5. Notify Director or Nurse's office.
6. Arrangements will be made through the office if it is determined that a student should be taken to the hospital.
7. After student has been properly cared for, complete an accident report form.

## **LUNCH/FOOD POLICY**

The Tri-County cafeteria serves lunches during two periods. A daily a la carté selection and vending machines are also provided. Tri-County Career Center is a Community Eligibility Provision district, and all lunches will be free for our students.

Tri-County Career Center operates on a closed lunch period:

- Students may NOT leave the school property during lunch. Students leaving the grounds without permission will be considered truant.
- Students may not have outside food delivered to the center.
- Students leaving the cafeteria must have a written pass to leave the lunchroom during their assigned lunchtime. Students cannot eat lunch in labs or classrooms.
- Food and/or beverages shall not be consumed in the hallways.
- Student behavior in the cafeteria should be based on courtesy, cleanliness, and respect.
- Students are not to go into areas where classes are being held.

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- Students can pre-pay and carry a credit balance for additional items to be purchased.
- Students may not be permitted to charge in the cafeteria.
- Any consumption of food and/or beverage in the classroom/lab is at the discretion of the instructor and must be supervised by instructor.
- Abuse of the policy/procedure will result in denial of lunchroom privileges.

### **RESTROOM OCCUPANCY**

No more than one student shall enter or occupy a single restroom stall at a time.

### **SEARCH AND SEIZURE**

Student lockers, desks, cabinets, and similar property are the property of the Tri-County Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them and are subject to search by school authorities at any time and without warning. Search dogs may also be used to assist.

All students are hereby put on notice that lockers are the property of the Board of Education, and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination. Search dogs may also be used to assist.

### **SURVEILLANCE CAMERAS**

Please be advised that surveillance cameras are in place throughout both buildings and throughout the campus. Cameras record video 24 hours each day/7 days each week.

### **TELEPHONE USE BY STUDENTS**

Students will not be permitted to use office or other school phones for personal reasons. This applies to out-going and in-coming calls.

### **TRI-COUNTY GRIEVANCE PROCEDURE**

Tri-County Career Center hereby notifies students, parents and employees that it does not discriminate on the basis of sex, sexual orientation, gender identity, race, religion, color, national origin, military status, or disability in the educational programs and activities operated by the school district.

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### Grievance Procedure Coordinator:

The Tri-County Board of Education has designated the following individuals to coordinate its efforts to comply with Title VI, Title IX, and Section 504 regulations:

Tom McGreevy  
Tri-County Career Center  
15676 St. Rt. 691  
Nelsonville, Ohio 45764

OR Amanda Wiseman  
Tri-County Career Center  
15676 St. Rt. 691  
Nelsonville, Ohio 45764

Telephone: (740) 753-3511, Ext. 15482

Telephone: (740) 753-3511, Ext. 15466

### Outline of General Grievance Procedure (for Title IX Grievance Procedure, see sections, TITLE IX and TITLE IX GRIEVANCE PROCEDURES):

Step 1 - Any student of Tri-County Career Center having a complaint about their treatment may arrange a conference to discuss the matter with the person or persons involved within ten school days of date incident occurred.

Step 2 - If the complaining person is not satisfied with the results of the conference, the problem may be discussed the Director or their designee within ten school days of the date incident occurred.

Step 3 - If the complaint is still not resolved, the grievance may be placed in writing and presented to the superintendent within five school days of the meeting with the Director or their designee.

Step 4 - In the event the problem persists, a written copy of the grievance should be given to the superintendent within ten days after the meeting with the Director.

Step 5 - If not resolved at step 4, the decision may be appealed by the complainant to the USDOE Office of Civil Rights:

**U.S. Department of Education  
Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-1100**

**Telephone: 800-421-3481**

**TDD: 800-877-8339**

**Email: [OCR@ed.gov](mailto:OCR@ed.gov)**

Note: Parents/guardians do not have to be present at the informal complaint meeting with the Director/school director, or supervisor. However, parent(s) and/or guardian(s) must be present for youths under the age of 18 at all levels of the formal alleged discrimination process.

## **TITLE IX:**

Title IX of the Education Amendments Act of 1972 states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Pursuant to a recent Notice of Interpretation from the United States Department of Education, Title IX’s prohibition against discrimination on the basis of sex extends to sexual orientation and gender identity.

Students and all other persons associated with the District (i.e. staff, administration, third parties) are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting.

**Definition of Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment or status in a class, educational program or activity;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with an individual’s work or educational performance by creating an intimidating, hostile or abusive environment, or by interfering with one’s ability to participate in or benefit from a class or educational.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will, or where a person is incapable of giving consent. Example of sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual harassment includes gender-based harassment, which refers to unwelcome conduct based on an individual’s actual or perceived sex, (including harassment based on gender identity and nonconformity with sex stereotypes), and not necessarily involving conduct of a sexual nature.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; grooming; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual’s body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

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## Confidentiality:

Sexual harassment matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible, consistent with the Board's legal obligations to investigate.

## **TITLE IX GRIEVANCE PROCEDURES**

The Board has created informal and formal discrimination and harassment grievance procedures, providing for a prompt and equitable investigation and resolution of complaints of sex discrimination, including sexual misconduct. All students are encouraged to fully cooperate when asked to participate in an investigation.

Members of the school community are encouraged to promptly report incidents of sex discrimination or sexual harassment. Complaints may be filed with any District employee or directly with the Title IX Coordinator. District employees are required to report these incidents to the Title IX Coordinator upon becoming aware of an incident, and failure to do so may result in disciplinary action.

Complaints of sex discrimination and sexual harassment must be filed as soon as possible after the alleged incident as delays in filing can make it difficult to investigate. Both the informal and formal grievance procedures are completed in a timely manner, unless extenuating circumstances exist. Periodic updates are provided to the parties as appropriate during the investigation.

The Title IX Coordinator determines whether or not, by "a preponderance of the evidence," the alleged victim's allegations are true. "A preponderance of the evidence" means that evidence must show the alleged discrimination/sexual harassment was more likely than not to have occurred.

Pending the final outcome of an informal or formal investigation, the District institutes interim measures to protect the reporting and/or responding parties and inform him/her of available supports and services. Interim measures may include, but are not limited to: a District-enforced no contact order, modification of work or class schedules, academic modifications and/or counseling. These measures should ensure that both parties continue to have equal access to all District programs and activities and the safety of all parties is protected.

If the Title IX Coordinator or designee is the responding party or the reporting party, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

## **Informal Procedure for Addressing Complaints:**

An informal grievance procedure can be used when the Title IX Coordinator deems it appropriate and/or when the parties involved agree that an informal process is appropriate and sufficient. The informal process is not used when the alleged discrimination or harassment may constitute sexual violence or any other criminal act.

The Title IX Coordinator gathers enough information during the informal process to understand and resolve the complaint. The Title IX Coordinator proposes an informal solution based on this fact gathering process, which may include, but not be limited to: requiring the responding party to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, and instituting protective mechanisms for the reporting party.

## **Formal Procedure for Addressing Complaints:**

While the formal grievance procedure may serve as the first step toward the resolution of a charge of sex discrimination or sexual harassment, it also is available when the informal procedure fails to resolve the complaint.

Through the formal grievance procedure, the Title IX Coordinator attempts to resolve the complaint in the following way:





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1. The Title IX Coordinator promptly communicates with the reporting party in order to obtain a clear understanding of that party's statement of the alleged facts. The statement is put in writing by the Title IX Coordinator and signed by the reporting party, where possible, as a testament to the statement's accuracy.
2. The Title IX Coordinator communicates with the responding party in order to obtain their response to the complaint. The response is put in writing by the Title IX Coordinator and signed by the responding party, where possible, as a testament to the statement's accuracy.
3. The Title IX Coordinator communicates with the parties and witnesses (if any) as necessary to gather all of the relevant facts. The dates of any meetings and the facts gathered are all put in writing. The investigation is prompt and equitable, and allows both parties an equal opportunity to present witnesses and other evidence.
4. At the conclusion of the investigation, the Title IX Coordinator prepares a written report summarizing: the evidence gathered during the investigation and whether the allegations were substantiated; whether any Board policies or student or employee codes of conduct were violated; and any recommendations for corrective action. The investigation report indicates if any measures must be instituted to protect the reporting party. Such measures may include, but are not limited to extending any interim measures taken during the investigation. The report also informs the reporting party of available support services, which as a minimum includes offering school counseling services if the reporting party is a student.

### Notice of Outcome:

Both the reporting party and the responding party are provided written notice of the outcome of the complaint.

If either party disagrees with the decision of the Title IX Coordinator, they may appeal to the Superintendent/designee. After reviewing the record made by the Title IX Coordinator, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

### Disciplinary Action

Any disciplinary action is carried out in accordance with Board policies, student and employee codes of conduct, and State and Federal law and, when applicable, the negotiated agreement. When recommending discipline, the Title IX Coordinator considers the totality of the circumstances involved, including the ages and maturity levels of those involved. The Title IX Coordinator and the Superintendent determine if a recommendation for expulsion for a responding student or discharge for a responding employee should be made. If this recommendation is made and a hearing is required, the hearing shall be held in accordance with Board policy, State law and/or the negotiated agreement. Both parties shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

### VISITORS

Parents and members of the community are always welcome to visit. For security reasons, doors are locked during school hours and parents/visitors must ring the bell in order to be let into the school. Doors are not to be left open/propped open during the school day. Visitors should proceed to the

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administrative offices to obtain a visitor's pass when they enter the campus. If a person wishes to confer with a member of the staff, s/he should make an appointment prior to coming to the school.

Students are not to bring visitors, spouses/significant others, or children to spend the day or any part of the day in class with them. Pets are not permitted at school. Due to safety concerns, young children and babies are not permitted in some areas of the building without administrative approval.

Students from our participating schools can arrange to visit through their guidance department.

### **WORK PERMITS**

Students can apply for a work permit in the Director's office at Tri-County or at the home high school. Excessive tardies/absences and failing grades may result in revocation of a work permit.

# Regular Bell Schedule

1st	8:00 – 8:50
2nd	8:55 – 9:35
3rd	9:40 – 10:25
	<i>Lunch A</i> <i>10:25 – 10:55</i>
4th	10:30 – 11:15
	<i>Lunch B</i> <i>11:15 – 11:45</i>
5th	11:00 – 11:45
6th	11:50 – 12:35
7th	12:40 – 1:25
8th	1:30 – 2:15

# Two-Hour Delayed Start Bell Schedule

1st		10:00 – 10:30
	Lunch A	10:30 – 11:00
4th		10:35 – 11:15
	Lunch B	11:15 – 11:45
5th		11:05 – 11:45
6th		11:50 – 12:10
7th		12:15 – 12:40
8th		12:45 – 1:10
2nd		1:15 – 1:40
3rd		1:45 – 2:15

# Friday *Activity* Bell Schedule

1st		8:00 – 8:10
1st	<i>Activity</i>	8:10 – 8:40
1st		8:45 – 9:15
2nd		9:20 – 10:00
3rd		10:05 – 10:40
	<i>Lunch A</i>	<i>10:40 – 11:10</i>
4th	<i>Class</i>	10:45 – 11:25
	<i>Lunch B</i>	<i>11:25 – 11:55</i>
5th	<i>Class</i>	11:15 – 11:55
6th		12:00 – 12:40
7th		12:45 – 1:25
8th		1:30 – 2:15