



Student Handbook | 2019-2020

lift all students 

2019-2020 Tolles Calendar

2019-2020 Tolles Bell Schedule



2019-2020 School Calendar

*Calendar subject to change as needed & approved by BOE

	S	M	T	W	T	F	S	Notes	Student	Staff	
Aug 2019	4	5	6	7	8	9	10	8/12-8/13 New staff orientation			
	11	12	13	14	15	16	17	8/14-8/15 Staff work days			
	18	19	20	21	22	23	24	8/16 No School - PD TBA		13	
	25	26	27	28	29	30	31	8/19 First Day for Students	10		
Sep 2019	1	2	3	4	5	6	7	9/2 No School - Labor Day	20.5	20	
	8	9	10	11	12	13	14	9/26 P/T Conf - (.5)			
	15	16	17	18	19	20	21	9/27 No School - PD TBA (1)			
	22	23	24	25	26	27	28	(PD/PT conf counts as hours for students)			
Oct 2019	29	30	1	2	3	4	5	10/10 All Advisory Meeting	22	22	
	6	7	8	9	10	11	12	10/18 No School - COTA			
	13	14	15	16	17	18	19	10/21 No School - PD TBA (1)			
	20	21	22	23	24	25	26				
Nov 2019	27	28	29	30	31	1	2	11/25-11/26 Sophomore Tour Days	18	19	
	3	4	5	6	7	8	9	11/27 No School - In lieu of			
	10	11	12	13	14	15	16	11/28-11/29 No School - Thanksgiving			
	17	18	19	20	21	22	23				
Dec 2019	24	25	26	27	28	29	30	12/5 Open House/Launch Night	13	15	
	1	2	3	4	5	6	7	12/19 No School - PD TBA			
	8	9	10	11	12	13	14	12/20 No School - Teacher work day			
	15	16	17	18	19	20	21	12/23-12/31 No School - Winter Break			
Jan 2020	22	23	24	25	26	27	28	1/1-1/3 No School - Winter break	19	19	
	29	30	31	1	2	3	4	1/20 No School - MLK day			
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18				
Feb 2020	19	20	21	22	23	24	25	2/17 No School - President's day	19.5	19	
	26	27	28	29	30	31	1	2/20 P/T Conf - TBA (.5)			
	2	3	4	5	6	7	8	(P/T conf counts as hours for students)			
	9	10	11	12	13	14	15				
Mar 2020	16	17	18	19	20	21	22	3/23-3/27 No School - Spring break	17	17	
	23	24	25	26	27	28	29				
	1	2	3	4	5	6	7				
	8	9	10	11	12	13	14				
Apr 2020	15	16	17	18	19	20	21	4/10 No School - Good Friday	21	21	
	22	23	24	25	26	27	28	4/23 Tolles U			
	29	30	31	1	2	3	4				
	5	6	7	8	9	10	11				
May 2020	12	13	14	15	16	17	18	5/27 Certification Ceremony			
	19	20	21	22	23	24	25	5/28 Student last day	19		
	26	27	28	29	30	1	2	5/29 Staff last day		20	
	3	4	5	6	7	8	9			185	
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30				
2/21/2019									179	1086.53	1295



2019-2020 Regular Bell Schedule

School Day: 8:16 AM – 2:50 PM

Academic		Career Technical	
Period 1 8:16-9:05		AM Lab Periods 1-2-3 8:16-10:49	
Period 2 9:08-9:57			AM Lab Periods 2-3-4-5 9:08-11:41
Period 3 10:00-10:49			
Period 4-5 10:52-11:41	Lunch 4 10:52-11:22		
Lunch 6 11:44-12:14	Period 5-6 11:25-12:14	PM Lab Periods 5-6-7-8 11:25-1:58	
Period 7 12:17-1:06			PM Lab Periods 7-8-9 12:17-2:50
Period 8 1:09-1:58			
Period 9 2:01-2:50			



2019-2020 Tolles Time Bell Schedule

School Day: 8:16 AM – 2:50 PM

Academic		Career Technical	
Period 1 8:16-8:51		AM Lab Periods 1-TT-2-3 8:16-10:56	
Tolles Time 8:54-9:40			AM Lab Periods TT-2-3-4-5 8:54-11:34
Period 2 9:43-10:18			
Period 3 10:21-10:56			
Period 4-5 10:59-11:34	Lunch 4 10:59-11:29		
Lunch 6 11:37-12:07	Period 5-6 11:32-12:07	PM Lab Periods 5-6-TT-7-8 11:32-2:12	
Tolles Time 12:10-12:56			PM Lab Periods TT-7-8-9 12:10-2:50
Period 7 12:59-1:34			
Period 8 1:37-2:12			
Period 9 2:15-2:50			

TABLE OF CONTENTS

WELCOME	9
TOLLES STAFF INFORMATION	10
ADMINISTRATION	10
STUDENT SERVICES STAFF	10
INSTRUCTIONAL STAFF	10
SPECIAL EDUCATION/INSTRUCTIONAL SUPPORT	12
SUPPORT SERVICES	12
STUDENT RESPONSIBILITIES	15
ACADEMIC INTEGRITY	16
ACCIDENT INSURANCE	16
ARTICULATION AGREEMENTS/DUAL ENROLLMENT/COLLEGE CREDIT PLUS	16
ASSOCIATE SCHOOL ACTIVITIES/ASSEMBLIES	16
RELEASE WITH RETURN ACTIVITIES	17
RELEASE WITHOUT RETURN ACTIVITIES	17
UNSCHEDULED ASSOCIATE SCHOOL RELEASE – BUS RIDERS ONLY	17
SCHEDULED ASSOCIATE SCHOOL NOT IN SESSION/LATE START	17
ATTENDANCE	17
REGULAR ABSENCE PROCEDURE	18
IMPORTANT REGULAR ABSENCE PROCEDURE NOTES	18
PRE-ARRANGED ABSENCE	19
HIGHER EDUCATION/MILITARY VISITATIONS	19
EARLY DISMISSAL/LATE ARRIVAL	20
BACKGROUND CHECKS	20
BANNERS AND POSTERS	20
BREAKFAST AND LUNCH	21
BULLYING, HARASSMENT AND INTIMIDATION	21
BUS TRANSPORTATION	26
CALAMITIES: BAD WEATHER/SCHOOL CLOSING/EARLY DISMISSAL & ASSOCIATE	26

SCHOOL DELAYS	26
TWO-HOUR DELAY PROCEDURES	27
CALAMITY MAKE-UP HOURS, IF REQUIRED	29
CARE OF PERSONAL PROPERTY	29
CHANGE OF PROGRAM/ACADEMIC CHANGE	29
CHANGE OF RESIDENCE/PHONE NUMBER	30
INTERNSHIP PROGRAM	30
COUNSELING SERVICES	30
COURSE OFFERINGS - CAREER TECHNICAL	31
COURSE OFFERING – ACADEMIC	31
DIRECTORY INFORMATION	31
DISCRIMINATION GRIEVANCE PROCEDURES	31
DRESS AND APPEARANCE EXPECTATIONS	32
DRINKING WATER	34
DRIVING PRIVILEGES/PARKING	34
DRUG FREE SCHOOLS ACT OF 1989	35
ELECTRONIC DEVICES	35
EMERGENCY MEDICAL AUTHORIZATION	35
ENROLLMENT	36
FIELD TRIPS	36
FIRE, TORNADO, AND SAFETY DRILLS	36
GRADING SYSTEM	37
GRADUATION/CERTIFICATION	39
HALL CONDUCT AND PASSES	40
HOMELESS STUDENTS	40
ILLNESS/INJURY	42
IMMUNIZATIONS	42
LEARNING RESOURCE CENTER (LRC)	42
LIBRARY	42
LOCKERS	43

LOST AND FOUND	43
MAKE-UP WORK	43
MEAL SERVICE	43
MEDICATIONS: PRESCRIBED & NON-PRESCRIBED (Over-The-Counter)	43
ACADEMIC HONORS	44
PARENT/TEACHER CONFERENCES	44
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)	44
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS	46
SAFE SCHOOL HELPLINE	46
SCHEDULING AND ASSIGNMENT	47
SECURITY	47
SCHOOL EQUIPMENT AND FACILITIES	47
SCHOOL FEES	47
STANDARDIZED TESTS/TEST SECURITY	48
STUDENT ORGANIZATIONS	48
BUILDING-WIDE ORGANIZATIONS	48
Student Council	48
National Technical Honor Society (NTHS)	49
Tolles Ambassador Program	49
STUDENT RECORDS	49
STUDENT RIGHTS OF EXPRESSION	52
STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT	53
Acceptable Uses	55
Unacceptable Uses	55
STUDENTS WITH DISABILITIES	56
TEXTBOOKS	57
VISITORS	57
WITHDRAWAL/TRANSFER FROM SCHOOL	57
WORK PERMITS	57
SPECIFIC INFORMATION REGARDING CODE OF CONDUCT	57
CODE OF CONDUCT	57

DISCIPLINE	58
DRIVER'S LICENSE SUSPENSION	58
INFORMAL DISCIPLINE	59
ALTERNATIVE CLASSROOM PLACEMENT (ACP)	59
FORMAL DISCIPLINE	60
DUE PROCESS RIGHTS	61
STUDENT BEHAVIOR CODE	64

WELCOME

Choosing to attend Tolles will help you:

1. Develop skills in your chosen career.
2. Develop leadership traits necessary for success.
3. Learn to work cooperatively with individuals from different school backgrounds and geographic areas.
4. Identify opportunities for continued education and employment.

At Tolles our mission is to *Lift All Students*. We believe education is a sky's-the-limit proposition. With expectations high and academic standards that are rigorous, Tolles believes in lifting our students to meet the challenges of what's next. That is our promise.

Completion of the Tolles online student registration system (OneView) is required. You should have received information regarding online registration via email and mail this summer. All of the forms in this online registration system must be complete and an electronic signature given no later than the second week of school operation. Any student not fulfilling this responsibility shall not be permitted to participate in the program activities and may face academic and/or disciplinary action. If you have questions regarding this process, please call us at 614-873-4666 ext 4261.

Please take a few moments to read and discuss all sections of this handbook with your student. If you have any questions regarding any of the information or expectations found in this Handbook, please do not hesitate to call us at 614-873-4666, ext. 4409 or 800-644-3140.

TOLLES STAFF INFORMATION **ADMINISTRATION**

Board of Education:

Dublin City Representative
Fairbanks Local Representative
Hilliard City Representative
Jefferson Local Representative
Jonathan Alder Local Representative
London City Representative
Madison-Plains Local Representative

Superintendent
Assistant Superintendent
Assistant to the Superintendent / EMIS Coordinator
Treasurer
Assistant to the Treasurer/Payroll & Benefits
Assistant to the Treasurer/Accounts Payable

Career Campus Director
Special Education Director
Student Services Supervisor

Tom Irelan
Jaynie Lambert
Doug Maggied
David Harper
Tom Bichsel
Curtis Brooks
Mark Mason

Emmy Beeson
Jay Poroda
Leanne Weeks
Tammy Woods
Sherri Baldwin
Aaron Cosman

Connie Strebe
Kate Blachly
Mike Oler

STUDENT SERVICES STAFF

Dean of Students
Alternative Classroom Placement (ACP)
Counselor
Counselor
Admissions Coordinator
Technology Integration Specialist / Admissions
School Nurse

Grace Waggoner
Brian Fowler
Althea Mulichak
Ben Hahn
Shea Havens-White
Carly Crain
Carolyn Joyce

INSTRUCTIONAL STAFF

AGRICULTURAL & ENVIRONMENTAL

Ag Bioscience at Fairbanks Middle School
Animal Management & Services
Outdoor Careers

John Thomas
Linda Shuler
Mike Liston

ARTS & COMMUNICATION

Art Design & Communication
Broadcast Video Production at Dublin Coffman High School
Broadcast Video Production at Dublin Jerome High School
Broadcast Video Production at Dublin Scioto High School

Deborah Smith
Amanda Blackburn
Trevor Woods
Lisa Dale-Press

BUSINESS & INFORMATION TECHNOLOGY

Tolles Business Academy at McVey Innovative Learning Center
Code U at Hilliard Davidson High School
Code U at Hilliard Bradley High School
Computer Network & Support Technology
Dublin Business Academy at Dublin Jerome High
Information Technology at Jonathan Alder High School
Information Technology at Jonathan Alder Junior High School
IT Academy at Dublin Scioto High School
Logistics at West Jefferson Middle School
Web Design & Development

Lauren Killoran
Angie Thorne
Justin Riley
Rick Doerr
Chelsea Smith
Matt Alice
Saker Alexander
Donte Jones
Cindy Binion
Cheri Mullins

CAREER EXPLORATION

Middle School Career Exploration at Canaan Middle School

Susan Boggs

CONSTRUCTION & MANUFACTURING

Construction Technologies
Engineering & Manufacturing
Pre-Engineering & Manufacturing at Jonathan Alder High School
Pre-Engineering & Manufacturing at Jonathan Alder Middle School
Welding & Fabrication

Jerry Newman
Hassiba Makour
Laine Schrewe
Justin Creps
Bill Pencil

EDUCATION & TRAINING

Academy EDU at McVey Innovative Learning Center
Early Childhood Education

Ann Bowen
Kelly Marquis

HEALTH SCIENCE

Hilliard Health Professionals Academy
at McVey Innovative Learning Center
Pharmacy
Pre-Nursing
Pre-Vet
Exercise Science

Cynthia Shaw
Lorie Haskell
Laura Donnelly
Pam Snider
Karen Rossetter

HUMAN SERVICES

Cosmetology
Culinary Arts

Kim Pugh
Gregg Needles

LAW & PUBLIC SAFETY

Criminal Justice
Firefighting & EMS

John Bartolucci
Scott Hockenbery

TRANSPORTATION

Auto Collision Repair
Auto Technology
Power Sports & Auto Maintenance

Miles Kieffer
Brian Parks
Gregg Hansel

ACADEMIC INSTRUCTORS

English
English
English
English
Mathematics
Mathematics
Mathematics
Mathematics
Science
Science
Science
Science
Social Studies
Social Studies
Social Studies
Social Studies
Library

Chelsea Canterbury
Holly Knurek
Steve McGhee
Jennifer Moffett
Walter Dick
Courtney Dollinger
Jim Haskell
Karen Klosterman
Todd Bolenbaugh
Mike Liston
Cathy Mehl
Joe Wiese
Joe Cahill
Beth Fogelsong
Christina Funderburgh
David Jardot
Christina Van Dyke

SPECIAL EDUCATION/INSTRUCTIONAL SUPPORT

Bi-Lingual Liaison

Instructional Aide: Transportation
Instructional Aide: Animal Management Services
Instructional Aide: Outdoor Careers/Construction Technology
Instructional Aide: Culinary Arts
Instructional Aide: Learning Resource Center
Instructional Aide: Auto Collision Repair/Academics
Instructional Aide: Early Childhood Education
Instructional Aide: Academics
Intervention Specialist/VOSE
Intervention Specialist/VOSE
Intervention Specialist/VOSE
Intervention Specialist/VOSE
Intervention Specialist/VOSE
Intervention Specialist/VOSE
Learning Resource Center (LRC)
Project SEARCH Instructor

Vivian Moreno
Kevin Ginsberg
Chelsea Lewis
Tom Rubright
Nick Shuler
Karen Swyers
Kelly Ward
Carrie Woodson
Emily Blanchard
Rob Christman
Mary Crain
Jamie Ginsberg
Carissa Jeffery
Tanya Riley
Julie Steiner
Andrea Dumolt
Kelley Kobashigawa

SUPPORT SERVICES

SECRETARIAL STAFF

Attendance Secretary
High School Secretary
High School Secretary
Student Services/Special Education Secretary

Janice Bailey
Jonna Cowgill
Shannon Harwood
Debbie Foster

TECHNOLOGY DEPARTMENT

Supervisor
Computer Technician

Lee Wirick
Gary Patrick

FACILITIES & MAINTENANCE DEPARTMENT

Supervisor
Cafeteria Manager
Cafeteria Aide
Cafeteria Aide
Cafeteria Aide
Custodian
Custodian
Custodian
Maintenance
Maintenance
Maintenance
Maintenance

Ervin Baldwin
Julie Mason
Julie Gray
Karen Hay
Annetta Holstein
Tara Brady
Kyle Murry
Jake Pollom
Floyd Carlyle
Russell Smith
Joe Thompson
Mike Yates

ADULT EDUCATION

Public Safety Coordinator
RAMTEC Business Liaison
Secretary

Joshua McDowell
Troy Shampel
Cindy Zeallear

EQUAL EDUCATION OPPORTUNITY/NONDISCRIMINATION

It is the policy of this District to provide an equal education opportunity for all students.

Tolles Board Policy File: JB states: Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admission; membership in school-sponsored organization, clubs, or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to the specific activity.

Board Policy File AC states: The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with who it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, including the use of electronic communication devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participated in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designated the following individual to serve as the District's compliance officer/civil rights coordinator:

Title:	Superintendent/designee
Address:	7877 US Highway 42 South, Plain City, OH 43064
Phone Number:	(614) 873-4666
Email:	ebeeson@tollestechnology.com or jporoda@tollestechnology.com

The name, title and contact information of this individual is annually published in District handbooks and on the District website. The Superintendent may designate an outside investigator as the situation warrants.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or

complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

REPORTS AND COMPLAINTS OF UNLAWFUL DISCRIMINATION/HARASSMENT

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

STUDENT RESPONSIBILITIES

School rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a Tolles staff member. Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their teenager's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use an automated calling system, the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via email by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their teenager's teachers and support staff by informing the staff of suggestions or concerns that may help their teenager better accomplish his/her educational goals.

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school nurse.

TOLLES MISSION STATEMENT

Tolles Career & Center serves students by providing career-focused learning opportunities that prepare them for successful careers and lifelong learning.

TOLLES VISION STATEMENT

Tolles Career & Technical Center will be *the* choice of students and families for expert career-technical and academic education.

ACADEMIC INTEGRITY

It is our expectation that students will not engage in any form of academic misconduct. Examples include, but are not limited to, the following:

1. Cheating: Using, obtaining, or providing unauthorized assistance on examinations, papers, assignments or any other career-technical or academic work
2. Plagiarism: Knowingly representing the work of others as one's own
3. Forgery/falsification: Forging a signature to certify attendance, completion of a course assignment or any other gain for unauthorized purposes; falsifying information for one's own gain.

Students found in violation of this expectation may receive a zero for the work in question. Further disciplinary action may also be imposed.

ACCIDENT INSURANCE

Tolles Career & Technical Center does NOT carry accident insurance to cover student injuries. It is recommended that parents purchase accident insurance which is available from a private carrier. Information on this insurance, which may be purchased on an individual basis, will be made available to all students at the beginning of each school year. Due to the nature of the hands-on training, there may be an occasion when an injury could occur. It is recommended that parents purchase student accident insurance or have suitable medical protection in place. The school district does not reimburse medical fees.

ARTICULATION AGREEMENTS/DUAL ENROLLMENT/COLLEGE CREDIT PLUS

Agreements with two and four-year post-secondary institutions are in place for most of the career-technical programs at Tolles. These agreements formalize and detail a commitment to teach certain skills which will result in the transfer of work into college credit or advanced placement upon enrolling in the college in which has an articulation agreement with Tolles. Several career tech programs and academic offerings offer transcribed college credit through Ohio's College Credit Plus program.

ASSOCIATE SCHOOL ACTIVITIES/ASSEMBLIES

Students are encouraged to remain actively involved in their associate school activities. As information about these activities becomes available, it will be posted on the appropriate high school bulletin board in the Commons, broadcasted on monitors and included in the posted daily announcements. When appropriate, announcements will also be made over the public address system. Students with questions about associate school activities are encouraged to speak to someone at their associate school or ask someone in the Main Office at Tolles.

Students who are participating in home school activities such as fine arts, athletics or student leadership are encouraged to reach out to Student Services for assistance in working through scheduling conflicts. Tolles will make every effort to make accommodations. (Career Technical and Academic learning along with student safety are first priority and may not be negatively impacted by these accommodations.)

Students may return to the high school for assemblies, activities, class meetings, etc. It is necessary for the high school to allow such return and to provide transportation. Students must sign out of Tolles in Student Services prior to leaving and back in upon return. (Students are to follow the high school procedures upon arrival and departure from the high school.)

RELEASE WITH RETURN ACTIVITIES

All students will ride the bus to the associate school activity and will return to Tolles on the bus. This includes those who drive to school, unless provided bussing space is inadequate.

RELEASE WITHOUT RETURN ACTIVITIES

Students are required to use their normal means of transportation when returning to the associate school. Bus riders are not allowed to ride in student operated vehicles.

Students who have individual activities at the associate high school must complete a pre-arranged absence through the Attendance Office in Student Services.

UNSCHEDULED ASSOCIATE SCHOOL RELEASE – BUS RIDERS ONLY

In the event that the associate high school sends a bus for the students due to an associate school transportation issue, all students who ride the bus will be released early, as this will be their only means of transportation home. Drivers would not be dismissed as they have transportation at the end of the day.

SCHEDULED ASSOCIATE SCHOOL NOT IN SESSION/LATE START

(**See page 22 for weather delays and closings**)

When the associate school is scheduled to be closed and Tolles IS in session, Tolles students **are expected to attend Tolles** at the regularly scheduled time. Bus service is provided from the associate school to Tolles whenever Tolles is in session. Should parents have any questions regarding transportation particulars, they should contact their associate school transportation department.

ATTENDANCE

Attendance is important for success at school and on the job. Students should have perfect attendance as their goal. In order to promote student achievement, Tolles Career & Technical Center, in accordance with Section 3321.4 of the Ohio Revised Code (ORC), expects that students be in attendance on a regular basis. The State of Ohio has established two legally defined classifications for attendance related concerns:

Excessive absence:

- 38 or more hours in one calendar month with or without legitimate excuse
- 65 or more hours in one school year with or without legitimate excuse

Habitual truancy:

- 30 or more consecutive hours without legitimate excuse
- 42 or more hours in a school month without legitimate excuse
- 72 or more hours in one school year without legitimate excuse

ORC requires written communication each time a student reaches any of the above triggering absence points. Tolles will mail a letter to the student's address of record within 7 days of each event.

HABITUAL TRUANT INTERVENTION (REQUIRED)

If your student misses 30 or more consecutive hours; 42 or more hours in a school month; OR 72 or more hours in a school year without legitimate written excuse s/he will be referred to the Absence Intervention Team (AIT). You and your student will be contacted to participate on the team to develop your student's Absence Intervention Plan (AIP). If your student does not make progress on the plan within 61 days or continues to be HABITUALLY TRUANT, s/he will be referred to the Educational

Juvenile Court Liaison for the county in which they reside.

Team participation will be based on the needs of your student, but will ideally include representatives from Tolles, the student's associate school, the parent/guardian, and the student. The purpose of the Absence Intervention Team is to establish a student-centered absence intervention plan, by identifying specific barriers and solutions to attendance. The team may also consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.

EXCESSIVE ABSENCE INTERVENTION

If your student misses 38 hours within a one-month period or 65 hours in a school year (with or without legitimate excuse) s/he may be referred to the Absence Intervention Team (AIT). Students with excessive absences will be assigned to an AIT based on district policy and/or administration discretion.

REGULAR ABSENCE PROCEDURE

Students and parents are reminded that absences must conform to the Ohio School Attendance Laws and Tolles Career & Technical Center school policy in order to be considered excused.

According to the Ohio Revised Code 3301-69-02 (B)(2), acceptable reasons for missing school are as follows:

1. Illness of the child;
2. Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;
4. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;
5. Medical or dental appointment;
6. Observance of religious holidays. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs;
7. College visitation;
8. 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;
9. Absences due to a student being homeless; or
10. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

IMPORTANT REGULAR ABSENCE PROCEDURE NOTES

1. On the day of the absence, the parents must call and inform the school before 9:00 a.m. (614-873-4666 ext. 4207; or 1-800-644-3140 ext. 4207) of the student's absence unless previous notification has been given in accordance with the school procedure for excused absence (See Pre-Arranged Absence). Lacking parental notification of an absence, the school shall attempt to notify the student's parent(s), guardian(s), legal custodian(s), or other person responsible for him/her by telephone when the student is absent from school. (If the absence is going to be for an extended time period, the parents should make arrangements to pick up class assignments through Student Services.)

2. When the student returns to school, a note signed by the parent or guardian which indicates that dates of the absence and the reasons for the absence must be presented. Failure to present a note within two school days after returning from an absence may result in an absence being classified as unexcused.

Notes explaining absence must be concise, identifying:

1. The date(s) of absence
2. The acceptable reason (listed above)
3. Parent/guardian signature

Parents may excuse their students up to fifty (50) hours during the school year. All other absences that are not documented by medical, legal or school note will be considered unexcused absences. Students will have one day for each day of absence to make-up assignments. Failure to meet the deadline will result in a zero being issued for the work missed.

Lack of transportation is not an excusable absence. Students whose only means of transportation is by bus will need to make alternative arrangements on days when the associate schools only provide bus transportation from the high school to Tolles.

PRE-ARRANGED ABSENCE

The purpose of a pre-arranged absence is to communicate to the school, in advance, that a student will not be in attendance. To obtain a pre-arranged absence form, submit a written request stating the date(s) of absence and reason for such request, signed by a parent to the Attendance Office. The student will be responsible for obtaining signatures from individual instructors and returning the signed form to the Attendance Office prior to the absence. Pre arranged absences may or may not be excused. If a student has 50 or more hours of absence, the pre arranged absence will not be issued as an excused absence. Parents are encouraged not to take students on vacations during the school year. If it is necessary to make such requests, submit them in writing prior to the scheduled time. It should be noted that the request may be denied.

The following are commonly requested pre-arranged absence requests that will be considered for excused absences:

1. Associate-school activity (Associate school principal must request attendance at the function).
2. Enrichment activity (ie: career-technical program competitions, driver's license test)
3. Court appearance-Official court documentation required
4. Higher education/military visitation (see below for more instructions)
5. Family vacations (no more than five (5) days will be excused)

NOTES: Pre-arranged absences may not be approved during exam times.

Permission to participate in home school activities may be denied when the activity conflicts with our educational process.

HIGHER EDUCATION/MILITARY VISITATIONS

Visit to colleges, technical schools or the military during school time will be counted as excused absences and will not count against the parent note limit if students are currently passing all of their courses, have missed fewer than 50 hours and follow the procedure below:

1. Complete a pre-arranged absence form and return it to the Attendance Secretary prior to the day of the visit.

2. Return signed documentation on the college or military letterhead to the Attendance Secretary within two days of return to school to have the absence counted as an excused absence.
3. Juniors are permitted no more than one visit per year, and seniors are permitted no more than two per year.

EARLY DISMISSAL/LATE ARRIVAL

When a student enters the school grounds or the building, he/she is under the school's jurisdiction. All students arriving after the tardy bell must sign in the Attendance Office. No student shall be granted permission to leave without written and/or verbal consent from the parent or guardian. Parents or guardians may send a note with the student to the attendance office or call the attendance line for an early dismissal. An early dismissal form is issued by the Attendance Office. Parents or guardians who come into the building to sign their student out must show picture identification and be listed on the student's Emergency Medical Form for the student to be dismissed. Any student who is leaving school due to illness must be seen by the school nurse prior to leaving. Students should not contact their parent/guardian directly to be picked up. Any student who leaves the school premises without proper authorization is considered truant and will be subject to disciplinary action.

NOTE: Instructional time missed is no longer measured in days. Any time missed is tracked and accumulated towards hours.

TARDIES

... TO SCHOOL

Any student who arrives late to school or leaves early from school must report to the Attendance Office. Unexcused tardies and early releases will result in disciplinary action.

Disciplinary action per quarter for unexcused tardies and early releases will be given as follows:

1. One to three – Warnings
2. Four and five - Detentions
3. Six - Alternative Classroom Placement
4. Seven – Evening School
5. Eight Discipline based on administrative discretion (May result in loss of driving privilege)

...TO CLASS

When a student is late for class, the individual classroom teacher will be responsible for documentation and disciplinary recommendations to the Dean of Students.

BACKGROUND CHECKS

Students who require a background check for their program will be responsible for the associated cost. The cost for both (FBI & BCI) is \$52.25. The cost for the FBI only is \$28.25 and for the BCI only is \$24.00. Fingerprinting is done, by appointment only, between the hours of 8:00 a.m. and 3:30 p.m. in the Tolles Board Office. Students are required to have their driver's license with them during the fingerprinting process. If the student does not have a driver's license, he/she will need to have their full name, social security number and address in order to process the background check. Payments are accepted in cash, check or money order made payable to Tolles.

BANNERS AND POSTERS

All banners, posters and signs must receive approval from the Facilities Supervisor before being displayed. Because of the potential damage that can occur to the building walls, these items are to be limited in number and placed in specific locations.

BREAKFAST AND LUNCH

Students are to report to the Commons promptly for their lunch period. Students are responsible for busing their own tables. All students are to push in their chairs to the tables when leaving the Commons.

BREAKFAST PRICES:	Student = \$2.00	Reduced Student = \$.30
LUNCH PRICES:	Student = \$3.00	Reduced Student = \$.40

The cafeteria will serve a regular school lunch (Students= \$3.00; Adults= \$3.25) as well as a variety of a la carte offerings. Students may also bring a lunch from home or use the vending machines. Student lunch periods are 30 minutes in length. Students are not permitted to go to their cars or exit the building during lunch periods. Students are to remain in the commons during the lunch period.

Tolles has a CLOSED lunch period. This means students are not permitted to leave school grounds for lunch, have lunch delivered or invite friends or family to enter the building for lunch. Students are not permitted to order carry-out food.

Tolles offers families the opportunity to deposit money into a student lunchroom account (MyPaymentsPlus). Any remaining balance in this account at the end of the year or at the time of withdrawal will only be reimbursed if the amount is greater than \$5.00. It is the responsibility of the student/family to monitor the account balance. It is recommended that an appropriate balance be maintained in the account throughout the year and that any remaining balance be used by making purchases in the cafeteria during the last few days of school.

BULLYING, HARASSMENT AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship.

The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

2. violence within a dating relationship

"Electronic act" means an act committed through the use of a cellular telephone, computer, tablet, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless handheld device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Policy File: ACA/ACAA, 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 an educational program or activity.

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. Examples 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.

All of these types of harassment are considered forms of sex discrimination prohibited by Title IX.

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation a Director or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building director or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (JFCF-R) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

COMPLAINTS

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

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the appropriate Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

PRIVACY/CONFIDENTIALITY

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

REPORTING REQUIREMENT

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

IMMUNITY

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

EDUCATION AND TRAINING

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall include a review of this policy on bullying and other forms of harassment in

the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures as needed. The complaint procedure established by the Superintendent shall be followed.

EARLY INTERVENTION

In the event that student behavior infringes on the rights of others or fails to comply with the Tolles student conduct code, a number of individuals may become involved. Parents, teachers, counselors, and administrators all have specific responsibilities that will assist students in adjusting their behavior to acceptable standards. Our goal will always be to help the student develop a positive attitude toward school, work and society. Parents, teachers and counselors are encouraged to communicate regularly to resolve concerns before they become major discipline problems.

BUS TRANSPORTATION

Bus transportation is provided by the associate school district. If there are concerns or questions about the buses, the transportation office of the associate school should be contacted.

Dublin	614-764-5926
Fairbanks	937-349-4941
Hilliard	614-921-4700
Jonathan Alder	614-733-3975 ext. 8217
London	740-852-5700 ext. 5010
Madison Plains	740-490-0619
West Jefferson	614-879-7654 ext. 1120

All rules, regulations and schedules as established by the associate school district must be followed. Failure to do so may result in loss of bus privileges. Students and parents should understand if a student misses a bus, loses bus privileges, or is assigned a detention for disciplinary reasons, finding an alternate means of transportation to and from the school is the student's responsibility. Students will not receive an excused absence for lack of transportation. If a bus is late arriving to Tolles, students must report to the Attendance Office for a late bus pass. Late bus riders will not be admitted to class without a Late Bus Pass. Students who ride late buses will not be counted tardy.

CALAMITIES: BAD WEATHER/SCHOOL CLOSING/EARLY DISMISSAL & ASSOCIATE SCHOOL DELAYS

The Superintendent of Tolles will decide when weather or adverse conditions warrant closing the school. The **Instant Connect** system will distribute notification of school closings directly to the student's home and/or electronic device, as provided by the parent, as well as to the following radio and television stations:

Radio Stations:
WNCI 97.9 FM
WCOL 92.3 FM
WSNY 94.7 FM
WTVN 610 AM

TV Stations:
NBC 4
WBNS 10TV
ABC 6 - FOX28

Information regarding school closings will also be available on our website www.tollestech.com.

TWO-HOUR DELAY PROCEDURES

In the event a 2-hour delay is called by Tolles Career & Technical Center, we will send an “all call” to all of the numbers in our system. If you would like to add a number to our “all call” list, please contact Debbie Foster at (614) 873-4666 ext. 4210 or dfoster@tollestechnology.com. Information will also be posted to our website, tweeted from @TollesSupt and listed on TV channels 4, 6, 28, and 10, and on 610 WTVN, WCOL, WNCI, AM1230, Lite FM 93.3, and 105.7 The Fox.

Dublin City Schools

- If your student rides the bus, Dublin will pick up students just like they do every day.
- Tolles students who ride a Dublin bus to a Dublin High School will work in the cafeteria until the 2 Hour Delay bus goes to Tolles.
- If your student walks to school, he/she must be at his/her high school by 9:35 am to catch the bus to Tolles.
- If your student is an AM Only Tolles Student, he/she will not report to Tolles and will need to provide his/her own transportation to attend afternoon classes at Dublin.
- Tolles AM Only students who report to their Dublin High School in the morning will work in the cafeteria until their afternoon classes begin.
- If your student is a PM Only Tolles Student, he/she will keep the regular school schedule.

Dublin City Transportation - 614-764-5926

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestechnology.com

Fairbanks Local Schools

- If your student rides the bus, Fairbanks will pick up students just like they do every day.
- Tolles students who ride a Fairbanks bus to a Fairbanks High School will work in the cafeteria until the 2 Hour Delay bus goes to Tolles.

Fairbanks Local Schools Transportation - 937-349-4941

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestechnology.com

Hilliard City Schools

- If your student rides the bus, Hilliard will pick up students using the non-Hilliard day routes.
- If your student walks to school, he/she must be at his/her high school by 9:45 am to catch the bus to Tolles.
- If your student is an AM Only Tolles Student, he/she will not report to Tolles and will need to provide his/her own transportation to attend afternoon classes at Hilliard.
- If your student is a PM Only Tolles Student, he/she will keep the regular school schedule.

Hilliard City Schools Transportation - 614-921-4700

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestechnology.com

Jefferson Local

- If your student rides the bus, Jefferson Local School District will pick up students just like they do every day.
- Tolles students who ride a Jefferson Local bus to West Jefferson High School to transfer onto the Jefferson Local Tolles shuttle will work in the cafeteria until the 2 Hour Delay bus goes to Tolles.
- Students can also provide their own transportation to West Jefferson High School and then be transported to Tolles. Students must arrive at the front entrance of West Jefferson High School no later than 9:20 am.
- If Jefferson Local is on a 2-hour delay, all transportation services are will be delayed for two hours.
- If Jefferson Local is on a 2-hour delay and Tolles is not, Jefferson Local transportation services will be delayed for 2 hours.

Jefferson Local Transportation - 614-801-2195

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestechnology.com

Jonathan Alder Local Schools

- If your student rides the bus, Jonathan Alder will pick up students just like they do every day.
- Tolles students who ride a Jonathan Alder bus to a Jonathan Alder High School will work in the cafeteria until the 2 Hour Delay bus goes to Tolles.
- Students can also provide their own transportation to Jonathan Alder High School and then be transported to Tolles. Students must arrive at Jonathan Alder High School no later than 9:20.

Jonathan Alder Local Schools Transportation - 614-873-4642740-490-0619

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestechnology.com

London City Schools

- If your student rides the bus, London will pick up students just like they do every day.
- Tolles students who ride a London bus to a London High School will be assigned to the commons in study hall until the 2 Hour Delay bus goes to Tolles.
- Students can also provide their own transportation to London High School and then be transported to Tolles. Students must arrive at London High School no later than 9:25.

London City Schools Transportation - (740) 852-5700, Ext. 5010

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestechnology.com

Madison-Plains Local Schools

- If your student rides the bus, Madison-Plains will pick up students just like they do every day.
- Tolles students who ride a Madison-Plains bus to a Madison-Plains High School will work in the cafeteria until the 2 Hour Delay bus goes to Tolles.
- Students can also provide their own transportation to Madison-Plains High School and then be transported to Tolles. Students must arrive at Madison-Plains High School no later than 9:20.

Madison-Plains Schools Transportation - 740-490-0619

Tolles Career & Technical Center Transportation Questions - Connie Strebe, Director, at 614-873-4666, ext. 4221 or cstrebe@tollestech.com

CALAMITY MAKE-UP HOURS, IF REQUIRED

To begin on May 29, 2020, and continue until hours are made up.

CARE OF PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school is not liable for any loss or damage to personal valuables.

CHANGE OF PROGRAM/ACADEMIC CHANGE

Any student who desires a change of program must discuss such change with the instructor and Tolles school counselor during the first seven (7) school seven (7) days. If the student has a legitimate reason for making such a change and if the parents approve, the Administrator may transfer the student from one program to another.

There are many individual reasons to change a schedule, to include, but not limited to, a student is scheduled for a class they have already passed; an elective class conflicts with a required class; a student is eligible for CAP (Cooperative Advanced Placement), etc. Changes will not be made, however, to request a specific teacher or for social reasons, such as lunch.

Academic changes may be made within the first seven (7) school days the student enters Tolles or within the first seven (7) school days of the second semester. A note from a parent/legal guardian requesting/granting permission for dropping the course is required. There will be no penalty from dropping courses in this window. The course will not be recorded on the student's grade card.

Academic changes made with the instructor/parent/administrator approval requested within seven (7) school days of first/third interim grades being posted will be noted as Withdrawal (WD) on the grade card. There is no impact on GPA. Academic changes requested after the window for interim changes will be noted as Withdrawal F/(WF). This will be calculated as a failure in the student's GPA. (Changes that require moving a student from one difficulty level to another, at any time during the course, will be permitted with the instructor's, parent's and administrator's approval.)

CHANGE OF RESIDENCE/PHONE NUMBER

Any student who changes residency or phone number during the school year must notify the Student Services Office as soon as possible. Student's current school of residence will be notified of the change of address.

INTERNSHIP PROGRAM

The internship program is designed to allow students to earn the opportunity to work while still attending school. Students who participate in internships still earn the career-technical lab credit. Grades and attendance are the two main factors considered when qualifying for an internship placement.

STUDENT QUALIFICATIONS FOR INTERNSHIP PROGRAM PARTICIPATION

Students must obtain a suitable job related to their career tech program, have reliable transportation to and from work, and meet the following specific criteria*:

1. Students must be in 12th grade and have completed level one of a career-tech program and be currently enrolled in the second year of the same program.
2. Students must be eligible (academically on-track) to graduate in the spring.
3. Students must achieve and maintain the following grade requirements:
 - a. at least a "B" average in career-tech lab and related coursework
 - b. at least a "C" average in all academic subjects
4. Students must have a clean discipline record. Any incidents will be reviewed and it is the sole discretion of the director to decide if the infraction will prevent a student from participating in the Internship Program.
5. Attendance compliant with the policy for certification.
6. All fees must be paid in full.
7. Students must have the recommendation of their career-tech instructor and career-tech director for acceptance into the Internship Program.
8. Failure to maintain these requirements can result in removal from the program.

*In some circumstances, students may be exempted from certain specific requirements at discretion of their Career-Tech Instructor and Director.

COUNSELING SERVICES

Counseling services have been established at Tolles for the benefit of all students. The service exists to assist students in making personal and career-technical decisions. All students will receive guidance in planning for their future upon graduation. Under certain conditions we provide intervention to students through a crisis intervention team. Services may include one-on-one intervention, defusing, debriefing, crisis management, family support, etc. Please let us know in writing if you prefer to exclude your teenager from these services. Students may see a counselor any time before or after school, during lunch, during Tolles Time, or with an instructor's written permission during the day.

COURSE OFFERINGS - CAREER TECHNICAL

Selected junior and senior students are afforded an opportunity to further their career technical training through the cooperative efforts of the constituent districts of Tolles Career & Technical Center. The following Courses are available at Tolles:

Animal Management & Services	Exercise Science
Art Design & Communication	Firefighting & EMS
Auto Collision Repair	Marketing & Logistics
Auto Technology	Outdoor Careers
Computer Network & Support Technology	Pharmacy Tech
Construction Technology	Power Sports & Auto Services
Cosmetology	Pre-Nursing
Criminal Justice	Pre-Vet Tech
Culinary Arts	Web Design and Development
Early Childhood Education	Welding & Fabrication
Engineering & Manufacturing	

Instruction is outlined as a two year plan. Yearly, sophomore students are surveyed and the application process is open for those interested in attending. Selection is then made in conjunction with the student, parents, and administration.

COURSE OFFERING – ACADEMIC

Tolles offers a variety of academic coursework that helps to prepare our students for future career and college opportunities. Academic courses are taught by teachers who are highly qualified and committed to the academic success of all students. State and national assessments are administered at Tolles based on the Ohio Department of Education's required testing schedule. The Learning Resource Center and the Library are prepared to further assist students in their academic pursuits. Our current course offerings are posted on the website at www.tollestech.com.

DIRECTORY INFORMATION

The Board designates as student "directory information": a student's name; major field of study; dates of attendance; or date of graduation. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow disclosure of any or all such "directory information" upon written notification. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

DISCRIMINATION GRIEVANCE PROCEDURES

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Tolles Career & Technical Center or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation act of 1973 (disability) he/she may bring forward a complaint which shall be referred to as a formal grievance.

However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the teacher or administrative level. An informal grievance with the above mentioned administrators does not require parents/guardians to be present. Should a person have a question or a complaint, he/she has assurance that it shall receive an answer within the earliest possible time frame and that all correspondence will be kept confidential. However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures:

Step I – The student should always talk with the teacher as a first step to obtain satisfactory clarification.

Step II – If the question or complaint is not satisfactorily resolved, the student should present a formal question or complaint in writing to the Superintendent or designee. The student will then receive a written response within five school days.

Step III - Should the student not be satisfied with the Superintendent or designee decision, a formal appeal may be made in writing to the Board of Education within ten school days. The issue will then be placed on the agenda of the next board meeting.

Step IV - If not resolved at Step III, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the Grievance Officer. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process. There will be no data placed in the student's file unless requested by the student, and a complaint may be withdrawn at any time without prejudice or record.

DRESS AND APPEARANCE EXPECTATIONS

A part of Tolles Career & Technical Center's mission is to expect students to model the appearance and grooming expectation of the "company image" generally found in workplace represented by the career-technical program students have selected to study at Tolles.

All Tolles students are required to purchase their professional uniforms from the uniform company the school has selected, which is PROforma. Pants are to be purchased as indicated on the Tolles' website. The uniforms must be maintained to a standard acceptable by administration. Students cannot wear anything other than the approved uniform. One exception to this rule is for half-day students. Students arriving to Tolles at midday must immediately change into their appropriate approved Tolles uniform. Students departing Tolles at midday may change immediately prior to departure.

Uniforms must be worn in the manner intended, i.e. shirts buttoned and pants outside of footwear. Sunglasses, hats and bandanas are not to be worn into the building. If a hat is part of a lab uniform, these hats are to remain in the lab lockers and not to be worn outside of the lab environment. Some programs may have very specific grooming requirements. While it is impossible to list all issues that may arise regarding student professional appearance and grooming it should be understood that the final decision regarding the appropriateness of any appearance or grooming related question rests solely with the building administration. The basis for decision making will be based upon the following question; what would the majority of employers allow in their company environments?

UNIFORM RATIONALE

These uniform expectations have been established to promote professional, real-world criteria, promote discipline, maintain professional workplace order, secure the safety of students and provide a healthy educational environment conducive with the academic and career-technical purposes of the Tolles Career & Technical Center School District. The Tolles school uniform is lab specific and thus includes the lab approved: PROforma shirt, pants, student identification badge and lab identified shoe style. Some students, depending on the nature of the work done in the laboratory, will have an additional uniform requirements, which provides protection while performing lab work. These individuals will change back into the uniform identified above prior to leaving their lab.

COOL WEATHER WEAR INSIDE THE BUILDING

Inside temperatures tend to vary in buildings the size of Tolles. Students may wear only Tolles approved cool weather gear over the lab uniform. All approved cool weather gear will bear the Tolles name and may be purchased through PROforma or Lift 42 only. All other outerwear must be stored in the student's locker prior to arriving at the student's first class of the day. Students will not be permitted to carry non-approved outerwear, blankets, etc. during the school day.

Where approved by the lab instructor, students may wear a plain, single color, long sleeve, non-hooded shirt under the Tolles uniform top.

KEY POINTS TO REMEMBER ABOUT TOLLES UNIFORM EXPECTATIONS:

Tolles Career & Technical Center is a uniformed school, all day- every day. The administration at Tolles understands that there may be instances beyond the control of the parent/student regarding the delivery of the school uniform from PROforma. If a problem occurs, students should immediately see the Dean of Students. Students may be issued a uniform variance pass or loaned a uniform. Students issued variance passes must comply with the dress code given by the Dean of Students. All second year students are required to be in uniform on the first day of school and every day thereafter.

Any student who wears anything other than the approved uniform will be asked to comply with the Tolles' uniform guidelines and may be subject to further discipline

SPIRIT GEAR

Tolles is very proud of our associate schools and encourages students to wear their associate school colors. Friday of each week has been designated as Tolles "Spirit Day" throughout the building. The following "Spirit Gear" dress expectations shall be followed by students participating in "Spirit Day:"

1. Instead of the Tolles polo, a school appropriate, non-hooded shirt, jersey, sweatshirt, sweater or tee-shirt may be worn with the Tolles uniform pants as well as the Tolles approved uniform footwear on "Spirit Day."
2. "Spirit Gear" is limited to only those items representing, sponsored, approved, sold or promoted by our eleven associate high schools or Tolles.
3. Hats and bandanas are not considered approved "Spirit Gear" and are not to be worn.
4. "Spirit Gear" does not replace the necessity of wearing the approved uniform in a laboratory setting or during a school field trip or other school activity, etc.
5. The "Spirit Gear" must be school appropriate by Tolles administration standards.

Students are prohibited from wearing sleeveless shirts. Halter tops, racer back tops, tube tops, tank tops, vest shirts, muscle shirts, or other garments of this nature are not permitted.

Students who are representing Tolles at an official function or public event may be required to follow specific dress requirements.

DRINKING WATER

The United State Environmental Protection Agency sets drinking water standards. The Tolles Career & Technical Center samples its water on a regular basis, and forwards all laboratory tests to the EPA to assure safe water at all times. The Safe Drinking Water Act Amendments of 1986 specified that all public agencies inform water users that the presence of lead in any water system could be harmful.

DRIVING PRIVILEGES/PARKING

While it is preferred that students ride the bus to school, personal vehicles may be driven. Rules have been established in order that the school may provide for the safety and welfare of the students and their property.

Students should understand that driving to school is a privilege and not a right. Busing is available for students through their home school districts. The following rules are intended to ensure student safety. Be aware that staff discretion and directions supersede these rules and must be followed at all times.

1. The parking lot opens at 7:50 a.m.
2. Students are to enter school property by the North drive only.
3. Students traveling north (right) on 42 are to exit by the North drive only. Students traveling south (left) are to exit by the South drive only.
4. All vehicles are to be parked facing WEST (facing Route 42) in the student parking lot, located on the North side of the building ONLY. Students may not park in the first row (closest to 42). This row is reserved for staff and visitors.
5. Each vehicle must have a current parking pass hanging on the rear view mirror. The parking pass identification number must be clearly visible and facing the front of the vehicle to be valid. There will be periodic parking pass checks throughout the year.
6. Vehicles are to be operated in a safe and responsible manner at all times. Horseplay of any kind is prohibited. (Revsing engine, horns, 'peeling out', etc. is forbidden.)
7. Students must vacate their vehicle immediately upon arrival at school. Sitting in or on a vehicle before, during or after school is forbidden. Students are only permitted in the vehicle that is used for their transportation to/from school.
8. Student drivers must not be habitually tardy or cause their passengers to be tardy. There are consequences for both situations.
9. Students may not return to their vehicle at any time unless accompanied by an Administrator.
10. Student vehicles, driven or parked on Tolles property, are subject to search with reasonable suspicion.
11. It is important to realize that you may not display any insignia or symbol on or in your vehicle which, in the estimation of the school administration, has the potential for causing or has in recent years caused substantial disruption of school activities and classroom instruction.
12. No student will be permitted to park in any lot other than the designated student parking lot.
13. Students are required to follow the prescribed traffic pattern flow at all times.
14. Students must operate their vehicle in a safe and legal manner to and from school. Students observed operating their vehicle recklessly may face the same consequences as on school property violations.

Failure to comply with all the above rules may result in any or all of the following disciplinary actions:

1. Driving privileges may be revoked for one day or up to the remainder of the school year.
2. Vehicles may be towed AT OWNER'S EXPENSE (This is true for vehicles without stickers or for those vehicles inappropriately parked).
3. The student may be subject to other disciplinary action including possible suspension or expulsion from school.

In the event a student has car trouble on campus, it is the responsibility of the student and his/her parents to get the car in working condition. Tolles staff will not be permitted to get a students' vehicle operational unless a customer service form and release are completed and on file. Students and parents acknowledge that they will be responsible for the expense of the services provided.

DRUG FREE SCHOOLS ACT OF 1989

Possession, Use, Sale, or Transmittal of Harmful Substances - Students of Tolles shall not possess, use, sell, give or otherwise transmit any drug, the possession of which is prohibited by law, including, narcotic or hallucinogenic drugs, or intoxicants of any kind. Also included are the "look-alike" drugs as defined in Section 2925.01 (P) of the Ohio Revised Code. The restrictions on these activities shall include drug paraphernalia. Any such items will not be permitted on any school property and will be subject to confiscation. This policy will be enforced by the administration and faculty:

1. During the course of any school year and extracurricular activities.
2. On any property owned, used by, or under the control Tolles, including vehicles used for transportation of students.
3. At any school sponsored or sanctioned activity or event away from or within the school district.

ELECTRONIC DEVICES

Refer to the Acceptable Use Policy for specifics regarding electronic devices. Students will not photograph or record (audio or video) any other person without their consent. Students will not engage in text messaging, social media communications, or internet use other than as directed by the instructor for the purposes of classroom activities. Any and all electronic use while on school grounds, attending a school function, or using school equipment or network may be monitored. Students found in violation of these policies will face disciplinary action.

It should be understood that the use of student owned electronic devices at school is a privilege and not a right. If, at any point during the year, it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse which causes a disruption to the educational process, or the normal activity of the school, or contributes in any way to any situation violating school rules or policy, then the result shall be the loss of this privilege, individually or as a student body. Electronic devices brought on Tolles property, are subject to search and/or seizure with reasonable suspicion.

The possession or use of laser pointers and/or electronic cigarettes is prohibited at any time while on school property or while participating in a school sanctioned event.

Possession and/or use, other than described above, will result in confiscation of the device in its entirety, disciplinary action and parent retrieval of the item at the sole discretion of the administration. The use of electronic devices for illicit or harassing purposes is a serious violation of school rules and state laws and shall be handled accordingly.

EMERGENCY MEDICAL AUTHORIZATION

In accordance with Section 3313.712 of the Ohio Revised Code, an emergency medical form is

provided to the parent or guardian for every pupil enrolled in the school. This form must be provided to the parent or guardian within 30 days of the student's enrollment in the school system. It is to be completed by the parent or guardian and returned to the school for filing no later than the second week of school operation. Any student not fulfilling this responsibility shall not be permitted to participate in the program activities and may face academic and/or disciplinary action.

ENROLLMENT

No student shall be admitted nor permitted to remain enrolled at Tolles unless he/she is successfully enrolled in an approved Tolles career-technical program. Students may be admitted to and/or remain enrolled at Tolles by being either fully enrolled at Tolles (i.e. enrolled in both a career-technical program and the academic courses taught at Tolles) or being enrolled half-time at Tolles (i.e. enrolled at Tolles only in a career-technical program and being enrolled at their home school or at a home school "approved provider" for the remaining academic portion of their school day). If a student who was enrolled in a career technical program at Tolles is either voluntarily or involuntarily withdrawn from the career-technical program, he/she shall be withdrawn from Tolles entirely, and returned to his/her homeschool, if appropriate. Being initially enrolled in, or remaining successfully enrolled in, only the academic courses offered at Tolles is not permitted.

FIELD TRIPS

Field trips are educational activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. In order to participate in any trip, other than competitive events, with his/her class (or club), each student must:

1. Be passing all classes based on weekly, up to date ProgressBook grades . It is the responsibility of teaching staff to have all grades updated weekly.
2. Have all school fees paid in full or be up to date on an approved payment plan.
3. Have a clean discipline record (any infraction will be reviewed and it is the sole discretion of the director and instructor to determine if a student is eligible to attend the field trip).
4. Have a signed permission slip on file with the school.
5. Have an emergency medical form on file in the office.
6. Wear the Tolles approved uniform or attire approved by administration.
7. Travel with the assigned group to and from the site.
8. Remain under the supervision of the instructor at all times.
9. Staff to student ratio will be a minimum of 1:8.

Students must understand that they are representatives of the school and must be on good behavior at all times. Students may not drive individually to the field trip site without a completed Authorization and Release from Liability Form on file. All school rules apply on any trip or activity away from school which is sanctioned by the school or at any after school activity.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least once per school year. Teachers will provide the students with specific instructions on the procedures to follow in situations where students must be secured in the building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

GRADING SYSTEM

GRADES

Tolles uses a numerical grading system based on the percentage of work satisfactorily completed by the student as well as the quality of performance. Students who fail to satisfactorily complete the first year of a career-technical program will not be allowed to return to that program. Students may request to be considered for another program at Tolles by completing an application. Percentage grades are to be interpreted as follows:

Percentage Letter Equivalent

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 or less = F

NOTE: "I" (incomplete) is a mark that is given when a student is unable to make up required work that directly affects the assignment of a grade.

When an "I" is given, the teacher will:

1. Provide a written statement of what the student must do to complete the work and how much time is allowed.
2. Discuss the statement with the student and have the student sign it.
3. Discuss the statement with a Director and have the Director sign it.

The grade will change from "I" to actual grade earned upon completion of the work. After the designated time period, if the work is not made up, the "I" converts to a zero for work not completed and the student's grade will be calculated.

EMPLOYABILITY POINTS

Employability Points may account for up to 10% of a student's grade. Some factors which may be used to determine Employability Points are, but not limited to punctuality, preparedness, professionalism and productivity.

INTERIM PROGRESS REPORTS

The purpose of the report is to inform the parents about their student's performance at the midpoint of the current grading period. Progress reports will be available on students' ProgressBook accounts at the midpoint of each grading period. Progress reports will only be mailed if requested by the parent in writing. ProgressBook usernames and passwords will be provided via mail.

GRADE CARDS

Grade cards will be available on the students' ProgressBook accounts. Grade cards will only be mailed if requested by the parent in writing. REMINDER: Notices of any outstanding financial obligations will be mailed home.

EXAMS

Teachers may use their professional discretion to determine how to best measure student learning.

Examples of measurement tools could be exams, senior capstone projects, portfolios, etc. With this in mind, semester and final exams are optional.

Semester long classes will calculate grades based upon the two nine weeks and semester exam. Each nine week grade will count twice and exam grade will count once. The sum is then divided by five. The formula and an example to calculate semester average is below. If no semester exam is administered, the semester grade will be calculated by averaging the two grades from each nine weeks.

Semester Average Calculation:

(Nine week grade X 2) + (Nine week grade X 2) + (First Semester Exam Grade) and divide by 5

Example:

Nine week grade = 82%

Nine week grade = 87%

Exam Grade= 75%

$(82\% \times 2) + (87\% \times 2) + (75\%)$

$(164) + (174) + (75) = 413 / 5 = 82.6\%$ semester average

OR

Nine week grade = 82%

Nine week grade = 87%

$82 + 87 = 169$

$169 / 2 = 84.5\%$ semester average

Yearlong course grades are calculated by using the semester average for each semester and dividing by two. An example to calculate year long course grade is below.

Year Long Average Calculation:

(Semester one average) + (Semester two average) and divide by 2

Example:

First Nine week grade = 82%

Second Nine week grade = 87%

First semester exam grade = 75%

Third Nine week grade = 84%

Fourth Nine week grade = 79%

Second semester exam grade = 81%

Semester 1 Average = 82.6%

$(82\% \times 2) + (87\% \times 2) + (75\%)$

$(164) + (174) + (75) = 413$

$413 / 5 = 82.6\%$ Semester 1 Average

Semester 2 Average = 80.2%

$(84\% \times 2) + (79\% \times 2) + (81\%)$

$(162) + (158) + (81) = 401$

$401 / 5 = 80.2\%$ Semester 2 Average

Year Long Course Grade= 81.4%

$82.6\% + 80.2\% = 162.8$

$162.8 / 2 = 81.4\%$ Year Long Course Grade

If the student earned below 40% for a nine week grading period, the grade entered will be:

- 40% will be the F grade floor for all four quarters.

PROGRESSBOOK

Tolles will provide Internet access to student progress, attendance and assignments through ProgressBook. This information can only be viewed using accounts set up by the school. Parents and students will receive usernames and passwords via mail near the start of the school year. No one else can view an individual's information on the Internet without their username and password. Students and parents are not to share their confidential codes.

Note: Teachers will update entries to ProgressBook weekly.

GRADUATION/CERTIFICATION
GRADUATION REQUIREMENTS

There are both curriculum and testing requirements connected with earning a high school diploma in the State of Ohio. It is important for students to understand the importance of earning a diploma, to meet both testing and curriculum requirements and to understand the associate school's individual graduation requirement and policies.

Generally speaking, in order to earn a high school diploma students must earn a minimum of 20 credits composed of the following:

- 4 credits in English Language Arts
- 4 credits of Mathematics
- 3 credits of Science
- 3 credits of Social Studies
- 5 credits of Electives

Moreover, students must earn a minimum of 18 points of End of Course Exams in the following areas:

- Algebra I
- Geometry
- Biology
- American History
- American Government
- English I
- English II

Other graduation pathways exist; please speak with your associate school counselor to discuss other graduation options.

To gain a deeper understanding of Ohio's Graduation Requirements, please visit

<http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond>

END OF COURSE EXAMS

At Tolles, End of Course Exams are administered only in courses where the student is enrolled. Tolles does not provide the opportunity for students to retake exams for courses not taken at Tolles. The Administration of Tolles will coordinate with associate schools to allow students to retake any necessary End of Course Exams. Questions regarding End of Course Testing should be directed to

Tolles Student Services Department or your student's associate school counselor.

DIPLOMAS

Diplomas are issued by the associate school to students who meet all requirements for graduation. Students are encouraged to check with their associate school counselors to see if they have all necessary credits for graduation.

Students can gain state recognition for exceeding Ohio's graduation requirements through a Career-Tech Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students. Check with your counselor for the necessary requirements.

CERTIFICATES/CAREER PASSPORTS

Career Technical Certificate and Competency documentation, at Tolles Career & Technical Center, is a formal recognition identifying marketable skills, strengths and knowledge a student has earned through the workforce development program.

Students will need to master two (2) of the three (3) criteria listed below to earn a Career Technical Certificate:

- Pathway Concentrator with passage of the State WebXam Assessment
- 3.0 GPA or above in the Career Technical Pathway
- Attendance of 92% average or better for the two (2) years in the Career Technical Pathway Program

A Certificate of Participation will be given to students who master two (2) of the three (3) criteria listed below:

- Pass a minimum of two (2) State WebXam for the courses taught in the Career Technical Program
- Have a 3.0 GPA or above in the Career Technical program for a minimum of one (1) year
- Maintain a 92% attendance average or better for the year.

HALL CONDUCT AND PASSES

Students who attend Tolles are expected to be on good behavior at all times. Conduct in the halls should be professional and courteous. Noise must be held to a minimum as classes are in session. Career Technical Labs are in session during academic class changes. Public Displays of Affection (PDA), electronic device use and horseplay are prohibited.

Any student who needs to be in the halls for any reason during class time must have a hall pass with them at all times. Students must take the most direct path to and from the destination for which the pass is written. (Students must use the restroom closest to the origin of the pass.) If students are stopped and asked to present their ID, they should do so immediately and courteously. Replacement IDs are available for purchase (\$5.00) from the Main Office.

HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. The District will work cooperatively with the student's home district in meeting the requirements in this policy. A homeless student is defined as an individual who lacks fixed, regular and

adequate nighttime residence including:

1. sharing housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency of other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to non-homeless students and
7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the sub-grant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

ILLNESS/INJURY

According to the Center for Disease Control (CDC), parents are advised to keep children at home when they are ill. A student who becomes ill during the school day should request permission from their teacher to see the school nurse. If the student has a fever of 100 degrees Fahrenheit or higher, then he/she will be required to leave school. Keep students at home for at least 24 hours after they no longer have a fever or do not have signs of a fever, without using fever-reducing drugs. Keeping students with a fever at home will reduce the number of people who may get infected. No student will be released from school due to illness without going through the nurse or the nurse's designee. The nurse will obtain parent/guardian/emergency contact permission if it is determined that the student needs to leave school. All student injuries must be reported to the school nurse and must be reported on a completed accident report. If a student appears to be seriously ill or has been seriously injured and the parents are unavailable, the emergency squad will be called. Treatment and/or need for hospitalization will be decided upon in accordance with instructions on the Emergency Medical Authorization form.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, hepatitis B, varicella, meningococcal and mumps, or have an authorized exemption from State immunization requirements.

Students attending Tolles must have on file at their associate school all health immunization records required by Ohio statutes. Failure to comply could result in the student being removed from school. For the safety of all students, the school director may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center is available to all students who need assistance with either academic or career-technical assignments. Staff is available every period of the day to work one-on-one or in small groups with students. The LRC computers and printers are for school use only. Students may utilize the LRC with an appropriate pass from their instructor. Students may not eat or drink in the LRC.

LIBRARY

The Tolles Library is a valuable resource for all students and staff. Tools necessary for research are available including reference books, computers and research assistance. Students may print school assignments free of charge. The library also provides up-to-date and classic fiction, popular non-fiction, graphic novels, informational texts, magazines, Kindles, net books and daily Columbus Dispatch. Digital eBooks and audiobooks are available through online resources.

Students are invited and encouraged to use the library as a quiet work space as time and teachers permit. During class periods, students are required to have a pass and their student identification to enter the library. Before school, during lunch and after school, students may enter the library at leisure. At all times, students must sign-in at the front desk.

LOCKERS

Students will be assigned lockers for storage. Lockers should be kept locked. Students are not to share lockers or combinations. Each student should only use the locker assigned as that is the locker for which he/she is responsible. If damage occurs to the locker, the student will be responsible for the damage. The school cannot assume responsibility for the loss of articles from lockers. Students must understand that the lockers are the property of the school and may be opened at any time for inspection. Any illegal material found in a locker will be seized and charges may be filed with the local court authorities. Disciplinary action may also be taken.

LOST AND FOUND

The lost and found area is in Student Services. Students who have lost items should check with the Student Services staff and may retrieve their items if they give a proper description. Items not claimed by June 15 will be discarded.

MAKE-UP WORK

There is no adequate way to make up a class that is missed. When a student has been unexpectedly absent, it is the student's responsibility to contact his/her teachers on the day he/she returns to school and to make arrangements to complete assignments and tests. One school day will be granted for each day of absence. Pre excused/pre-planned absences require homework, tests, or quizzes be taken the first day of return from absence.

MEAL SERVICE

Tolles Career & Technical Center recognizes the importance of good nutrition to each student's educational performance. The Board shall provide students in need with breakfast and lunch at a reduced rate or no charge to the student. Students eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education. The Board designates the Superintendent to determine in accordance with Board standards, the eligibility of students for free and reduced-price meals. The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

MEDICATIONS: PRESCRIBED & NON-PRESCRIBED (Over-The-Counter)

Parents may authorize the school nurse, or other Board-designated school personnel, to administer prescribed and non-prescribed, over-the-counter (OTC), medications at school. Students who need to take a prescribed medication authorized by a doctor via a prescription in the name of the student, or a non prescribed medication (OTC) authorized by the parent, MUST submit their written request to the school nurse using the Parent Permission for Prescription or Non-prescription Medication Form which is available from the School Nurse/Student Services Office.

Students may carry non-prescribed medications only by completion of the Parent Permission for Non-Prescribed Medication Form during electronic registration. Students must take medication in the

presence of nurse or designee who has received the medication training. Medication must:

1. Be labeled with the student's name on it.
2. Be in the original container.
3. Have no other medications mixed in with it.

ACADEMIC HONORS

Distinguished Honor, Honor and Merit Rolls are awarded each quarter.

Distinguished Honor is awarded to students who receive grade point average (GPA) of 4.0.
Honor includes students who received a GPA of 3.5 – 3.99.
Merit includes all students receiving a 3.0-3.49 GPA.

Students receiving any combination of a D, F or Incomplete will not be placed on the Honor or Merit Roll. All subjects count in the Honor and Merit Honor Roll calculations.

PARENT/TEACHER CONFERENCES

Parent Teacher Conference will be held for all students, at a date to be determined and communicated to parents. However, parents are encouraged to visit the school and conference with staff members about questions or concerns regarding their teenagers throughout the year. Any parent desiring such a conference should call the school at 614-873-4666 Ext. 4208 to schedule an appointment.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The District implements PBIS on a systemwide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/ designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - a. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - b. uses pressure point, pain compliance or joint manipulation techniques or
 - c. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by the Ohio Revised Code Section (RC) [2919.22](#);
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) [3301-37-10](#);
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or

10. seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC [3319.41](#).

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development

The District provides professional development or continuing education in PBIS, as part of the implementation of the PBIS framework in accordance with State law. The District's professional development committee monitors this training and establishes model professional development courses.

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC [3301-35-15](#), are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a systemwide basis. Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the ODE, as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

SAFE SCHOOL HELPLINE

In an effort to keep our school safe and positive, Tolles has contracted with the Safe School Helpline to provide students, parents and all school personnel an anonymous option to report wrongdoing, illegal activity, thoughts of suicide or depression, and anything else that may jeopardize the safety of our school. If you feel anyone in our school is in jeopardy, please follow the steps outlined below:

1. Call the Safe School Helpline at 1-800-41 8-6423 x 359.

2. Select 1 for English or another option.
3. Be prepared to provide the city, state and full name of the School (Tolles Career & Technical Center).
4. Be prepared to write down the personal case number if you'd like to call back and check on the status of the report.

Following the report, the school will receive an anonymous print out of the for investigation purposes. The caller's voice will not be heard by the school. Prank calls will be dismissed and not be forwarded to the school. If you have any questions about the Safe School Hotline, please contact the Student Services Office.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year and at semester. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

SECURITY

With changing times, we can no longer assume each visitor to our building has good intent. Therefore, a security system equipped with cameras operates 24 hours a day, scanning both the outside building area and the interior hallways to help protect the building and equipment from vandalism and to keep unwelcome visitors out of the building. School administration and building staff patrol the facility to ensure student safety and building security. After 8:45 a.m., staff and students will be required to enter the building by using their identification badge. All visitors are required to enter through the main entrance, show picture identification, and sign in.

SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Director prior to using any other school equipment or facility not associated to the program in which they are enrolled. Tolles provides specialty equipment and tools for use by students in each program. It is expected that after proper instruction, the students will safely and correctly follow tool and equipment usage procedures. In the event that tools are damaged or destroyed, as a result of misuse, the student will be responsible for the repair and/or replacement of said tools or equipment. Equipment and tools are school property and therefore cannot be loaned out for personal use. Student(s) who are found guilty of malicious destruction or vandalism of school property, may receive disciplinary action and the student and/or parents will be responsible for restitution of the loss.

SCHOOL FEES

Fees for students attending Tolles are kept to a minimum. However, most programs require the use of workbooks and supplemental materials. Such fees may cover:

1. Workbooks
2. CTSO (Career Technical Student Organization) dues, lab safety equipment and other instructional materials
3. General school supplies

All fees are expected to be paid no later than the end of the second week of the school year. (Cash, checks, money orders, Discover, VISA and MasterCard are accepted.) Student will be excluded from participation, CTSO activities, field trips, and extra-curricular activity if fees are not paid in full or an up to date, approved payment plan is not in place. Students in financial need and/or their parents should contact the Main Office (873-4666 x4208). Financial assistance may be available with qualifying application with proof of need. Once school fees have been paid or arrangements made, students are eligible to participate.

STANDARDIZED TESTS/TEST SECURITY

Tolles students are required each year to take a number of standardized tests. All of these tests are considered "secure." Students should refrain from discussing test items or otherwise divulging information regarding these tests even after the test is given. All "Academic Integrity" guidelines apply to standardized testing. Any student caught sharing information with others and/or not following the "Academic Integrity" guidelines regarding standardized testing may be subject to disciplinary action.

STUDENT ORGANIZATIONS

CAREER-TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Student activities provide opportunities for developing leadership skills, group interaction and human relations skills, and organizational abilities as well as an opportunity to have fun. Students are encouraged to become actively involved in the various youth organizations available at Tolles. Participation in student organizations is an important part of the program curriculum. Students are assigned to CTSOs by program enrollment. Students are required to participate in all CTSO activities. Membership in a CTSO offers leadership opportunities. One opportunity is serving as an elected officer for a specific CTSO.

Eligibility for Office

To be eligible for any office, a candidate must be an active member of a Career Technical Student Organization (CTSO), and:

1. Have and maintain at least a "C" average in all classes;
2. Have no major disciplinary actions;
3. Have not had excessive absences.

Any officers not maintaining the above requirements are subject to either probation or removal from office. Once school fees have been paid or an up to date, approved payment plan is in place, students are eligible to participate in club activities. The CTSO advisor will provide additional information about the CTOS affiliated with specific programs. These organizations include:

BPA Business Professionals of America
Educators Rising
FFA
FCCLA Family, Career and Community Leaders of America
HOSA Future Health Professionals
SkillsUSA

BUILDING-WIDE ORGANIZATIONS

Student Council

Students are eligible to be considered for membership based upon evidence of outstanding

scholarship, service, leadership and character.

National Technical Honor Society (NTHS)

Students are eligible to be considered for membership based upon evidence of outstanding scholarship, service, leadership and character. NTHS members should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards of Conduct. Students for consideration will have:

1. Overall GPA of 3.25 or higher on a 4.0 scale over the past two semesters
2. GPA for technical program 3.25 or higher
3. Two academic or career-technical teacher/faculty recommendations
4. Active involvement in civic, service or CTSO organization with one recommendation from a civic or service organization leader
5. Excellent attendance rate of 95% or higher (Extenuating circumstances will be taken into consideration.)
6. No major disciplinary actions

Tolles Ambassador Program

The Tolles Ambassadors are highly respected students who are willing to promote the school and their programs to the community, associate schools, and visitors. These students are nominated by their teachers and should have:

1. Good attendance
2. Good grades
3. Good behavioral record

Nominated students will be asked to complete an application form and participate in an interview. Not all students who are nominated will be chosen as a Tolles Ambassador. Those who are invited to become Ambassadors will be required to take part in a training seminar.

Expectations

The Ambassador students will be expected to:

1. Travel to various associate school activities
2. Lead building tours
3. Speak to various groups
4. Attend several Tolles functions
5. Represent Tolles at various outside event
6. Always be positive and polite
7. Complete the required training seminar

All Ambassadors will be expected to make-up all missed work in a timely manner. Students may be excused from Ambassadors' duties if their behavior, grades and/or attendance warrants.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Student "personally identifiable information" includes, but is not limited to: the student's name; the name

of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution. Both parents shall have equal access to student records unless stipulated otherwise by a court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, director, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). "Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, directory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

1. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time;
2. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual

notification includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

3. the parent or eligible student, upon request, receives a copy of the record; and
4. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
5. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
6. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
7. release de-identified records and information in accordance with Federal regulations;
8. disclose personally identifiable information from education records, without consent, to organizations conducting studies for, or on behalf of the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;
9. information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representatives of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.;
10. while the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information;
11. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The District will verify that the authorized representative complies with FERPA regulations;
12. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records. The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required). Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or

parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines and receive administrative approval.

1. Material cannot be displayed if it:
 - a. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - b. advertises any product or service not permitted to minors by law;
 - c. intends to be insulting or harassing;intends to incite fighting;
 - d. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to their program director twenty-four (24) hours prior to display.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Tolles Career & Technical Center provides access to students, staff, and users to electronic network systems. Access to the electronic network includes access to inter-connected computer systems in the building, District, or inter-connected computer systems on a worldwide basis and includes services such as email, forums, bulletin boards and web sites that are available to the electronic network. Access is provided solely for the purposes of education and educational research. The District will exercise reasonable effort to limit student access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The District further provides no assurance that any specific information, service, or system presently available on the electronic network will continue to be available. Access to the electronic network is a privilege, which will be lost in the event of failure to comply with any of the terms of this agreement. All staff members must take responsibility for appropriate and lawful use of this access.

A. Personal Responsibility

By accepting the account password and other information and accessing the electronic network, the student agrees not only to follow the rules set forth in this agreement, but also agrees to report any noted misuse of the electronic network to the Technology Supervisor. "Misuse" means any violation of this policy, or any other use not included in this policy, that may harm any individual or any individual's property. Students assigned Tolles-owned equipment (laptops, projectors, iPads, etc.) agree to accept personal responsibility for the care and safety of said equipment.

B. Purpose and Use

Access to the electronic network is made available for the purpose of supporting educational research, education, and collaboration in and among educational institutions in the United States and elsewhere. All electronic network usage must be consistent with these purposes, the terms of this policy, and all provisions of law governing the actions of the user. Tolles shall be reimbursed by the student for all costs incurred by Tolles as a result of personal use of any Tolles owned equipment or the electronic network.

C. Unacceptable Use

The following are examples of the types of specific conduct that is not an acceptable electronic network or equipment use. The enumeration of the following is by way of example, and not by way of limitation:

1. Sharing or revealing private login information with or to other students or individuals.
2. All users with access to the electronic network have their own private login. At no time shall a student allow anyone (including substitutes, visitors, and other students) to use a computer while that student is logged in.
3. Posting information that, if acted upon, could cause damage or a danger of disruption.
4. Revealing confidential information without proper authorization.
5. Engaging in personal attacks, including prejudicial or discriminatory attacks.
6. Engaging in threats to any person or entity.
7. Harassment or cyber-bullying. This activity also includes, but is not limited to, knowingly or recklessly posting or communicating false or defamatory information about a person or entity.
8. The use of criminal language or imagery, or language or imagery related to committing a crime, such as threats to the president, instructions or tools for breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang or violence-related activities, threats to an individual, etc.

9. No electronic communication using school-owned equipment should contain profanity or vulgarities, or language that is suggestive or sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.
10. Saving, accessing, or displaying electronic files on the electronic network, or any Tolles owned equipment which contain language or imagery that is profane or vulgar, suggestive, sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive (unless part of a classroom lesson).
11. Attempting to access or "hack" into prohibited areas of the electronic network that the student has not been granted permission to access. Having hacking tools or software in the student's possession is also a violation of this agreement even if there is no proof of a hacking attempt. Knowingly spreading a computer virus.
12. Use of the electronic network or attached equipment to acquire, download, run, install, or store illegally acquired files, including, but not limited to, music, video, and video game files.
13. Use of the electronic network or attached equipment to acquire, download, run, install, or store software of any type that is used to illegally share files or access prohibited areas of the school's electronic network. This activity is illegal.
14. Installing purchased software on any Tolles-owned equipment or the electronic network that is not owned by Tolles, without the express written permission of the Technology Supervisor.
15. Attempting to access personal web-based email, chat, or instant messaging during school is prohibited unless instructor-led for classroom instruction.
16. Use of the electronic network for any commercial purpose or for political lobbying (other than the expression of personal views). Live streaming of any kind that is not directly under the control of a staff member for educational reasons.
17. Photographing or video recording by a student of any person without their consent.
18. Other uses or activities that violate the law, these regulations, or encourage others to violate the law or these regulations.

D. Controversial or Offensive Material

Access to the electronic network is provided for educational purposes only. Students, Parents and Guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. It is the responsibility of each user to control his/her use of the system to the proper uses and avoid access to or use of inappropriate material. Any user becoming aware of the access to such material by any other user shall immediately report that access to the Computer Services Department. The District will exercise reasonable effort to limit student access to inappropriate materials, but cannot provide assurance that all materials are appropriate.

E. Security

A password is provided each authorized user under this agreement. User agrees not to disclose his/her password to any person and to use only the password provided in accessing the system. User will notify the Computer Services Department of any improper password use on the part of any person and any other security problem observed in connection with the electronic network usage.

F. Vandalism

Vandalism is any unauthorized attempt to harm, modify, copy (without permission), or destroy data of another user, the electronic network or any computer system connected to the electronic

network. This includes, but is not limited to the uploading or creation of computer viruses. Certain damages to the electronic network or attached computer systems may be considered vandalism, and the student will be charged for repairs or replacement of the affected equipment at current market value. Vandalism is strictly prohibited.

G. Social Media

Social media has become an important factor in today's society. Tolles Career & Technical Center understands that use of social media in the classroom may benefit student learning. To that end, students will be allowed access to social media internet sites for the purpose of expanding their educational opportunities. It is expected that students will exercise courtesy and maturity while using social media. Tolles will offer no protection for data or personal information posted on social media sites.

Acceptable Uses

Use of social media web sites are for the purpose of education on the topics provided by the program/class curriculum. Uses of social media sites must conform with all applicable local, state and Federal laws. Students will maintain separation between their personal use and educational use of social media.

Unacceptable Uses

Use of social media tools that is counterproductive to the educational environment is prohibited. Unacceptable uses may include but are not limited to:

1. Use of any internet site related to the assigned work, including playing games or random surfing.
2. Improper/unprofessional interaction with a student from Tolles or one of the associate home schools.
3. Improper interaction with a staff or faculty member of Tolles.
4. Improper interaction will be defined as any posting (audible, visual or text) or message that would be offensive, harassing, threatening, intimidating or obscene.
5. Falsifying your identity in any fashion, for any reason.
6. Violation of any federal, state or local law or ordinance. Recording, posting or transmitting images, video, or other data about students without the consent of the student (if 18 or over) or their legal guardian (if under 18).

H. Handheld Devices

It may be necessary from time to time to access a handheld device (cell phone, PDA, portable speakers, sound bars, etc.) for the purpose of classroom directed use. Students are not to access a handheld device at any time without permission from the instructor. Students will not photograph or record (audio or video) any other person without their consent. Students will not engage in text messaging other than as directed by the instructor for the purposes of classroom activities. Any and all text messages sent or received while on school grounds, attending a school function, or using school equipment or network may be monitored. Handheld electronic devices are prohibited from restrooms and locker rooms. Students found in violation of these policies will face disciplinary action.

I. Email

Email accounts may be provided to students for educational purposes. Use of email to

communicate with other students during instructional time and without teacher or instructor permission may result in permanent revocation of student-to-student email privileges. Student email is a privilege, not a right; and access may be restricted or revoked due to misuse at the discretion of Tolles.

J. Privacy

The District reserves the right to monitor, inspect, copy, and review at any time, and without prior notice, any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy in such material. The Technology Supervisor may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations.

K. Warranties

The District makes no warranties of any kind, either expressed or implied, in connection with the electronic network access provided under this agreement, nor shall the District be responsible for any loss, cost, or damages of any kind suffered, directly or indirectly, by any user of the electronic network under this agreement. By signing this agreement and using the systems, the student, parent and guardian take full responsibility for the use, and agree to indemnify and hold harmless the District, its Board members, administrators, and staff, keep cost, claims, or damages resulting from access to and use of the systems through that student's account, whether that use is on a computer or on another's computer outside the network. The Superintendent is responsible for determining what constitutes unauthorized or inappropriate use. Students found in violation of any of the above terms may result in the reduction, limitation, or termination of user privileges as well as other appropriate disciplinary actions.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

Tolles Career & Technical Center has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures.

Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Tolles Special Education Director at 614-873-4666 ext. 4228 to inquire about evaluation procedures, programs, and services.

TEXTBOOKS

Where applicable, textbooks will be issued to students. Textbooks are the property of the Board of Education and students are asked to treat them with care. In the case of loss or damage to the textbook, students will be responsible for the replacement cost of the textbook.

VISITORS

Regarding the safety and welfare of our students, all visitors are required to register in the Front Office upon arrival. Visitors must state their intended business, show valid identification, sign-in, receive permission to visit and agree to wear a visitors badge while in the building. Visitors must return the visitor badge as they exit the building. Visitors who refuse to observe this practice may be charged with trespassing. At no time are students to bring friends to school as visitors. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Director or designee about plans to transfer their teenager to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. Student and parent/guardian will need to complete the Tolles Withdrawal Form and Exit Survey.

Students who transfer back to the associate school will have to follow the guidelines established by their associate school and Tolles. This involves a conference with the parents, the student, and representatives of the associate school and Tolles. However, no student who enrolls in the career-technical program may withdraw during the first seven (7) school days. Otherwise, transfers usually are permitted only at the end of the semester. Student and parent/guardian will need to complete the Tolles Withdrawal Form and Exit Survey.

WORK PERMITS

Any student under the age of 18 years, who wants to work part-time, must secure a work permit. Applications for work permits should be made through the Student Services Office. Please allow two business days for completion.

SPECIFIC INFORMATION REGARDING CODE OF CONDUCT

CODE OF CONDUCT

The career-technical school environment closely resembles the workplace and the expectations for students are much like those an employer has for employees. Student conduct should always be

businesslike, courteous and socially acceptable. In the event that behavior does not meet this criterion, disciplinary action including, but not limited to: intervention, detention, emergency removal, suspension and/or expulsion may be put into effect.

Developing self-discipline is an important part of the growth process and affects all aspects of a student's life. All Tolles staff is dedicated to helping students become responsible school citizens who appreciate and follow school guidelines. It is our expectation that students will be professional, respectful and organized.

DISCIPLINE

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in the student behavior code will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

DRIVER'S LICENSE SUSPENSION

In accordance with ORC 3321.13 (B) (1) (3), the Superintendent is:

1. Required to report unauthorized withdrawals to the Bureau of Motor Vehicles and Juvenile Judges.
2. Authorized to report drug and alcohol offenders to the BMV and Juvenile Judges in accordance with Board of Education Policy.

In accordance with ORC 3311.19, the Superintendent will additionally approve the notification to BMV and Juvenile Judges in cases where students are habitually absent without legitimate excuse, under ORC 3321.13 (B). Habitual truancy is defined as missing 30 or more consecutive hours, missing 42 hours in a school month, and/or missing 72 or more hours in one school year without legitimate excuse. The revocation of the student's driver's license would be in effect until:

1. The student reaches age 18.
2. The student returns to school full time.
3. The student receives a general education diploma.
4. The student seeks medical treatment for the drug/alcohol related concern.

The following "directory information" may be released to the Bureau of Motor Vehicles and the Juvenile Judge in the county of the student's residence:

1. Student's full name.

2. Street address, city, zip code.
3. Date of birth.

INFORMAL DISCIPLINE

DETENTIONS

A student may be assigned a half-hour detention after school by a teacher or faculty. Detentions are held every Thursday in the Alternative Classroom Placement room from 2:45pm to 3:15pm. The student and parent will receive notification of the assigned detention date via automated voice recording. Students not attending the assigned detention may receive further disciplinary action.

ALTERNATIVE CLASSROOM PLACEMENT (ACP)

In an attempt to ensure the most 'time-on-task' for all students, Tolles has developed a unique Alternative Classroom Placement (ACP) program. The philosophy of having ACP is to permit students the opportunity to continue receiving credit for work and attendance, to keep them on-task, to provide tutoring and remediation, as well as to afford an opportunity to explore the root causes of behavior problems and identify resources to affect positive change.

Teachers will receive a request for assignments when a student is placed in ACP. It is very important that teachers promptly provide meaningful work and communicate with the ACP teacher about classroom expectations for assignments, projects, tests, and quizzes. Completed assignments will be submitted electronically or given to the ACP teacher and returned to the appropriate instructor for grading at the end of each day.

The following rules will be enforced:

1. Students must be in their seat and ready to begin class at 8:16
2. Students will work collaboratively with the ACP Instructor, counselors, mentors or any other professional attempting to help identify and overcome the root causes of behavioral concerns leading to the ACP assignment
3. Students must have all needed materials for completing assignments during ACP. (Books, pen/pencil paper, etc.)
4. Students are not to have electronic devices of any kind in their possession. Any cellphones, mp3 players etc. must be given to the ACP instructor for safe keeping. If a student needs to be online for an assignment that work should be done on the computers in the classroom not their iPad.
5. Students must be in complete uniform for the entire day including their ID badge. Nothing other than the uniform can be brought in to the ACP room. (Coats, hoodies, etc. must be left in the student's locker)
6. Students are to remain in their seats at all times sitting up straight, keeping feet and chair on the floor, and facing forward.
7. Students are to complete all assignments during ACP. No work is to be left for completion at home. Students needing help with assignments should seek the help of the ACP instructor on duty by quietly raising their hand and waiting to be recognized.

8. Students may not have access to book bags during the day. If a student brings a book bag to ACP, they are to remove any items that are needed to complete assignments and place that book bag in the designated holding area.
9. Students who have completed all assignments will be given additional educational activities to complete.
10. Students may not have non-educational material at their desk.
11. Students may not talk or communicate with the other students in ACP at any time.
12. Students may not sleep or place their heads down at any time.
13. Students are not to leave the room other than scheduled restroom and lunch breaks. All students will go to the restroom facility at a given time, but only one student will use the restroom at a time.
14. Students who are not present the day they are scheduled for ACP will serve their ACP assignment on the next day they are in school.
15. Instructions and/or directions from the ACP instructor must be followed at all times.

All other school rules apply. If any rule is violated during ACP time, alternate discipline may be assigned.

EVENING SCHOOL

A student may be assigned a 4-hour Evening School by a School Administrator. Evening School will be held as needed, one evening per week, in the Alternative Classroom Placement room (Room 320) from 3:00pm to 7:00pm. Students in Evening School will be subject to the same rules as if in ACP. The student and parent will receive written and oral notification of impending Evening School and are responsible for arranging transportation from school. Students assigned to Evening School are not permitted to leave the building after the regular school day prior to the start of Evening School. Students who fail to attend or fail to meet the requirements of the assigned Evening School may receive further disciplinary action.

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in the semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as action through local law enforcement.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Director will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the Treasurer. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, or designee may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Director, Superintendent or designee, and may challenge the reasons

for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

EXPULSION FROM SCHOOL

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 of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than 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.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

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.

PERMANENT EXCLUSION

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

APPEAL TO THE BOARD

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel 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 and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

APPEAL TO THE COURT

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, electronic devices, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to: common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building

administrator will notify a parent.

STUDENT BEHAVIOR CODE

The goal of our educational program is to train students to develop professional skills. We realize that from time to time there will be students who experience a lapse in their professional demeanor that will require some form of discipline.

These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

NOTE 1: Students may earn up to 75% credit for all work assigned during the time for which they are suspended from school. Students are responsible for communicating with their individual teachers, via email, in order to gather needed information for completing work. Students may be given alternative assignments for work that cannot be duplicated at home, such as career technical lab work and classroom presentations.

Tests and quizzes missed during the suspension must be completed within 5 school days of the student's return and may be required to be taken given during an assigned Evening School. Work that can be submitted electronically via Google Classroom or email must be submitted by the normal deadline. All other work, including alternative assignments, is due the morning of the student's return to school. Students are responsible for communicating with teachers for the timeline to complete any hands-on work for which an alternative assignment was not given. (These activities may be required to be completed before or after school hours.)

NOTE 2: Tolles honors all disciplinary actions of the associate schools and vice-versa.

A student shall NOT, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

The following acts of misconduct are prohibited by the Board of Education:

Item #1 Use, Possession and/or Distribution of Alcoholic Beverages, Narcotics: Tolles Career & Technical Center is committed to promoting a healthy and safe environment for each student. A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of alcoholic beverages, facilitate and/or assist in the sale of alcoholic beverages, or otherwise violate regulations "counterfeit controlled substances" or "Substance Abuse Policy."

Item #2 Use, Possession and/or Distribution of Drugs, Drug Paraphernalia, Counterfeit Controlled Substances, Mood Altering Chemicals of Any Kind: Tolles Career & Technical Center is committed to promoting a healthy and safe environment for each student. A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, facilitate and/or assist in the sale of aforementioned items, or otherwise violate regulations "counterfeit controlled substances" or "Substance Abuse Policy."

"Possession" includes, without limitation, retention on the student person or in backpacks, purses,

wallets, lockers, desks, or vehicles parked on school property.

"Under the Influence" is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.

"Mood altering chemical" includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

"Instrument or paraphernalia" shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

Item #3 Use or Possession of a Gun: Tolles Career & Technical Center must be a safe learning community for all of its members. A student shall not possess, handle, transmit or conceal any gun, air powered gun, spring powered gun, or any device which a reasonable person might consider, under the circumstances, capable of harming a person or property.

If the violation involves bringing a firearm to school, or possessing a firearm at school, it shall be mandatory to make a recommendation to the Superintendent for a one-year expulsion. Under federal and Ohio law, it is also mandatory to make a referral to law enforcement for bringing a firearm to school.

Item #4 Use or Possession of a Firearm Look-a-like: Tolles Career & Technical Center must be a safe learning community for all of its members. A student shall not possess, handle, transmit or conceal any device that has the appearance of a firearm, or object which a reasonable person might consider, under the circumstances, to be a firearm.

Item #5 Use or Possession of a Weapon or Improvised Weapon: Tolles Career & Technical Center must be a safe learning community for all of its members. A student shall not possess, handle, transmit or conceal any weapon, dangerous instrument, counterfeit weapon, chemical/irritants (including "Pepper Spray") or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property.

Item #6 Use or Possession of an Explosive or Incendiary Device: Tolles Career & Technical Center must be a safe learning community for all of its members. A student shall not possess, handle, transmit or conceal any explosive device, incendiary device, chemical/irritants or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property.

Item #7 False Alarm, Bomb Threats or other Conduct that Induces Panic: Tolles Career & Technical Center is committed to a safe learning environment free from disruption. Any action that endangers the safety or well-being of individuals will not be tolerated. A student shall not by the use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations. A regularly scheduled school day that is reduced in length due to a bomb threat will be

made up in one-half-hour increments added to other schools days.

Item #8 Use, Possession and/or Distribution of Tobacco, Look-Alike Tobacco or Any Smoking Paraphernalia: ORC 3313.751 (B) No pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of a school district or an educational service center or at any activity supervised by any school operated by a school district or an educational service center. Students shall not possess, buy, sell, distribute, smoke, burn or otherwise use any substance containing tobacco or a cigarette or cigar containing clove or any other substance or be in possession of matches, lighters, or any smoking paraphernalia while on school grounds. This includes possession or use of electronic cigarettes.

E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, may be treated as a drug offense. If implemented, within twenty-four (24) hours of the violation, the student may complete an approved drug screen with a Tolles Career Center approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if administration is able to clearly establish that no illegal substance has been discovered, the administrator may reduce the violation to a smoking or use of tobacco offense.

Item #9 Fighting/Violence: Disputes between members of the school community should be resolved through an acceptable manner. A student shall not knowingly act or behave in such a way as could cause, attempt or threaten physical injury to other students, any school employee or other persons. Pushing, shoving, wrestling, etc. may also be considered fighting or assault.

Item #10 Assault that Causes Serious Bodily Injury: Physical violence is not an acceptable means to resolve differences. A student shall not engage in any form of physical violence while on school grounds.

Item #11 Theft or Possession of Stolen Property: Students shall respect the personal ownership rights of others. Administration may exercise their prerogative of reporting thefts, attempted thefts or possession of stolen property without making an attempt to return the same to local police.

Item #12 Damaging or Directly Misusing School Property, Equipment, or Materials: Vandalism or damage to school property is inconsistent with fundamental Tolles Career & Technical Center principles: each student should be a good school and community citizen. A student shall not willfully or maliciously damage or attempt to damage any school property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Students and/or parents and/or guardians will be held financially responsible for any property damage by a student under Ohio Revised Code 3109.09 and 2307.70.

Item #13 Damaging or Directly Misusing Private Property, Equipment, or Materials: Damaging the property of another individual is contrary to the belief that each student should be a good school and community citizen and respect the property of others. A student shall not damage or attempt to damage private property of another. Students and/or parents and/or guardians will be held financially responsible for any property damage by a student under Ohio Revised Code 3109.09 and 2307.70.

Item #14 Academic Dishonesty Cheating, Forgery, or Fraud: Students are expected to exhibit honesty in all schoolwork. A student shall not engage in academic misconduct, including cheating or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other

disciplinary procedures that may be imposed. A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

Item #15 Parking/Driving Violations: Driving to school is a privilege, not a right. Students driving a vehicle with proper parking registration shall follow the rules and regulations established for this privilege. A student shall not drive/park an unauthorized vehicle on school property during school hours.

Item #16 Loitering, Trespassing, or Unauthorized Entry: Students shall not be willfully present in the school building, any restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Student shall not attempt to enter a laboratory, classroom, closed and/or restricted area without proper authorization. Students may not use the restrooms as a place for loitering, There should be no more students in a restroom than available stalls.

Item #17 Threatening Behavior: Verbal or Written Physical Threats: Students shall not threaten another person. Threatening behavior consisting of any words or deeds that intimidate or cause fear concerning a person's physical well-being.

Item #18 Harassment, Intimidation, Bullying, Hazing – Repeated Threatening Behavior: A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student's curricular, co-curricular or extra-curricular performance; or (5) otherwise unreasonably having an impact on a student's educational opportunities.

A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons who are guests of the school or persons conducting business for the school or otherwise violate the anti-hazing policy.

Item #19 Instigation: A student shall not participate in any activity considered by the administration to be a direct or indirect instigation. Instigation may include, but is not limited to disparaging remarks, provocative comments or words or images, intentionally aggravating, etc.

Item #20 Conduct of a Nature That Invites Harm to Others or Incites Others to Disorderly Conduct, Violence, or Riot: Tolles Career & Technical Center is committed to a safe learning environment free from disruption. Any action that endangers the safety or well-being of individuals will not be tolerated. A student shall not by the use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations. A student shall not participate in conduct that might reasonably be expected to cause another to react in a disorderly manner.

Item #21 Use of Obscene Language, Gesture, and Inappropriate Material: Students are expected to

model behavior accepted as being a good school citizen and reflective of a working environment. A student shall not use obscene or vulgar language, gestures, or possess inappropriate material.

Item #22 Insubordination: A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

Item #23 Tardiness – Excessive to School, Class or Lunch: Being on time to school and class is the first step to helping ensure academic success and establish good work habits needed for the future. Students shall arrive at school for each of their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class truancy, class tardiness or tardiness to school.

Item #24 Violation of Network and Internet Access Agreement Policy: A student shall not violate the Student Technology Acceptable Use Agreement.

Item #25 Unexcused Absence or Departure from School or Class – Truancy: Truancy is an unexcused absence from school for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and the Tolles Attendance Policy unless excused by an administrator.

Item #26 Out of Assigned Area without Permission: A signed pass by teacher or administrator is required to leave any assigned class (including lunch). Students shall stay in their assigned area unless approval has been granted, in the form of a written and signed pass, to deviate from their class schedule. This includes the bathroom. Students should take the most direct route and should use the closest restroom. Students are not permitted in the Parking Lot during their normal class time without written permission from a building administrator.

Item # 27 Repeated Violations: Repeated violation of any rule in the Code of Conduct is subject to additional penalties.

Item #28 Inappropriate Attire or Dress Code Violation: A student shall not deviate from the uniform dress code.

Item # 29 Horseplay/ Inappropriate Behavior: A student shall not be involved in any type of inappropriate behavior, including but not limited to excessive noise, blocking/loitering in hallways, roughhousing, running in hallways, or any other conduct determined by the administration to be disruptive in nature.

Item #30 General Misconduct or Disrespect: Students are expected to conduct themselves in a responsible and respectful manner at all times, indicative as being an integral part of a learning workplace. The student rules of conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, career-technical, academic or any educational process taking place in the school.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property and is connected to activities or incidents that have occurred on school on school district property;
2. Misconduct by a student that regardless of where it occurs, is directed at a district official or employee or property of an office or employee;
3. Misconduct by a student that follows a pattern of repeated offenses that may or may not escalate in nature, in spite of positive behavior intervention by the Administration of Tolles

Career & Technical Center.