

**GREETINGS FROM THE ADMINISTRATION & STAFF**

Welcome to the R. G. Drage Career Technical Center. The policies and procedures contained in this handbook are the result of a concentrated effort of the administration and staff of the career center. This information has been carefully prepared to be of great value to you in making the transition from your home school to your career center. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. We hope that you will participate in our various activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

**TELEPHONE LISTINGS**

School Number----- (330)832-9856  
 1-800-DRAGE-CC ----- (800)372-4322  
 District Number ----- (330)832-1591  
 Adult Education ----- (330)832-5007

[www.rgdrage.org](http://www.rgdrage.org)

**SCHOOL CALENDAR 2011-2012**

August 23	Tue	Teacher Convocation
August 24	Wed	First Day for Students
September 2	Fri	Teacher In-service Day-NO SCHOOL
September 5	Mon	Labor Day-NO SCHOOL
October 10	Mon	Teacher In-service Day -NO SCHOOL
October 28	Fri	<b>End 1<sup>st</sup> Nine-Week Grading Period</b>
November 3	Thurs	Parent/Teacher Conference p.m.
November 10	Thurs	Parent/Teacher Conference p.m.
November 23-28	Wed-Mon	Thanksgiving-NOSCHOOL
December 23-January 2		Winter Recess-NO SCHOOL
January 3	Tue	School Resumes
January 13	Fri	<b>End 2<sup>nd</sup> Nine-Week Grading Period</b>
January 16	Mon	Martin Luther King Day-NO SCHOOL
February 20	Mon	Presidents' Day-NO SCHOOL
March 16	Fri	<b>End 3<sup>rd</sup> Nine-Week Grading Period</b>
April 6	Fri	Good Friday-NO SCHOOL
April 9-12		Spring Recess-NO SCHOOL
April 13	Fri	Teacher In-service Day (IPDP)-NOSCHOOL
May 28	Mon	Memorial Day-NO SCHOOL
May 31	Thurs	Last Day for Students
		<b>End 4<sup>th</sup> Nine-Week Grading Period</b>
June 1	Fri	Teacher In-service Day

**Calamity make-up days (if needed): Begin June 1st and continue until fulfillment of the obligation.**

### SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity connected with R.G. Drage. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. It also includes misconduct by a pupil that occurs off of property owned or controlled by R.G. Drage but that is connected to activities or incidents that have occurred on property owned or controlled by R.G. Drage. Jurisdiction is also applied to misconduct by a pupil that, regardless of where it occurs, is directed at a school official or employee, or the property of such official or employee.

### MISSION STATEMENT

R. G. Drage Career Technical Center represents the merging of the education and business community to develop academic, occupational, and employability skills.

### BELL SCHEDULE

Type of bell	Regular Schedule
0 period	7:40-8:13
Warning bell	8:13
1 <sup>st</sup> period Announcements	8:15-8:20
1 <sup>st</sup> period	8:20-9:06
2 <sup>nd</sup> period	9:08-9:53
3 <sup>rd</sup> period	9:55-10:40
4 <sup>th</sup> period	10:42-11:03
5 <sup>th</sup> period	11:05-11:27
6 <sup>th</sup> period	11:29-11:50
7 <sup>th</sup> period	11:52-12:14
8 <sup>th</sup> period	12:16-1:01
9 <sup>th</sup> period	1:03-1:48
10 <sup>th</sup> period	1:50-2:36
Bus bell	2:32
Driver bell	2:36

### CLOSING SCHOOL DURING EMERGENCIES

Often member schools will be closed due to the weather conditions. If your school is closed, you will not be counted absent for that day. The career center will operate each day classes are scheduled. If it becomes necessary to close the career center, our primary sources for communicating information to you will be:

**RADIO: 1480 WHBC A.M., 94.1 WHBC F.M, and 100.1 WNIR**

**TELEVISION STATIONS: WKYC-TV Channel 3, WEWS-TV Channel 5, WJW-TV Channel 8.** School closing information is also posted on the school web site as well as the web sites of the above listed radio/TV stations and the Canton Repository.

### SURVEILLANCE CAMERAS

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

### STUDENT ACTIVITIES

Career Tech youth organizations are recognized as an integral part of all career tech programs. Students are urged to play a part in their respective organizations. The various student organizations and group activities are:

- BPA-BUSINESS PROFESSIONAL OF AMERICA
- CHARACTER COUNTS
- DECA - MARKETING
- FCCLA-FAMILY CAREER & COMMUNITY LEADERS OF AMERICA
- FFA
- HOSA-HEALTH OCCUPATION STUDENTS OF AMERICA

- NATIONAL TECHNICAL HONOR SOCIETY
- PROM COMMITTEE
- SKILLSUSA
- STAND/SADD
- YEARBOOK COMMITTEE

#### HOME SCHOOL ACTIVITIES

Students enrolled at the career center are members of their respective classes at their home school and as such are eligible to participate in extracurricular activities at their home school after career center school hours. Career center students will be permitted to return to the home school for assemblies as determined by the home school principal in coordination with the director or his designee.

#### SCHOOL TELEPHONE

Telephone messages generally will not be relayed to students during the school day, unless an emergency. Emergency messages received by the center will be relayed to the student by a member of our office staff. Students normally will not be called from class unless the situation warrants such action and will be done only with permission of the student's family. **Parents are asked to assist the center by not texting or calling students' cell phones during the school day.**

#### BACKPACKS/BOOKBAGS

These items must be kept in your school locker during the school day (8:15-2:36).

#### ATTENDANCE

Attendance is vital to success, both in school and on the job. Poor attendance will reflect directly upon student grades. Just as an employer will not tolerate poor attendance, neither can the R.G. Drage Career Technical Center. In order that all career technical students, instructors and administrative personnel will understand policy and procedures, the following definitions and guidelines should be closely studied and followed:

1. Students reporting to school after 8:45 a.m. but before 11:15 a.m. will be counted 1/2 day absent
2. Students reporting to school after 11:15 a.m. will be counted absent the entire day.
3. Students leaving school before 11:15 a.m. will be absent the entire day.
4. Students leaving school after 11:15 a.m. will be counted absent 1/2 day.
5. **Students who have been absent must bring a note from their parents/guardian and present it to the attendance officer within three days of returning to school.** The attendance officer will review any questionable excuses or signatures, make phone confirmations, and provide admit slips to students to get back into classes. Falsification of signatures will result in disciplinary action.
6. Absence may be excused for the following reasons:
  - A. Personal illness-written excuse from parent and/or doctor.
  - B. Recovery from an illness - either by confinement in the hospital or at home. Written excuse from doctor is required within three days of returning to school.
  - C. Dental appointments - not to exceed three a year. Written excuse from dentist is required within three days of returning to school.
  - D. Death in immediate family (father, mother, brother, sister, grandfather, grandmother) - written excuse from parent/guardian.
  - E. Subpoena to appear in court as a witness – written verification from court.
  - F. Religious commitments.
  - G. **College/Military visitation - 1 student/parent arranged visit per year WITH PRIOR PERMISSION FROM GUIDANCE.**
7. Any student compiling three (3) unexcused absences in a nine week grading period may be subject to a disciplinary action. Additional unexcused absences may result in further disciplinary action including but not limited to: all day detention, extended Friday, ISS or OSS.
8. **After five (5) consecutive days of medical absence, students or parent/guardian must make a request for home instruction.**
9. Students who accumulate more than eight (8) absences, excused and/or unexcused, (medical/doctor excuse, funeral, all day detention, and in-school suspension not included) from any one class during a single nine week grading period will receive a grade of "F" with a comment code designating excessive absences in that subject for that grading period. Students may appeal to the director or his/her designee. **Students have two weeks from the end of the grading period to complete the appeal process.**

10. Exceptions may be made only when a lengthy illness is verified in writing by a doctor or where extenuating circumstances exist as determined by the director or his/her designee.
11. Any student who misses a total of 25 days, either excused, unexcused or any combination of the two in any school year may not be granted credit for the year. After 15 days of absence in a school year, a conference may be held and a letter sent home. Student's name may be sent to Ohio Bureau of Motor Vehicles. Students who have accumulated 25 days of absence may appeal to director for issuance of credit. This appeal will be held with the director and student. The director, in cooperation with the program instructor, academic instructor, and supervisor may grant full or partial credit if absence is deemed justified.
12. Students are allowed to make up school work for excused absences as well as unexcused absences. **However, the highest grade attainable for work completed for unexcused absences will be a 65%.**

**CAREER CENTER STUDENTS ARE REQUIRED TO BE PRESENT WHENEVER THERE IS A CONFLICT WITH THEIR HOME SCHOOL CALENDAR. ALL STUDENTS NOT PRESENT MAY BE MARKED ABSENT UNEXCUSED. Examples: home school being closed for in-service training or being closed for holiday break on different days other than Drage.**

#### **TARDIES TO SCHOOL**

Students who are tardy to school must report to the attendance office for a pass before reporting to class. The violations below are based on a per semester basis.

1. Upon the 4<sup>th</sup> violation, students may serve (1) School detention.
3. Upon the 5<sup>th</sup> violation, students may serve (1) All day detention.
4. Upon the 6<sup>th</sup> violation, students may receive (2) All day detentions.
5. Upon the 7<sup>th</sup> violation, students may receive (1) in school suspension.
6. Upon the 8<sup>th</sup> violation, students may receive (2) days in- school suspension, and possible loss of driving privileges.

#### **TARDIES TO CLASS**

**Students are expected to be in class before the bell rings.** All teachers will have as part of their classroom management plan, consequences for being late to class. Consequences could be, but not limited to, a reduction in daily grade, verbal warnings, parent conference, school detentions, or referral to school administration.

#### **EARLY DISMISSALS**

No student will be excused from school before the end of the school day without first obtaining an early dismissal permit. Early dismissal permits can be obtained through the attendance office by presenting a written excuse from parent, doctor, dentist or court verifying reason for dismissal, stating date, reason and time. Early dismissals will be issued through first period. Thereafter, early dismissals will be issued for emergency reasons ONLY. Students are to have early dismissal permit signed by their instructor and students MUST sign out in the attendance office before leaving the building. Senior students may be excused for school related job interviews that are coordinated through the job developer's office. These job interviews will not count as an absence.

#### **HUNTING POLICY**

**SINCE THE FIRST DAY OF HUNTING SEASON FALLS ON A NON-SCHOOL DAY, THERE WILL BE NO EXCUSED ABSENCES FOR HUNTING.**

#### **COLLEGE/MILITARY VISITATION POLICY**

Any student planning to attend college or enlist in the military is permitted 1 parent/student arranged day for visitation and/or testing. This will be filed as an excused absence if the following procedure is followed:

1. Initiate both military and college visitation permits through the guidance office by submitting a written request, prior to the scheduled visit, from parent/guardian stating date and time of visitation.
2. Present the counselor approved permit to the attendance officer at least 1 day prior to the visitation.
3. Obtain a verification of visitation statement on military or college letterhead to be given to the attendance officer upon return to school. Failure to comply with college/military visitation policy will result in denial of visitation or an unexcused absence for the day.

#### **LUNCH PERIOD**

Each student will have a lunch period. All students must be in the cafeteria whether eating a school lunch or sack lunch. Students are not permitted to be in the parking lots or to leave the school grounds. Students shall display acceptable table manners at all times in the cafeteria. We ask that you keep the tables clean and the floor clean of food and paper. When buying your lunch, you are expected to return your tray,

silverware, dishes, milk cartons, paper, etc. to the service window in the front of the cafeteria before leaving. Cafeteria food or drink items are to be consumed in the cafeteria area only. Students who misbehave in the cafeteria are subject to disciplinary action, including denial of cafeteria setting. No open containers of liquid are to be brought into the school or carried with students throughout the school day unless a medical excuse has been obtained. The center operates a free/reduced lunch program on the basis of your family's financial situation; applications are available in the central office.

#### QUIET HALL TRAFFIC

Please note that aside from any classes that are in session while you may be in the hallways, the R.G. Drage Career Technical Center often houses outside groups and organizations for their meetings during our school day. **It is imperative the halls be kept QUIET when changes of class occur or whenever students are in the halls.** Running or loud talk is not permitted in the hallways at any time. **Students in the halls during class time MUST have their handbook signed by school personnel indicating time of departure and point of destination (no handbook, no pass).**

#### LOCKERS

**Each student has the responsibility of keeping his/her personal possessions in a safe and secure place. Lockers are provided for this purpose.** Each student will be assigned a locker located as close as possible to his/her career tech laboratory or shop area. **Lockers and other such property carry no expectation of privacy for the students who occupy them. This includes any property placed inside of them.** The locker assignment will be made by the instructor. For your protection, you should keep your locker secured with the lock provided by the school. **Both lock and locker are the property of the school and are subject to inspection by school authorities at any time. The use of specially trained dogs may be used in the assistance of searches of lockers and other such property.**

#### LOST AND FOUND

It is inevitable that some articles may be lost or misplaced. Each student should do his/her part to see that all lost items are returned to the rightful owner. A lost and found department will be maintained in the front office. If you find an item, it should be turned into the lost and found.

#### DRESS AND APPROPRIATE GROOMING

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming. The following guidelines need to be adhered to:

1. Students shall be expected to keep themselves well groomed and neatly dressed at all times.
2. Footwear must be worn, properly laced and tied, and must be clean.
3. All trousers, jeans, slacks must be neat and in good condition and of proper fit. **Pajamas are not allowed.**
4. Shorts and skirts are permitted with the following guidelines: Shorts must be hemmed, loose fitting, and shorts and skirts can be no shorter than fingertip length.
5. Outerwear jackets, coats or vests shall not be worn in the building during the school day without permission.
6. Proper undergarments shall be worn.
7. Clothing bearing offending or improper sayings or illustrations shall not be permitted. Any item bearing patches, drawings or sayings (stated or implied) which refer to or illustrate drugs, alcohol, sex, bondage, cults, discrimination, violence, gangs etc. shall not be permitted.
8. Shirts that have undergarment appearance (examples for boys: tank tops or muscle shirts - examples for girls: spaghetti straps, tank tops, or halter tops) shall not be worn. No exposed midriffs will be tolerated.
9. No hats, headbands, or bandanas of any type are permitted.
10. Boys shall have neat, clean hair, properly cut (no mohawks or unusual patterns such as pictures, numbers, letters, etc), and hair should be away from face with a length not to present a safety or health problem. The bottom of the collar shall be used as a guideline. Hairnets may be required if hair presents a safety and/or health problem.
11. Unnatural hair color (blue, green, purple, etc.) will not be permitted. Decorative contacts of unusual colors or images will not be permitted.
12. Facial hair, beards, and long sideburns must be trimmed and kept neat/clean. However, some programs may have restrictions against facial hair.

13. Boys are permitted to wear ear-mounted stud earrings, small hoops, or gauges and are not to exceed 1/2 inch in diameter. **Any observable body piercing other than the ear is not permitted for any student-male or female.** This includes, but is not limited to, piercings of the nose, lip, cheek, eyebrow, or any other facial piercing. Band aids as a means to cover-up piercings shall not be permitted, and the use of spacers in the piercing is also not permitted.
14. Any item of jewelry that could be deemed as a weapon or pose a safety hazard will not be allowed.
15. Students violating the clothing, appearance or personal grooming policies will be required to change their attire and/or appearance or be placed in all day detention or in school suspension until the issue has been resolved. Repeat violators of dress and appropriate grooming will be subject to further disciplinary action.
16. As no dress code can keep up with the ever changing world of fashion, the administration reserves the right to make any and all final decisions in regards to what is and what is not acceptable with respect to this dress code.
17. **Additional restrictions to dress code may apply relative to either program or employment placement.**

#### **ANNOUNCEMENTS**

Announcements will either be emailed to instructors to read to students, read during the morning announcements, presented on the message gram in the dining commons, or placed on the dining commons bulletin boards. Persons having announcements to be read or posted must submit them to the front office for approval by an administrator.

#### **STUDENT INSURANCE**

School insurance may be obtained through your home schools. We strongly urge all students attending R. G. Drage Career Technical Center to take out at least the minimum amount of school insurance unless they are adequately covered by their family insurance.

#### **FIRE, TORNADO, LOCK DOWN DRILLS, and EVACUATION DRILLS**

Fire, tornado, lock down, and evacuation drills are held periodically throughout the year. Remember these basic rules:

1. Check the instructions in each classroom and lab (they are posted) indicating how to exit the building in case of fire and where to go in case of tornado or evacuation drills. Follow teacher directives for lock down drills.
2. Walk. No talking. Move quickly and quietly to designated area.

#### **VISITORS**

Visitors should enter the building by the main entrance and must register at the main office. All school personnel have the right to exclude all uninvited or unauthorized individuals from the premises. Parents, civic groups, organizations, clubs and business groups are encouraged to visit the center by contacting the central office. Students are asked not to bring guests to school. Any exception to this rule must be approved by the central office PRIOR to the guest's arrival. If the visitor is a student of one of the six participating districts, arrangements to visit the center will be made with the guidance department or principal of the home school during the orientation periods that have been planned for each home school.

#### **EARLY PLACEMENT**

The term "early placement" is used to identify the relationship which exists between the public schools and the business community to achieve the basic objectives of preparing young people for their careers in business and industry. Early placement, according to state requirements has two objectives: 1) To provide experience on specialized equipment not available in schools in the student's field of study; and 2) To provide the student with experience for adjustment to business and industry practices. Early placement is a PRIVILEGE, not a right. Students earn the privilege of early placement by maintaining certain grades, attendance and attitude standards throughout their junior and senior years. For full details on early placement, see your program teacher and/or job developer in the student services office. **STUDENTS ON EARLY PLACEMENT LOSE THAT PRIVILEGE DURING AN OSS.**

#### **UNIQUE SCHEDULE STUDENTS**

Students on unique schedules must sign in and out at the appropriate time in the attendance office. Failure to do so could result in disciplinary action.

## **GRADUATION AND CAREER TECH CERTIFICATES**

Students enrolled in the Career Center retain membership in their respective home schools. As the center is not chartered by the State of Ohio to award a high school diploma, a student must meet the graduation requirements set by his/her home school. Students will receive his/her high school diploma from the home school and will receive an Award of Distinction from the center if he/she meets the requirements set forth by the local board policy. Students may also receive a State Award of Merit if he/she meets the requirements set forth by the state board of education. Passing a career tech course does not necessarily qualify a student for either the Award of Distinction or the State Award of Merit. Medical absences do not count against your certificate.

### **CREDIT FLEXIBILITY**

It shall be the policy of the Board of Education that each student will be promoted to a succeeding course of study when s/he has:

- a. In the opinion of the professional staff, achieved the instructional objectives set for an initial course of study.
- b. Demonstrated sufficient proficiency to permit him/her to move ahead in his/her educational program.

Credit Flex Option forms must be completed and approved by the end of the 1<sup>st</sup> grading period. Credit Flex Option forms are available in the Student Services Office.

### **STUDENT SERVICES DEPARTMENT**

The school counselor wants your experience at the center to be a pleasant, valuable, and rewarding one. Your counselor will strive to work with you to achieve this goal. You can make arrangements to see the counselor by making an appointment with the counselor or with the secretary in the student services office. The student services office is open each school day from 8:00a.m. until 3:15 p.m.

### **JOB/CAREER DEVELOPER**

The student services office attempts to maintain contact with area business and industry to enable our students to find employment upon graduation. The job developer and program instructor are often contacted by employers seeking full or part-time workers. Even after a student has graduated he/she can use the placement services at the Career Center.

### **GRADING**

While grades are never to be considered the goals of learning, they are the symbols which give evidence of the extent of learning.

#### **A. GRADE SYMBOLS & POINT VALUE**

**A = 4 B = 3 C = 2 D=1 F=0**

#### **B. GRADING SCALE FOR INDIVIDUAL CLASSES**

- 100-92 - A - outstanding work
- 91-83 - B - above average work
- 82-74 - C - average work
- 73-65 - D - below average work
- 64-0 - F - failing work
- I - Incomplete work

#### **C. DETERMINING THE GRADE FOR A ONE SEMESTER CLASS**

The semester grade is determined by adding the two nine week grades (at 40% each) and the semester exam grade (at 20%) and dividing by FIVE. This is calculated automatically by the grading software program.

Example:  
First nine weeks grade - B (40%)  
Second nine weeks grade - C (40%)  
Exam grade - D (20%)  
 $B+B+C+C+D$ =semester grade  
 $3 + 3 + 2 + 2 + 1 = 11$ -semester grade  
 $11/5 = 2.2$  - C as semester grade

#### D. DETERMINING THE FINAL GRADE FOR A YEAR LONG CLASS

Year-long class final grades are determined by adding the four nine weeks grades (at 20% each) and each semester exam grade (at 10% each) and dividing by 10. This is calculated automatically by the grading software program. *Example:*

1<sup>st</sup> Nine Weeks - B  
2<sup>nd</sup> Nine Weeks - C  
1<sup>st</sup> Sem Exam - B  
3<sup>rd</sup> Nine Weeks - A  
4<sup>th</sup> Nine Weeks - B  
Final Sem Exam – B

$$\begin{aligned} & B+B+C+C+B+A+A+B+B+B/10 \\ & 3+3+2+2+3+4+4+3+3+3/10 \\ & 30/10 = 3 = B \text{ for the year} \end{aligned}$$

#### E. GRADING RANGE GUIDELINE FOR REPORT CARD GPA

A = 3.51- 4.0 = Excellent - work shows outstanding effort  
B = 2.51-3.50= Good - work is high commendable  
C = 1.51-2.50= Average - work is acceptable but limited in quality  
D = .51-1.50= Poor - work is below average and of poor quality  
F = 0 - .50=Failure - work not satisfactory for recognition.

#### F. FAILURE

Students must pass 2 of the last 3 grading opportunities in a year long course to receive credit, regardless of 1<sup>st</sup> semester grades, or 2 of 3 grading opportunities in a semester course to receive credit. Only certain grade combinations will ensure issuance of credit. Also, any student who refuses to complete the requirements of the course may fail for the year regardless of the previously assigned grades.

#### G. INCOMPLETES

Students who fail to complete a course requirement will be issued an incomplete for that assignment. Incompletes not made up in a reasonable length of time, as specified by the instructor, may be changed to a grade of F.

#### H. ADD/DROP POLICY

Students may drop a class after a 5 day probationary period. Unless teacher initiated, a grade of F will be given for the remainder of the year.

#### I. STUDENT PROGRESS

Student progress reports and report cards are sent to students' homes at the end of each grading period and are not given to students on an individual basis.

#### SCHOOL NURSE/CLINIC

The clinic, staffed by a nurse, is equipped to provide for emergency treatment of injury or illness which may occur during the school day. If a student requests, or the nurse determines that additional medical attention or a return home is necessary, **THE NURSE WILL CONTACT THE APPROPRIATE FACILITY AND/OR PEOPLE INCLUDING PARENTS OR GUARDIANS.** The school nurse maintains a health folder for each student containing information concerning the student's health record, a list of any medications which a student might be using as well as other important health related data. This record is confidential and does not in any way become part of the student's permanent school record.

**Guidelines for using the clinic (emergencies accepted):**

**1. STUDENTS ARE NOT TO MAKE ARRANGEMENTS TO GO HOME WHEN NOT FEELNG WELL-THE NURSE WILL MAKE THOSE ARRANGEMENTS WHEN NECESSARY!**

2. A student must obtain a pass from his/her instructor before going to the clinic.
3. Students may not enter the clinic during class changes.
4. Extended time in the clinic will result in absences form class and marked accordingly.

#### USE OF MEDICATION

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. **THE FOLLOWING RULES MUST BE ADHERED TO:** 1) The nurse will supervise the dispensation of medications. The drug must be received in the container in which it was dispensed by pharmacist; 2) A physician's order form must be filled out by the

physician for each prescribed medication. These will be kept on file by the nurse; 3) No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy; 4) Over-the-counter medicines may be taken if brought in sealed container with a note from parent and kept by the nurse in the clinic.

#### **TOBACCO POLICY**

A student shall not possess, use, purchase, offer for sale, or make available to another any tobacco product or like products on school property or at school related activity. All tobacco products will be confiscated by school personnel. The following disciplinary actions will follow violations of the Tobacco Policy: **FIRST OFFENSE:** Five (5) days in-school suspension. **SECOND OFFENSE:** Ten (10) days out-of-school suspension or five (5) days out-of-school suspension with the agreement to complete insight classes and/or assignments. **THIRD OFFENSE:** Recommendation for expulsion.

#### **CHEMICAL ABUSE PROGRAM**

The R. G. Drage Career Technical Center Board of Education recognizes that alcohol/drug abuse and dependency are serious problems for both school and community. We have the responsibility of working with the total community in the areas of education, prevention and intervention. We see that chemical use, abuse and dependency interfere with behavior, learning and the fullest possible development of each individual. We recognize dependency as an illness that is treatable. Disciplinary measures (suspensions/expulsions) and recommendations for help (counseling, assessment, treatment) will be used as necessary in our efforts to help our young people lead healthy, chemically-free lives. Anyone with questions or concerns should contact the school and ask to speak with a member of the school administration.

#### **EXPENSES**

Laboratory fees may be charged in some areas to help offset the cost of consumable supplies. If fees are charged in any class, the instructor will inform you what the fee is and how it can be paid. **Fees need to be paid by mid term of the first grading period or arrangements made with the school.** Purchase of a basic tool kit is recommended for some students depending on program area. This may be done anywhere, as long as the proper tools are purchased. It is the student's responsibility to purchase uniforms, if necessary, for their program. Lab fees are 100% transferable to another program. If the lab fee is less in another program, student will be reimbursed the difference. Club fees are not reimbursable.

#### **CARE OF SCHOOL PROPERTY**

You are sharing the use of the finest educational facility in the state of Ohio. We are proud of our center and hope that you will share our pride. The appearance and proper maintenance of our school depends in large measure upon the student body. We are depending on you to do your part to help us have attractive and workable equipment and facilities. Since care of equipment and facilities is a cooperative task, the following guidelines apply: 1) Any damage to the building must be reported to a staff member immediately; 2) Persons who are caught marking, painting or otherwise defacing furniture or other school property will face disciplinary action; 3) Stay clear of areas to which you have not been assigned; 4) Try to avoid damage which results from accidents and carelessness. The pride, which you hold in the center, is strongly reflected in the manner to which it is kept. Please do your part to keep our school in excellent condition.

#### **DRIVING AND PARKING POLICY**

Students are encouraged to ride the buses provided by the home schools. If it is necessary for a student to drive to and from school, a driving permit must be purchased in the attendance office. **THIS IS A PRIVILEGE, NOT A RIGHT.** Only students expecting to drive to school regularly will be issued permits. **Upon arrival at school, students are to go directly into the building and ARE NOT TO REMAIN in their cars.** The center reserves the right to inspect any car on school property if the situation warrants such action. **REGULATIONS:**

1. The student must register his/her car and secure a driving permit from the central office. Registration is actually a pledge of both the student and the parent to abide by school regulations.
2. The car used by the student must be registered to some member of his/her family or to the student.
3. Students are prohibited from driving during the lunch period. Those students driving to school must stay clear of the parking areas until after school is dismissed unless the student receives special permission from the central office.
4. Students must park in the assigned areas.
5. The maximum speed limit on the grounds is ten (10) miles per hour.
6. Unique schedule and early placement people must obtain a special sticker for their parking pass.
7. Excessive tardies (see tardy policy) or irresponsible driving on school property may result in loss of driving privileges or other disciplinary measures. Driving to school is a privilege.

## **EMERGENCY DRIVING**

If you do not regularly drive to school and it becomes necessary for you to drive due to an emergency, you must register your vehicle in the front office. A car parked on the grounds illegally will be removed at the owner's expense.

## **TECHNOLOGY AGREEMENTS**

If a student violates the technology agreement, he/she will be subject to disciplinary action. Violations of agreement could range from making personal copies to using inappropriate sites. Penalties would be administered according to seriousness of violation and number of offenses. This is considered a serious violation; discipline will be administered accordingly.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The unauthorized use of cell phones, camera phones, iPods, MP3 players, pagers, laser emitting devices, or other infrared emitting devices is prohibited in the building during the school day. All such devices should be kept out of sight from 8:15-2:36 unless class/lab use has been granted by staff. Violation of this rule may result in disciplinary action to include: confiscation, forms of detentions, suspensions, or any combination thereof. Parents/guardians may be required to pick up any confiscated device. Contents of confiscated devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobile and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **BOARD POLICY ON STUDENT CONDUCT**

A violation of any of the following school rules may result in disciplinary action, including detention, suspension and expulsion:

- Aggressive physical contact
- Alcoholic beverages
- Bullying of fellow students and or school personnel
- Carrying weapons which can do bodily harm
- Classroom disruption
- Destruction or defacing of school or personal property
- Directing verbal abuse toward school personnel or students
- Drugs (or counterfeit drugs and related tools)
- Engaging in theft
- Excessive tardies
- Excessive unexcused absences
- Excessive unexcused tardiness to school or class
- Extortion (obtain or attempt to obtain by force or threat whether implied or expressed)
- Failure or refusal to report to an assigned detention or in school suspension
- False alarm
- Fighting
- Forging of a signature
- Harassment of fellow students or school personnel
- Hazing
- Insubordination
- Intimidation of fellow students or school personnel
- Leaving class without proper authorization
- Lewd or immoral behavior
- Mace
- Misconduct on the school bus
- Misuse of computers
- Obscene language
- Photos, pictures, or drawing of lewd/immoral behavior
- Possession of tobacco or tobacco products

Public display of affection  
Respect of fellow students and staff  
Safety violations  
Smoking  
Threatening or intimidating fellow students or school personnel  
Truancy  
Unauthorized leave of school  
Unauthorized use of fire  
Unauthorized use of cell phones, camera phones, micro cassettes, iPods, MP3 players, radios, CD players, laser emitting devices, infrared emitting devices, or other electronic devices  
Violation of driving or parking regulations  
Warning violators of school regulations that a school staff member is approaching

**Habitual offenders of school regulations may be brought to the attention of the superintendent with the possibility of an expulsion from school.**

#### **PERMANENT EXCLUSION**

As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult:

- a. possession or involvement with a deadly weapon
- b. trafficking in drugs
- c. murder, involuntary manslaughter, assault or aggravated assault
- d. rape, gross sexual imposition
- e. complicity, regardless of where the complicity occurs, of any of the above crimes

The school staff is not limited to the above mentioned items. In other areas of misconduct members of the school staff are granted all powers that are necessary and proper to establish and maintain order. In regard to Board Policy on Student Conduct, the R.G. Drage Career Technical Center school administration has the authority to establish a more specific code, listing specific punishment, specific duration, and specific offenses that will result in suspension or expulsion. The R.G. Drage Career Technical Center administration has wide discretionary authority in matters of suspension and expulsion within the framework of this policy and O.R.C. 3313.66 and 3313.661

#### **HARASSMENT, INTIMIDATION (HAZING), BULLYING**

##### **A. HARASSMENT**

It is a violation of the law and of school rules for any student to use severe, persistent, or pervasive language and/or actions to harass or intimidate another student or staff member. If a student is a victim of unwanted sexual actions or comments, or actions or comments concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the school administration. All reports shall be kept confidential and shall be investigated as soon as possible.

##### **B. HAZING**

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm or behave in such a manner which would cause mental or physical harm to other students while under the jurisdiction of the school.

##### **C. HARASSMENT, BULLYING, INTIMIDATION**

The board of Education will not tolerate any known harassment, intimidation or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation or bullying is defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Any student who believes he/she has been a victim of harassment, intimidation, or bullying as defined above should report the incident(s) to the building principal or teacher. If a report is made to a teacher, the teacher shall promptly notify the building principal. A report may also be made by a teacher, parent or student. The parent(s)/guardian of the student involved shall be notified by the building principal or his/her designee. If the student is less than eighteen (18) years of age, the parent(s)/guardian may have access to any written reports pertaining to the prohibited incident. If the student is over the age of eighteen (18), the student may grant permission for the records to be shared with the parent(s)/guardian. The building

principal/designee shall promptly document, investigate, and respond to a reported incident. If the principal/designee finds that harassment, intimidation and/or bullying as defined in this policy has occurred, s/he shall include in the report a strategy for protecting the victim from additional harassment, intimidation and/or bullying and from retaliation following the report. He/she shall report his/her findings to the Superintendent/designee. The Superintendent shall provide semiannual written summaries of all reported incidents to the president of the Board of Education and post them on the District's web site (if it has a web site). The summaries shall not contain identifiable student information and shall comply with Federal and State student privacy laws including R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571.20 U.S.C. 1232g as amended.

Harassment, intimidation or bullying as defined herein shall be added to the student code of conduct as a prohibited offense with appropriate disciplinary consequences. However, nothing contained in this policy or in the disciplinary code shall infringe on a student's rights under the First Amendment to the U.S. Constitution, which includes freedom of speech and the free exercise of religion. This policy shall be included in student handbooks and employee training manuals.

**Forms for reporting may be obtained from a supervisor.**

#### **THEFT POLICY FOR THE PROTECTION OF SCHOOL AND STUDENT PROPERTY**

Any student found in possession of property belonging to the school or another student, whether it is found on his/her person, in his/her locker, or being transported by the student without the approval of a member of the staff or administration may be subject to disciplinary action. Such action may be suspension, expulsion or removal from the program. **VALUABLES/LARGE SUMS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL. R.G. Drage CTC is not responsible for any loss or damages to personal valuables.**

#### **STUDENT BEHAVIOR**

Students are expected to behave like young adults at all times. It is the duty of the teacher to maintain and enforce reasonable standards within his/her classes, and throughout the building at all times. Student reasonable standards are determined by the following:

1. All students are expected to follow teacher classroom management plans as explained by each individual instructor.
2. Students are to know and follow all policies described in this policy handbook.
3. All school property including, but not limited to, halls, locker rooms, cafeteria, parking lots, or during any school sponsored activities, are to be considered extensions of the classroom as pertaining to acceptable behavior.
4. Any behavior disrupting the educational opportunities of others will not be tolerated.

#### **EIGHTEEN YEAR OLDS**

Students reaching the age of 18 are still obligated to follow all the rules and policies of the R. G. Drage Career Technical Center.

#### **PROCEDURAL STANDARDS FOR THE SUSPENSION AND EXPULSION OF STUDENTS FROM R.G. DRAGE CAREER TECHNICAL CENTER**

Each student has the right to attend school in an environment that is safe, free of disruptive influence, conducive to learning and which provides ample opportunity to acquire knowledge and skills commensurate with his or her maturity, interests and abilities. School personnel have the responsibility to develop and maintain an atmosphere that is compatible with this right. Rules and regulations are necessary for the development and maintenance of an orderly and safe environment. Consequently, certain behaviors are recognized as being inappropriate and unacceptable. Such behaviors, and their consequences, must be communicated to students and their parents. When dealing with student misconduct, the school staff must be fair, consistent and just. Furthermore, judgments must be based on sound evidence, and the individual rights of students must be taken into consideration. Students are to be given the opportunity to explain their behavior and in cases involving suspension or an expulsion due process shall be accorded every student as prescribed by statutory law. When an expulsion is issued, an appeal period begins on the day following the expulsion and concludes 14 calendar days later. Emphasis must be placed on attempting to stimulate appropriate behavior and to help the student understand that certain behaviors are unacceptable and cannot be tolerated within the school environment. We feel that a sound discipline policy is necessary for the training which develops self-control, character, orderliness and efficiency.

**BOARD MAY RECOVER FROM PARENTS OF JUVENILES FOR  
DAMAGES TO SCHOOL PROPERTY**

O.R.C. Sec. 3109.09 - Any owner of property may maintain as a civil action in a court of competent jurisdiction to recover compensatory damages not exceeding three thousand dollars and costs of suit from parents having custody and control of a minor under the age of eighteen years, who willfully damages property belonging to such owner or who commits acts cognizable as a "theft offense", as defined in Section 2913.01 of the Revised Code, involving the property of such owner. Such an action may be joined with an action under Chapter 1919 or 2737, of the Revised Code against the minor or the minor and his parents to recover the property regardless of value but any additional damages recovered from the parents shall be limited to compensatory damages not exceeding three thousand dollars as authorized by this section. A finding of willful destruction of property or committing acts cognizable as a theft offense is not dependent upon prior finding of delinquency of such minor, or upon his conviction of any criminal offense. For the purpose of this section, a minor is not within the custody and control of his parents if the minor is married. Such actions shall be commenced and heard as other civil actions.

**STUDENT CONDUCT - ZERO TOLERANCE**

1. Students are expected to conduct themselves in such a way that they respect and consider the rights of others. The Board has "zero tolerance" of violence, disruptive or inappropriate behavior by its students.
2. Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violation of the student code of conduct is punishable.
3. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

**EXPLANATION OF DISCIPLINE MEASURES**

"Discipline in the school setting is strictly the responsibility of the school and not the students' families"

**DETENTION** - Served after school or before school. 38min. Students are given 5 days to serve each detention.

**ADD** - All Day Detention, served during the school day, no absence counted, may lose daily points from lab, make up work permitted.

**ISS** - In-School Suspension, served during the school day, no absence counted, may lose daily points from lab, make up work permitted.

**OSS** - Out-of-School Suspension, not allowed on school/home school property, not permitted to attend school/home school functions, not permitted to attend early placement employment until suspension is over, counted as an unexcused absence.

### **ASSURANCE RESOLUTION OF NON-DISCRIMINATION**

The Stark County Vocational School District conforms to all federal, state and local laws and regulations including Title IX and nondiscrimination against any individual because of race, color, creed, sex, religion, citizenship, homelessness, economic status, marital status, pregnancy, handicap, other physical/genetic characteristics, age, or otherwise qualified handicapped condition to ensure that no one be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted under its auspices.. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

#### **THE BOARD DESIGNATES:**

Cynthia Smythe  
Title VI Coordinator  
Title IX Coordinator  
Title VII Coordinator  
Victoria Crockett  
Section 504 Coordinator

#### **COMPLAINTS SHOULD BE REFERRED TO:**

Title VI (race, color, nat'l origin)  
Cynthia Smythe  
2800 Richville Drive SE  
Massillon, OH 44646-9480  
330-832-1591  
Title IX (sex)  
Cynthia Smythe  
2800 Richville Drive SE  
Massillon, OH 44646-9480  
330-832-1591  
Title VII (homeless)  
Cynthia Smythe  
2800 Richville Drive SE  
Massillon, OH 44646  
330-832-1591  
Section 504 (disability)  
Victoria Crockett  
2800 Richville Drive SE  
Massillon, OH 44646-9480  
330-832-1591

**TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES  
STUDENTS ALLEGED DISCRIMINATION GRIEVANCE  
PROCEDURES**

In accordance with Federal and state OCR (Office for Civil Rights) Guidelines, any student who believes the Stark County Area Vocational School District 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, nat'l origin), Title IX of the Education Amendment Act of 1972 (sex), 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 principal or supervisory level. **An informal grievance with the above-mentioned administrators does not require parents/guardians to be present.** However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

**Step 1**

Within 10 days of the date of the incident, an alleged discrimination grievance complaint should be made to the Title IX and or Section 504 coordinator, as well as the building principal or immediate supervisor.

**Step 2**

If not resolved at Step 1, the decision may be appealed to the district's superintendent, who functions as the final mediator at the local level.

**Title IX/Section 504 Coordinator**

**Cynthia Smythe - Title IX Coordinator**

Stark County Area Vocational School District  
6805 Richville Dr., SW  
Massillon, OH 44646  
330-832-1591

**Victoria Crockett - 504 Coordinator**

Stark County Area Vocational School District  
6805 Richville Dr., SW  
Massillon, OH 44646  
330-832-1591

**Step 3**

If not resolved at Step 2, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Dept. of Education, 55 Erieview Plaza, Rm. 300, Cleveland, OH 44114-1816.

**Note:**

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