



## **Student Handbook | 2016-2017**

7877 US Hwy 42 S | Plain City | 43064 | [www.TollesTech.com](http://www.TollesTech.com) | @TollesTech on Twitter



# 2016-2017 School Calendar

3/11/2016

August '16						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '16						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8/8 - 8/12	Student Orientation Days	2/3	End of 3rd Interim
8/11-8/12	New Staff days	2/11	ACT Test @ Tolles
8/15-8/16	All Staff Opening Days	2/17	No School - PD- TBA
8/15	Ice Cream Social	2/20	No School - President's Day
8/17	First Day 1st Yr Students		
8/18	First Day 2nd Yr Students		
9/2	School Picture Day	3/10	End of 3rd Nine Weeks
9/5	No School - Labor Day	3/15	Job Fair
9/16	End of 1st Interim	3/20-3/24	Spring Break
9/22	Community Open House		
9/29	College Fair		
10/6	P/T Conferences 3:15-9pm	4/7	No School - PD - TBA
10/7	No School - PD - TBA	4/14	No School
10/13	End of 1st Nine Weeks	4/15	Prom
10/13	Picture Retake Day	4/28	End of 4th Interim
10/14	No School - COTA		
10/17	Class Photos		
11/10	End of 2nd Interim	5/11-5/15	Exams - Seniors
11/21-11/22	Sophomore Visit Days	5/23	Certification
11/23	No School - In Lieu Of	5/25	Last Day Seniors
11/24-11/25	No School - Thanksgiving	5/25-5/30	Exams - Juniors
		5/30	Student Last Day
		5/29	No School - Memorial Day
		5/30	Student Last Day
		5/30	End of 4th Nine Weeks
		5/31	Staff Last Day
12/16 - 12/20	EXAMS	6/10	ACT Test @ Tolles
12/20	End of 2nd Nine Weeks		
12/21-12/30	Winter Break		
1/2-1/3	Winter Break		
1/13	No School - PD - TBA		
1/16	No School - MLK		
1/19-1/23	D. C. Trip	177	Student Days
		185	Staff Days

NOTE: Professional Development dates are pending and are subject to change.

February '17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



**2016-2017  
BELL SCHEDULE**

<b>LAB</b>	<b>ACADEMIC CLASSES</b>	
<b>Warning Bell - 8:17 am</b>		
<b>First Year Lab 8:22 – 10:53 am</b>  Culinary 1 Marketing & Logistics 1 Lab 9:06 – 11:26 am	1	8:22 – 9:03
	2	9:06 – 9:47
	3	9:50 – 10:31
	Tolles Time	10:31 – 10:53
	4	10:56 – 11:37
<b>L4: LUNCH</b>		10:56 – 11:26
<b>L5: LUNCH</b>		11:40 – 12:10
<b>L6: LUNCH</b>		12:24 – 12:54
<b>Second Year Lab 12:13 – 2:44 pm</b>  Culinary 2 Marketing & Logistics 2 Lab 11:29 – 2:00 pm	5A	11:29 – 12:10
	5B	11:40 – 12:21
	6	12:13 – 12:54
	Tolles Time	12:57 – 1:19
	7	1:19 – 2:00
	8	2:03 – 2:44

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**WELCOME**

Choosing to attend Tolles will help you:

- Develop skills in your chosen career.
- Develop leadership traits necessary for success.
- Learn to work cooperatively with individuals from different school backgrounds and geographic areas.
- 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 (InfoSnap) 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.

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 or need assistance with InfoSnap, please do not hesitate to call us at 614-873-4666, ext. 4414 or 800-644-3140.

**TOLLES STAFF INFORMATION**

**ADMINISTRATION**

Board of Education:

London City Representative .....	Curtis Brooks
Jefferson Local Representative .....	Meg Hiss, Ph.D.
Dublin City Representative .....	Page Vornbrock
Fairbanks Local Representative .....	Jaynie Lambert
Jonathan Alder Local Representative .....	Tom Bichsel
Hilliard City Representative .....	Doug Maggied
Madison-Plains Local Representative .....	Don Swonger

Superintendent ..... Kim Wilson

Admin. Assistant to the Superintendent/EMIS Coordinator ..... Leanne Weeks

Treasurer ..... Tamara Woods

Assistant to the Treasurer..... Sherri Baldwin

Assistant to the Treasurer..... Melissa Pollom

Career Technical Director ..... Jackie Kuffel

Marketing & Technology Director ..... Shane Haggerty

Satellite Director ..... Connie Strebe

Special Education Director ..... Kate Blachly

Academics & Student Services Director..... Jay Poroda

Adult Education Secretary ..... Cindy Zeallear

**STUDENT SERVICES STAFF**

Alternative Classroom Placement (ACP).....	Brian Fowler
Counselor .....	Susan Boggs
Counselor .....	Ben Hahn
Dean of Students .....	Mike Oler
School Nurse .....	Carolyn Joyce
In-House Substitute Teacher .....	Ginny Turner

**INSTRUCTIONAL STAFF**

**AGRICULTURAL & ENVIRONMENTAL**

Ag Bioscience at Fairbanks Middle School .....	John Thomas
Animal Management & Services .....	Linda Shuler
Environmental Sciences .....	Mike Liston

**ARTS & COMMUNICATION**

Art Design & Communication .....	Deborah Smith
Broadcast Video Production at Dublin Coffman High School.....	Amanda Blackburn
Broadcast Video Production at Dublin Jerome High School .....	Trevor Woods
Broadcast Video Production at Dublin Scioto High School.....	Lisa Dale-Press
Digital Medial Production .....	Steve Neumann

**BUSINESS & INFORMATION TECHNOLOGY**

Academy INC at McVey Innovative Learning Center .....	Amy Henry
Code U at Hilliard Davidson High School .....	Angie Thorne
Code U at Hilliard Bradley High School.....	Linda Whitman
Computer Network & Support Technology .....	Rick Doerr
Dublin Business Academy at Dublin Jerome High School.....	Brad Richardson
Information Technology at Jonathan Alder High School.....	Matt Alice
Information Technology at Jonathan Alder Junior High School.....	Saker Alexander
Interactive Media.....	Cheri Mullins
IT Academy at Dublin Scioto High School.....	Angie Walsh
Logistics at West Jefferson Middle School .....	Cindy Binion
Marketing & Logistics .....	Steve Cawley

**CONSTRUCTION & MANUFACTURING**

Construction Technologies.....	Jerry Newman
Engineering & Manufacturing.....	Ryan Pettiti
Pre-Engineering & Manufacturing at Jonathan Alder High School.....	Laine Schrewe
Pre-Engineering & Manufacturing at Jonathan Alder Middle School .....	Justin Crepes
Welding & Fabrication.....	Bill Pencil

**EDUCATION & TRAINING**

Academy EDU at McVey Innovative Learning Center.....	John Riley
Early Childhood Education .....	Kelly Marquis

**HEALTH SCIENCE**

Allied Health Academy at McVey Innovative Learning Center .....	Cynthia Shaw
Pharmacy .....	Lorie Haskell
Pre-Nursing .....	Glenna Texler



Pre-Vet .....Pam Snider  
 Sports & Fitness .....Karen Rossetter

**HUMAN SERVICES**

Cosmetology.....Kim Pugh  
 Culinary Arts .....Gregg Needles

**LAW & PUBLIC SAFETY**

Criminal Justice.....John Bartolucci  
 Firefighting & EMS .....Scott Hockenbery

**TRANSPORTATION**

Auto Collision Repair.....Miles Kieffer  
 Auto Technology.....Brian Parks  
 Power Sports & Auto Maintenance.....Gregg Hansel

**ACADEMIC INSTRUCTORS**

English.....Chelsea Canterbury  
 English.....Holly Knurek  
 English.....Steve McGhee  
 English.....Jennifer Moffett

Mathematics .....Walter Dick  
 Mathematics .....Jim Haskell  
 Mathematics .....Michele Rubright  
 Mathematics .....Bill Jackson  
 Science .....Todd Bolenbaugh  
 Science .....Caryn Jackson  
 Science .....Joe Wiese  
 Science .....Cathy Mehl  
 Social Studies .....Christina Funderburgh  
 Social Studies .....David Jardot  
 Social Studies .....Leanne Sunderman

**SPECIAL EDUCATION/INSTRUCTIONAL SUPPORT**

Bi-Lingual Liaison .....Vivian Herrera  
 GRADS .....Kay Roeder  
 Instructional Aide.....Maria Cash  
 Instructional Aide.....Kevin Ginsberg  
 Instructional Aide.....Ashleigh Huss  
 Instructional Aide.....Steve Nelson  
 Instructional Aide.....Tom Rubright  
 Instructional Aide.....Karen Swyers  
 Instructional Aide.....Kelly Ward  
 Instructional Aide.....Carrie Woodson  
 Intervention Specialist.....Joe Cahill  
 Intervention Specialist.....Rob Christman  
 Intervention Specialist.....Jamie Ginsberg  
 Intervention Specialist.....Carissa Jeffery

Intervention Specialist.....	Tanya Riley
Intervention Specialist.....	Mary Crain
Intervention Specialist.....	Julie Steiner
Learning Resource Center (LRC).....	Andrea Dumolt
Project SEARCH.....	Kelley Kobashigawa

**SUPPORT SERVICES**

**SECRETARIAL STAFF**

Attendance Secretary.....	Hope Sayre
High School Secretary.....	Shannon Harwood
Marketing & Technology Secretary.....	Jonna Cowgill
Student Services/Special Education Secretary.....	Debbie Foster

**MARKETING & TECHNOLOGY DEPARTMENT**

Supervisor.....	Bret Longberry
Computer Technician.....	Graham Shryock
Library.....	Christina VanDyke
Recruitment Coordinator.....	Beth Fogelsong
Recruitment Coordinator.....	Lee Wirick
Technology Integration Specialist.....	Carly Crain

**FACILITIES & MAINTENANCE DEPARTMENT**

Supervisor.....	Ervin Baldwin
Cafeteria Manager.....	Julie Mason
Cafeteria Aide.....	Karen Hay
Cafeteria Aide.....	Julie Gray
Cafeteria Aide.....	Annetia Holstein
Cafeteria Aide.....	Melynda Whiting
Maintenance.....	Floyd Carlyle
Maintenance.....	Dave Holstein
Maintenance.....	Garry May
Maintenance.....	Roger Parker
Maintenance.....	Russell Smith
Maintenance.....	Joe Thompson
Maintenance.....	Mike Yates

## **EQUAL EDUCATION OPPORTUNITY**

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

Board Policy 2260 states that: The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes of race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, ancestry, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The Superintendent or designee designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **STUDENT RESPONSILITIES**

The School's 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 e-mail 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 is 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**

Agreements with two- and four-year post-secondary institutions are in place for all 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.

### **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 meeting, etc. It is necessary for the high school to allow such returns 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.

### **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 21 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.

## ATTENDANCE

Attendance is important for success at school and on the job. Students should have perfect attendance as their goal. These students will receive special recognition for their achievement. Realizing that it may be necessary to miss school on occasion, students and parents are reminded that absences should be held to a minimum and reasons for such absence must conform to the Ohio School Attendance Laws according to the Ohio Revised Code 3301-69-02 (B)(2). Acceptable reasons for missing school are as follows:

1. **Personal illness - a physician's certificate may be required if absences are excessive. (10 days or more absences)**
2. **Illness in the family necessitating the presence of a child.**
3. **Quarantine of the home.**
4. **Death of a relative - this is limited to three (3) days unless there is reasonable cause for a longer absence.**
5. **Medical or dental appointment.**
6. **Work at home due to the absence of parents or guardian- this cannot be for a period longer than that for which parents or guardians were absent.**
7. **Observance of religious holidays - absence is excused if it was for the purpose of observing a religious holiday consistent with the student's creed or belief.**
8. **Emergency or set of circumstances which in the judgment of the school constitutes cause for absence from school.**

### NOTE:

- A. **Tolles may not approve a student's participation in home school activities when the activity conflicts with our educational processes.**
- B. **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.**

Any reason other than those stated above may be considered by the school as an unexcused absence and no credit will be received for any missed class. (Example: A student has an unexcused AM absence, but attends their PM classes. Students will receive credit for the portion of the day they are in attendance and no credit for any portion of the day that is unexcused.)

## REGULAR ABSENCE

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). 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. 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.

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 to school will result in the absence being considered truancy. This is grounds for possible disciplinary action.

Notes explaining absence must be concise, identifying:

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

**Any student with more than 10 days of absence is required to submit a physician's statement for all days over 10 for an absence to be excused.** Any student with an excused absence will have one "day for each day of excused absence" to make up assignments. Failure to meet the deadline will result in a zero being

issued for the work missed.

### **TRUANCY**

If it is determined that the student was truant from school, the following will occur:

1. The parents will be notified.
2. The student receives a zero for the time of truancy and is not allowed to make up work missed.
3. The student is subject to attendance mediation with attendance officers and/or disciplinary action.

Ohio Law classifies truancy in two categories: habitual and chronic:

#### **HABITUAL TRUANCY IS DEFINED AS:**

1. Missing five (5) or more consecutive days of school
2. Missing seven (7) or more days of school in a month
3. Missing twelve (12) or more days of school in a year

#### **CHRONIC TRUANCY IS DEFINED AS:**

1. Missing seven (7) or more consecutive days of school
2. Missing ten (10) or more days of school in a month
3. Missing fifteen (15) or more days of school in a year

Letters will be sent at days 6, 10 and 16 to notify students, parents and associate school attendance staff of a student's habitual and chronic truancy. Also, as soon as the fifth (5th) unexcused absence, notification may also be sent to the student's respective county of jurisdiction's truancy officer.

### **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 10 days 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 an 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)

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

### **HIGHER EDUCATION/MILITARY VISITATIONS**

Students who wish to visit colleges, technical schools or the military during school time may do so without penalty if they are currently passing all of their courses, have missed fewer than 10 days 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's letterhead to the Attendance Secretary within two days of return to school to have the absence counted as a non-absence, otherwise it will be an unexcused 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 ARRIVALS**

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 in 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 leaves the school premises without proper authorization is considered truant and will be subject to disciplinary action. An early dismissal form is issued by the Attendance Office prior to leaving the building. Students arriving by 9:04 a.m. or who are released after 2:02 p.m. for a medical appointment will not be counted absent, if medical documentation is provided within two days confirming the appointment. Students and parents should also be aware of the following:

#### **IF THE STUDENT ARRIVES, THEY ARE COUNTED:**

8:22 a.m. – 9:04 a.m. Tardy

Between 9:05 a.m. – 11:33 a.m. 1/2 day absent

After 11:33 a.m. 1 day absent

#### **IF THE STUDENT LEAVES, THEY ARE COUNTED:**

8:22a.m.-11:33 a.m. 1 day absent

11:33 a.m.-2:02p.m. 1/2 day absent

### **ATTENDANCE LETTER**

Computer generated attendance letters are mailed to parents when a student has missed 6, 10 and 16 days of school. Once a student is absent 10 days he/she is required to have a physician's statement for any future absence to be excused.

### **TARDIES/EARLY RELEASES**

#### **...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. The **EXCEPTION:** There will be no disciplinary action for late bus arrivals.

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

One and two – Warnings

Three and four - Detentions

Five and more - Alternative Classroom Placement or additional discipline based on administrative discretion

#### **...TO CLASS**

When a student is late for class, the individual classroom teacher will be responsible for documentation and disciplinary recommendations to his/her Director.



## **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 \$51.00. The cost for FBI only is \$27.00 and for the BCI only is \$27.00. Fingerprinting is done, by appointment only, between the hours of 8:00 a.m. and 3:30 p.m. in the Tolles District 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, checks or money order made payable to Tolles.

## **BANNERS AND POSTERS**

All banners, posters and signs must receive approval from the Director 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 = \$2.75	Reduced Student = \$.40

The cafeteria will serve a regular school lunch (Students= \$2.75; Adults= \$3.25) as well as a variety of a la carte offerings. Students may also bring lunch from home or use the vending machines. Student lunch periods are 30 minutes in length. Students may not leave the commons without express written permission. Students are not permitted to go to their cars during lunch periods or any other area of the facility without an administrator's permission. Food and beverage consumption is restricted to the Commons. Food and drink are not to be removed from this area. At no time is any food or beverage to be present or consumed during class time. All food containers are to be kept in lockers, except during lunch in the commons.

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:

- A. 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
- B. 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 assistance (PDA), or wireless hand-held 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).

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol.)

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 or 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 (AG 5517.01) 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 with 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 web site (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.

In accordance with Board Policy 8462, 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 concern 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	937-349-9011 ext. 1520
Hilliard	614-921-4700
Jonathan Alder	614-873-4642
London	740-852-5700 ext. 2110
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 CLOSINGS/EARLY DISMISSALS & ASSOCIATE SCHOOL DELAYS**

The Superintendent of Tolles will decide when weather or adverse conditions warrant closing the school. The One Call Now 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 610AM

#### **TV Stations:**

NBC 4  
WBNS 10TV  
ABC 6 – FOX28

Information regarding school closings will also be available on our website [www.tollestech.com](http://www.tollestech.com), Twitter and Facebook.

### **TOLLES WEATHER DELAYS ARRIVAL TIMES FOR DRIVERS**

If Tolles determines a weather delay, student drivers are to arrive at Tolles no later than the following:

- 1 hour- Student drivers must report by 9:22 a.m.
- 2 hours - Student drivers must report by 10:22 a.m.

### **ASSOCIATE SCHOOL WEATHER DELAY ARRIVAL TIMES FOR STUDENT DRIVERS (\*\*See page 15 for scheduled delays and closings\*\*)**

If a student's associate school has determined a weather delay (one hour or two hour), students drivers are to arrive at Tolles one hour or two hours after the start of the associate school, not after the start of the Tolles day.

There may be occasions when one or more home schools will be closed because of inclement weather, road conditions, or other emergencies. If a student's home school is closed but Tolles is in session, the student is not responsible for reporting to Tolles and will not be counted absent.

### **CALAMITY MAKE-UP DAYS, IF REQUIRED**

To begin on **June 1, 2017**, and continue until hours/days 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 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.

Reasons to change a schedule:

1. The student is scheduled for a class he/she has already passed.
2. A scheduled class conflicts with another class required for graduation.
3. The student has been approved for a program change and it is necessary to adjust his/her schedule.
4. The student is eligible to participate in the Cooperative Advanced Placement Program (CAP) and must have a change to facilitate his/her employment.

\*Changes will NOT be made 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.

### **COOPERATIVE ADVANCED PLACEMENT (CAP)**

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

### **STUDENT QUALIFICATIONS FOR CAP PARTICIPATION**

Grades and attendance are the two main factors considered for qualifying for CAP. In addition, students must obtain a suitable job, have transportation to and from work, and meet various other criteria. Specifically,

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. To begin CAP employment a student must have finished the previous semester with:
  - at least an "A" in career-tech lab and related coursework\*,
  - at least a "C" in all academic subjects, and
  - attendance compliant with the policy for certification.
    - The grade and attendance requirements must be maintained while participating in CAP employment. Failure to do so can result in removal from the program.
4. All fees must be paid in full.
5. Students must have the recommendation of their career-tech instructor and career-tech director for acceptance into the CAP Program.

**\*In some circumstances, students may be exempted from career-tech lab and related coursework grade requirements at discretion of their career-tech instructor and director.**

### **COUNSELING SERVICES**

Counseling services have been established at the Career Center 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, diffusing, 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 Tornado 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 vocational training through the cooperative efforts of the constituent districts of Tolles Career & Technical Center. The following Courses are available at Tolles:

Animal Management & Services	Engineering & Manufacturing
Art Design & Communication	Environmental Management
Auto Collision Repair	Firefighting & EMS
Auto Technology	Interactive Media
Construction Technology	Marketing & Logistics
Computer Network & Support Technology	Pharmacy
Cosmetology	Power Sports & Auto Services
Criminal Justice	Pre-Nursing
Culinary Arts	Pre-Vet
Digital Media Production	Sports & Fitness
Early Childhood Education	Welding & Fabrication

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

## **COURSE OFFERING – ACADEMIC**

Tolles offers 29 academic courses 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](http://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 timeframe 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's or designee's 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, Connie Strebe. 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 the 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 Cintas. 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 mid-day must immediately change into their appropriate approved Tolles uniform. Students departing Tolles at mid-day 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 laboratory uniform these hats are to remain in lab lockers and not to be worn outside of the laboratory 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 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: Cintas shirt, Cintas 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 requirement, which provides protection while performing laboratory work. These individuals will change back into the uniform identified above prior to leaving their laboratory.

### 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 Cintas 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 Cintas. 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 the 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:"

- 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."
- "Spirit Gear" is limited to only those items representing, sponsored, approved, sold or promoted by our eleven associate high schools or Tolles.
- Hats and bandanas are not considered approved "Spirit Gear" and are not to be worn.
- "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.
- 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. (Revvng 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.
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 or 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:

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

**Staff Responsibilities** – All staff members shall bring to the attention of the administration any student they believe is in violation of the school substance abuse policy. Confidentiality is essential and this information should be shared only with the appropriate building administration and persons directly involved in the student's education and welfare. When a building administrator has reason to believe that a student is in violation of the substance abuse policy, the following action will be taken:

- The student will be brought to the administrator's office.
- If the student is in need of medical attention, the school nurse will treat the student or call for the emergency squad, if necessary.
- Administration will conduct a preliminary investigation.
- If the student is found to be in violation of the substance abuse policy, the student's parents/guardians will be notified immediately and asked to meet with school officials for consultation. (Parents of students who are investigated, but found not to be in violation will be contacted at the earliest possible opportunity.)
- See Code of Conduct for discipline consequences.

### **EIGHTEEN-YEAR OLD STUDENTS**

Eighteen-year old students may determine that they want to be responsible for their own student records. In order for this to be true, students must complete the online student registration form stating they accept rights and responsibilities for attendance, student records, grades, discipline and/or medication. Students with eighteen-year old status must fully accept all rules and regulations of the school. Repeated or cumulative violations of school policy may result in discipline, including suspension or expulsion. All eighteen-year old students are encouraged to include their parents in their education program.

### **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 the 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**

All students residing in or enrolled in member school districts shall be provided the opportunity to apply for admission to Tolles. Applications are normally completed during the tenth grade. In the event a given program is over-subscribed, priority shall be given to program applicants according to criteria developed by Tolles. 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 home school, 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 extra-curricular 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 at the most recently recorded marking period. (Quarter and Interim Grades)
2. Have fees paid in advance
3. Have a signed permission slip on file with the school
4. Have an emergency medical form on file in the office
5. Wear the Tolles approved uniform or attire approved by administration
6. Travel with the assigned group to and from the site
7. Remain under the supervision of the instructor at all times

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 once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their 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. Students will be eligible to attain a Certificate of Completion for each year of successful program completion. Percentage grades are to be interpreted as follows:

#### **Percentage Letter Equivalent**

<b>90 - 100</b>	<b>=</b>	<b>A</b>
<b>80 - 89</b>	<b>=</b>	<b>B</b>
<b>70 - 79</b>	<b>=</b>	<b>C</b>
<b>60 - 69</b>	<b>=</b>	<b>D</b>
<b>59 or less</b>	<b>=</b>	<b>F</b>

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. An "I" may NOT be given without the approval from a Director.

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 the 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 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 mid-point of each grading period. Progress reports will only be mailed if requested by the parent in writing or if the student is failing a course at the midpoint. ProgressBook usernames and passwords will be provided via mail.

#### **Interim Progress Dates:**

- 1st nine weeks: September 16, 2016
- 2nd nine weeks: November 10, 2016
- 3rd nine weeks: February 3, 2017
- 4th nine weeks: April 28, 2017

#### GRADE CARDS

Grade cards will be issued at the end of each nine week grading period. Reflected on the grade card is the numerical grade earned by the student as well as the student's attendance. It should be noted that grade cards will not be released until all fees are paid and other obligations are fulfilled. **REMINDER: Notices of any outstanding financial obligations will be mailed home.**

Grade Card Dates:

- 1st nine weeks: October 13, 2016
- 2nd nine weeks: January 4, 2017
- 3rd nine weeks: March 10, 2017
- 4th nine weeks: May 30, 2017

EXAMS

Comprehensive examinations will be administered in all subjects at the end of each semester. The percentage grade earned on the semester exam will be entered on the grade card and will be averaged with the nine weeks grades to obtain the final grade. 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.

Semester Average Calculation:

$$\frac{(\text{Nine week grade} \times 2) + (\text{Nine week grade} \times 2) + (\text{First Semester Exam Grade})}{5}$$

Example:

Nine week grade = 82%  
Nine week grade = 87%  
Exam grade = 75%

$$(82\% \times 2) + (87\% \times 2) + (75\%)$$
$$(164) + (174) + (75) = 413 / 5 = 82.6\% \text{ semester average}$$

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:

$$\frac{(\text{Semester one average}) + (\text{Semester two average})}{2}$$

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%

$$(82\% \times 2) + (87\% \times 2) + (75\%)$$
$$(164) + (174) + (75) = 413$$
$$413 / 5 = 82.6\% \text{ Semester 1 Average}$$

Semester 2 Average = 80.2%

$$(84\% \times 2) + (79\% \times 2) + (81\%)$$
$$(168) + (158) + (81) = 407$$
$$407 / 5 = 81.4\% \text{ Semester 2 Average}$$

Year Long Course Grade = 81.4%

$$82.6\% + 80.2\% = 162.8$$
$$162.8 / 2 = 81.4\% \text{ Year Long Course Grade}$$

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 testing requirements and curriculum requirements connected with the Ohio diploma. Students must meet both testing and curriculum requirements in order to earn an Ohio diploma. It is important for students to understand the importance of earning a diploma, meet both testing and curriculum requirements to earn a diploma, know their local school's graduation requirements and policies regarding participation in graduation ceremonies.

- A. Ohio Graduation Test (OGT) administrations before graduation:
1. Spring of 10th grade
  2. Summer between 10th and 11th grade (optional; must take 10 hours of intervention, prior to summer administration)
  3. Fall and spring of 11th grade
  4. Summer between 11th & 12th grade (optional; must take 10 hours of intervention, prior to summer administration)
  5. Fall and spring of 12th grade

B. To access information (test blueprints, previous tests) on the internet about OGT visit:

<http://www.ode.state.oh.us/proficiency/OGT/default.asp>

### **OHIO GRADUATION TESTING DATES:**

Fall testing week: October 24-28, 2016      Make-up week: October 31-November 4, 2016

Spring testing week: March 13-17, 2017      Make-up week: March 20-24, 2017

According to the Ohio Department of Education, "House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. As a result, the Class of 2018 (10th graders in the 2015-2016 school year) will be the last students to take the current Ohio Graduation Tests. Students in the **classes of 2014 - 2017** will continue to operate under Ohio's current graduation requirements.

### **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.

### **CERTIFICATES/CAREERPASSPORTS**

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

Incoming Level 1 students will need to master 2 of the 3 criteria listed below to earn a Career Technical Certificate:

- Pathway Concentrator with passage of the State WebXam (3 of 4 minimum)
- B average or above in the Career Technical Pathway
- Attendance of 92% average or better for the 2 years in the Career Technical Pathway Program

A One-year Certificate will be granted to seniors and/or Option 23 students who master 2 of the 3 criteria listed below for a 1 year only attendance at Tolles:

- Pass 1 of 2 of the State WebXam for the courses taught in the Career Technical Program during the year



- B average or above in the Career Technical program
- A 92% attendance average or better for the year.

Returning 2016-17 Level 2 students will have the option to meet the criteria listed above or meet the criterion below which was the requirement for a Certification of Completion when he/she entered Tolles Career & Technical Center.

- A Certificate of Completion will be issued to students who pass their career technical programs and do not miss more than 16 days per year, excused or unexcused. If a student misses more than 16 days, they may complete an official appeal (See attendance guidelines).

### **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 horse play 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 ID's are available for purchase (\$5.00) from the Main Office.

### **HOMELESS STUDENTS**

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

The U.S. Department of Education

The U.S. Department of Education defines homeless youth as youth who “lack a fixed, regular, and nighttime residence” or an “individual who has a primary nighttime residence that is:

- a) a supervised or publicly operated shelter designed to provide temporary living accommodations;
- b) an institution that provides a temporary residence for individuals intended to be institutionalized including welfare hotels, congregate shelters, and transitional housing for the mentally ill; or
- c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.” This definition includes both youth who are unaccompanied by families and those who are homeless with their families.

The Runaway and Homeless Youth Act

The Runaway and Homeless Youth Act (RHYA) defines homeless youth as individuals who are “not more than 21 years of age...for whom it is not possible to live in a safe environment with a relative and who have no other safe alternative living arrangement.” This definition includes only those youth who are unaccompanied by families or caregivers.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in a-c above are also considered homeless. Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District. The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth

certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

Homeless students have the right to remain in their school of origin of the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend. Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth. No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

### **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, 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. The Library is open from 8:00 a.m. until 3:00 p.m. daily. 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 E-Books 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 use only 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 excused absence (up to two weeks) to allow students to complete all assignments, tests, and quizzes. Pre-excused/pre-planned absences require homework, tests, or quizzes be due or 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 when the Parent Permission for Non-Prescribed Medication Form is turned in with authorization from parent(s).** Student 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 on October 6, 2016, from 3:15-9:00 PM for all students. 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 BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques. Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

### **DEFINITIONS**

**Aversive behavioral interventions** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

**Chemical restraint** means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law. De-escalation techniques are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

Functional behavior assessment ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an

impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

**Mechanical restraint** means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

**Parent** means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-0S(E); or
- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

**Physical escort** means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. revert an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car). Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evident-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

**Positive Behavior Support Plan** means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

**Prone restraint** means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

**Seclusion** means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

**Student** means a child or adult aged three (3) to twenty-one (21) enrolled in the District.

**Student Personnel** means teachers, directors, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

**Timeout** means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

#### POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings. PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
  1. review of existing data;
  2. interviews with parents, family members, and students; and
  3. examination of previous and existing behavioral intervention plans.
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
  1. modification of environmental factors that escalate inappropriate behavior;
  2. supporting the attainment of appropriate behavior; and
  3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

The Superintendent shall develop emergency procedures for the District.

#### SECLUSION

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's (ODE) corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student.

#### **Additional requirements for the use of seclusion:**

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek

- immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

**Requirements for a room or area used for seclusion:**

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

**Additional prohibited seclusion practices:**

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

**RESTRAINT**

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

**Additional requirements for the use of physical restraint:**

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

### **Prohibited Restraint Practices**

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
  - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
  - 2. pinning down the student by placing knees to the torso, head and/or neck of the student;
  - 3. using pressure points, pain compliance, or joint manipulation;
  - 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
  - 5. using other students or untrained staff to assist with the hold or restraint; or
  - 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

### **ADDITIONAL PROHIBITED PRACTICES**

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22
- C. aversive behavioral interventions.

### **FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN**

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.



## TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

- A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy
- B. The Superintendent, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.
- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis. Implementation of PBIS throughout the District may be a multi-year process, with training taking place over several years. The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

## MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

## REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

## **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 wrong doing, 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:

- Call the Safe School Helpline at 1-800-418-6423 x 359.
- Select 1 for English or another option.
- Be prepared to provide the city, state and full name of the School (Tolles Career & Technical Center).
- 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 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 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 accepted, with a minimum of \$20.00 required for a credit card payment.) Student will be excluded from participation to any career-technical program, CTSO activity, field trip, and extra-curricular activity due to failure to pay fees or have an approved payment plan in place with the Main Office. 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.

#### OGT

According to the Ohio Department of Education, "House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. As a result, the Class of 2018 (10<sup>th</sup> graders in the 2015-2016 school year) will be the last students to take the current Ohio Graduation Tests. Students in the **classes of 2014 - 2017** will continue to operate under Ohio's current graduation requirements.

#### ASVAB

The Armed Services Vocational Aptitude Battery is a multiple choice test administered by the United States Military Entrance Processing Command. The test is used to determine qualification for enlistment in the United States Armed Forces.

#### Career-Technical Program Assessments

These tests vary according to the career-technical program and may include state and national credentials.

#### COMPASS

This is an online Post-Secondary course placement exam. This test is offered upon instructor and/or student request. Requests must be made through Student Services.

#### ACT

Tolles is a testing site for this college entrance exam. Tolles administers the exam on national testing dates in February and June. Visit [www.actstudent.org](http://www.actstudent.org) for registration. Tolles testing center code is: 41700.

## **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, 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  
National FFA Organization  
FCCLA Family, Career and Community Leaders of America  
HOSA Health Occupations Students of America  
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:

- Good attendance

- Good grades
- 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:

- Travel to various associate school activities
- Lead building tours
- Speak to various groups
- Attend several Tolles functions
- Represent Tolles at various outside event
- Always be positive and polite
- 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.**

### Global Scholars:

Global Scholars is a group dedicated to developing a deeper appreciation for world cultures and themes. Students will be expected to:

- Travel to various trainings and sponsored events on and off campus
- Work on the curriculum components of the Global Scholars Program of Study
- Share learning experiences with Tolles and various stakeholder groups
- Represent Tolles at Global Scholars events
- Always be a positive representative of Tolles and a role model for peers
- Complete any required orientation
- Comply with all Tolles Student Handbook Rules and Regulations

All Global Scholars Students will be expected to make-up all missed work in a timely manner. **Students may be excused from Global Scholars' Activities if behavior, grades, and/or attendance become a concern.**

### **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 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 (I) 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:

- A. 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:
  - 1. 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);
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. 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;
- C. 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;
- D. release de-identified records and information in accordance with Federal regulations;
- E. 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;
  - 1. Information disclosed under this exception must be protected so that students and parents

cannot be personally identified by anyone other than representative 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.

2. 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.

F. 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.

G. 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.

- A. Material cannot be displayed if it:
  1. is obscene to minors, libelous, or pervasively indecent or vulgar
  2. advertises any product or service not permitted to minors by law
  3. intends to be insulting or harassing
  4. intends to incite fighting
  5. 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.
- B. 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 e-mail, 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 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 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 had 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.
  12. Knowingly spreading a computer virus.
  13. 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.
  14. 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.
  15. 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.
  16. Attempting to access personal web-based email, chat, or instant messaging during school is prohibited unless instructor-led for classroom instruction.
  17. Use of the electronic network for any commercial purpose or for political lobbying (other than the expression of personal views).
  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 unrelated to the assigned work, including playing games or random surfing.
2. Improper/unprofessional interaction with a student from Tolles or one of the associated 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. Students found in violation of these policies will face disciplinary action.

### **I. Email**

E-mail 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 American's 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:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. 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.

### **TOLLES TIME**

Tolles Time is a 15-20 minute activity period built within the regular school day. Students will have opportunities to complete work, get extra-help, complete enrichment projects, participate in club and/or group meetings, and check on current grades.

### **VISITORS**

Regarding the safety and welfare of our students, all visitors are required to register in the Main 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.

### **SPECIFIC INFORMATION REGARDING CODE OF CONDUCT**

#### **CODE OF CONDUCT**

The career-technical school environment closely resembles the work place 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) (2). "Habitual absence" is defined as 10 consecutive days or a total of 15 days in one semester. 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 program. The philosophy of having ACP is to permit students the opportunity to continue receiving credit for work; to keep them on task; to provide tutoring and remediation, while reinforcing in the student's mind that society and the school must provide consequences for imprudent violations of regulations. Students found guilty of minor or some first-time offenses may be assigned to the Alternative Classroom Placement program for one to five (1 to 5) days, depending upon the severity of the infraction. If it is determined that ACP has not been effective, alternative disciplinary action will be taken. School attendance will not be negatively impacted due to assignment to ACP.

- When assigned to Alternative Classroom Placement, the student will be required to bring all necessary materials to stay on task and productive. Non-productive time will not be allowed. Computers, tutoring and a variety of other reference aids will be available to the student. Students will be expected to follow all established rules and complete all assignments while in ACP. Failure to complete assignments and follow rules may result in additional discipline. Students must sign and adhere to the ACP Code of Conduct.

Key components of the ACP code of conduct are:

- Students are required to complete class assignments in ACP.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- Students must be in the appropriate Tolles uniform.

Students who are not present on the day they are scheduled for ACP will serve the next day they are present.

### 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 a 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 a 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**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

## **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- a. conveying deadly weapons onto school property or to a school function;
- b. possessing deadly weapons onto school property or at a school function;
- c. carrying a concealed weapon onto school property or at a school function;
- d. trafficking in drugs onto school property or at a school function;
- e. murder, aggravated murder on school property or at a school function;
- f. voluntary or involuntary manslaughter on school grounds or at a school function;
- g. assault or aggravated assault on school property or at a school function;
- h. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- i. complicity in any of the above offenses, regardless of the location. This process is formal and may follow an expulsion with the proper notification to the parents.

## **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 the 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 extra-curricular 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:** A zero will be given for all work missed while suspended or expelled. Offenses that are in violation of the Ohio Criminal Code may be referred to the appropriate law enforcement authorities.

**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 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 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. Smoking or possessing tobacco products is a violation of the Student Code of Conduct. 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.

**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 a fundamental Tolles Career & Technical Center principle: 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.

**Item #17 Threatening Behavior:** Verbal or Written Physical Threats: Students shall not threaten another person. Threatening behavior consists 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 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 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. A student shall not participate in conduct that might reasonably be expected to cause another to react in a disorderly manner.

**Item #20 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 #21 Insubordination:** A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

**Item #22 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 #23 Violation of Network and Internet Access Agreement Policy:** A student shall not violate the Student Technology Acceptable Use Agreement.

**Item #24 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 #25 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 #26 Inappropriate Attire or Dress Code Violation:** A student shall not deviate from the uniform dress code.

**Item #27 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 work place. 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:

- 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;
- 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;
- Misconduct by a student that follows a pattern of repeated offenses that may or may not escalate in nature, in spite positive behavior intervention by the administration of Tolles Career & Technical Center.