

### **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. This information has been carefully prepared to be of great value to you in making the transition from your home school to R. G. Drage CTC. 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 be successful in the world of tomorrow. We hope that you will participate in the various activities offered here at R. G. Drage CTC. By participating, you will help lay the foundation to becoming a well-rounded student and successful citizen. Remember that your success in this school will be directly proportional to your efforts.

#### **Board of Education**

Mr. Robert Foltz  
Mr. Frank Antonacci  
Mr. Bruce Beadle  
Mrs. Vicki Horvath  
Mrs. Jeannette Harig  
Mr. Ken Killian  
Mr. Ronald Ruegg

#### **District Office**

Mr. Joe Chaddock, Superintendent  
Mrs. Tamra Hurst, Treasurer

#### **R. G. Drage Administration**

Mr. Dan Murphy, Director  
Mr. Don Gregoire, Supervisor  
Mr. Mike Lewis, Supervisor  
Mr. Doug Tucker, Director Bldg and Grounds

### **SCOPE OF JURISDICTION**

The policies, guidelines, and code of conduct listed in this document are in effect while students are under the authority of school personnel or involved in any school activity connected with R. G. Drage CTC. This includes, but is not limited to, school buses and property under the control of school authorities, as well as 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 CTC but that is connected to activities or incidents that have occurred on property owned or controlled by R. G. Drage CTC. 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.

\*Note: It is difficult to cover every topic or policy that may arise involving every student throughout the school year. For this reason, the principals remain the final arbiters of school policy and procedures. Please be sure to read this document carefully and return the required signature page.

### **MISSION STATEMENT**

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

### **LEARN – EARN – SUCCEED**

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**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.rqdrage.org](http://www.rqdrage.org)

**SCHOOL CALENDAR 2017-2018**

August 21 & 122 Teacher Inservice  
 23 First Day Students  
 September 1 & 4 Labor Day Wknd No School  
 October 9 Teacher Inservice  
**27 End First Nine Weeks**  
 November 16 Parent/Teacher Conferences - Evening  
 21 Career Exploration Day  
 22-27 Thanksgiving Recess  
 December 22- January 2 Winter Recess  
 January **12 End Second Nine Weeks and First Semester**  
 15 Martin Luther King, Jr. Day  
 February 19 President's Day  
 March 8 Parent/Teacher Conferences – Evening  
**16 End Third Nine Weeks**  
 26-29 Spring Recess  
 March 30 Teacher Inservice – IPDP Day  
 May 17 Awards Ceremonies Sr.s, Career Day Jr.s  
 28 Memorial Day  
 30 Last Day Students  
 May 31 ½ Teacher Inservice - End Fourth Nine Weeks and Year  
**\*\* Calamity Make-Up Days (if needed) will begin Jun 1 and continue until fulfillment of the obligation.\***

**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. R. G. Drage CTC will operate each day classes are scheduled. If it becomes necessary to close R. G. Drage CTC, 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.

### **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.

### **CARE OF SCHOOL PROPERTY**

We are proud of R. G. Drage CTC and hope that you will share our pride. The appearance and maintenance of our school depends largely upon the student body. We are depending on you to do your part to help us have workable equipment and attractive 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. R. G. Drage CTC pride is strongly reflected in the manner to which it is kept. Please do your part to keep our school in excellent condition.

### **HOME SCHOOL ACTIVITIES**

Students enrolled at R. G. Drage CTC are members of their respective classes at their home school and are eligible to participate in extracurricular activities after R. G. Drage CTC school hours. R. G. Drage CTC 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/her designee.

### **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 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.

### **LUNCH PERIOD**

Each student will have a lunch period. All students are to report to the cafeteria, whether eating a school lunch or sack lunch, and 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 and floor clean of food and paper. When using the cafeteria, you are expected to return your tray, silverware, and throw away your trash 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 that may include denial of cafeteria setting. Menu pricing can be found on the school's website. The center operates a free/reduced lunch program on the basis of your family's financial situation; applications are available in the central office.

### OPEN CONTAINERS

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. Clear plastic water bottle for water only are permitted.

### SCHOOL TELEPHONE

Telephone messages, generally, will not be relayed to students during the school day unless of 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.**

### STUDENT INSURANCE

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

### 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/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 from class and marked accordingly.
5. **Dispensing Medications:** 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.
6. **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 the 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.

### TECHNOLOGY AGREEMENTS

Each student is required to sign a technology use agreement. The definition(s) and scope of use of technology while at school, on school owned property, or at school sponsored events is explained in detail in the actual agreement.

## 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 (6) participating districts, arrangements to visit R. G. Drage CTC 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.

## DRIVING AND PARKING POLICIES AND GUIDELINES

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.** R. G. Drage CTC reserves the right to inspect any car on school property if the situation warrants such action. R. G. Drage CTC is not responsible for any damage incurred by a student's vehicle while on R. G. Drage CTC property. While driving on school property students need to adhere to the following:

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 the student or some member of their family.
3. Proof of a current insurance policy and driver's license must be given.
4. Students are prohibited from driving during the lunch period. Those students driving to school must stay clear of the parking areas until school is dismissed unless the student receives special permission from the central office.
5. Students must park in the assigned areas.
6. The maximum speed limit on the grounds is ten (10) miles per hour.
7. Unique schedule and early placement students must obtain a special sticker for their parking pass.
8. Excessive tardies (see tardy policy) or irresponsible driving may result in loss of driving privileges and/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 attendance office and receive a one-day parking pass. A car parked on the grounds illegally may be removed at the owner's expense.

## 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 by the 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.

## 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.
3. Wait for the "all clear" before re-entering the building.

## GRADUATION AND CAREER TECH CERTIFICATES

Students enrolled at R. G. Drage CTC retain membership in their respective home schools. As R. G. Drage CTC 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 R. G. Drage CTC if he/she meets the requirements set forth by the local board policy. Passing a career technical course does not necessarily qualify a student for the Award of Distinction. 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 he/she has:

- a. achieved the instructional objectives set for an initial course of study, (in the opinion of the professional staff) and
- 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.

## 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 FINAL GRADE FOR A SEMESTER CLASS

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

Example: 1<sup>st</sup> nine weeks grade – B (40%)  
2<sup>nd</sup> 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

Yearlong 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

$B+B+C+C+B+A+A+B+B+B/ 10$   
 $3+3+2+2+3+4+4+3+3+3 /10$   
 $30/10 = 3 = B$  for the year

### 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

3.00-3.50 – Merit Roll Award  
3.51 – 4.00 – Honor Roll Award

### F. FAILURE

In a year-long course, students must pass 2 of the last 3 grading opportunities to receive credit, regardless of 1<sup>st</sup> semester grades. In a semester course, students must pass 2 of 3 grading opportunities 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 without penalty at the end of the 5 day probationary period. If a request is made at any point after the 5 day probationary period, unless teacher initiated, a grade of “F” will be given for the remainder of the year.

### I. STUDENT PROGRESS

Report cards are sent to students' homes at the end of each grading period and are not given to students on an individual basis. Parents/guardians are also given a passcode to view their child's grades online. An example of what might be seen follows:

#### Pinnacle Internet View

Mar 31	Test/Quiz/Other Assessments	65	100.0	D
Apr 1	Online Assignments/Assessments	Z	20.000	Z
Apr 6	Online Assignments/Assessments	15	20.000	C
Apr 6	Paper Assignments	20	20.000	A
Apr 7	Online Assignments/Assessments	40	40.000	A
Apr 7	Online Assignments/Assessments	--	20.000	--
Apr 7	In-Class Assignments/Participation	20	20.000	A
Apr 12	In-Class Assignments/Participation	X	20.000	X

**X = Exempt from assignment, not to be made-up, not calculated into grade.**

**Z = Counted as zero points until assignment is made up.**

**0 = Did assignment but received 0 credit**

**Blank = Grade not entered yet.**

### STUDENT SERVICES DEPARTMENT

The school counselor wants your experience at R. G. Drage CTC 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 8:00 a.m. until 3:15 p.m.

### JOB/CAREER DEVELOPER

The Job/Career Developer attempts to maintain contact with area business and industry to enable our students to find employment. The Job/Career 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 R. G. Drage CTC.



## EARLY PLACEMENT

The term "early placement" is used to identify the relationship which exists between a public school 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 (C's and above), 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 ISS and/or OSS.**

## STUDENT ACTIVITIES

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

- BPA-BUSINESS PROFESSIONALS OF AMERICA
- CHARACTER COUNTS
- DECA - MARKETING
- FCCLA-FAMILY CAREER & COMMUNITY LEADERS OF AMERICA
- FFA
- HOSA-HEALTH OCCUPATION STUDENTS OF AMERICA
- NATIONAL TECHNICAL HONOR SOCIETY – must meet attendance/behavior/grade criteria
- PROM COMMITTEE
- SKILLS USA
- STAND/SADD
- YEARBOOK COMMITTEE

## ATTENDANCE

Ohio Revised Code 3321.01 states that, "a child between the ages of 6 and 18 years of age is of compulsory school age." Section 3321.04 provides in pertinent part, "every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under and an Age and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction must send such child to school."

### ATTENDANCE TERMINOLOGY

**Excused Absence** – absent from school with the knowledge of a parent or guardian and meets the state requirement for an excused absence. (See #6 below.)

**Unexcused Absence** – absent from school with or without the knowledge and consent of a parent or guardian, but does not meet the state requirement for an excused absence.

**Excessive Absence** – a student is considered to be excessively absent and not in compliance with the intent of the Ohio Revised Code if more than 6 absences per class are accumulated in one nine week grading period. An exception to this interpretation exists if the student misses class for a school related activity or if an explanation of absences signed by a doctor is presented when the student returns from the absence.

**Truant** – unauthorized absence for one or more periods without the knowledge or consent of school officials or parents/guardians. Senate Bill 181 further defines classifications of truancy.

**Habitual Truant:** Absent 5 consecutive school days unexcused  
Absent 7 days in a calendar month unexcused  
Absent 12 days in a calendar year unexcused

**Chronic Truant:** Absent 7 consecutive school days unexcused  
Absent 10 days in a calendar month unexcused  
Absent 15 days in a school year unexcused

If a student is habitually or chronically truant and the student's parent/guardians has failed to cause the student attendance, a complaint can be filed with the Judge of the Juvenile Court in compliance with state law.

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 will R.G. Drage CTC. In order that all career technical students, instructors, and administrative personnel will understand policy and procedures, the following 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 parent/guardian and present it to the attendance officer within three (3) days of returning to school.** The attendance office secretary will review any questionable excuses or signatures, make phone confirmations, and provide admit slips to students to get back into classes. Falsification of signatures may result in disciplinary action.
6. **An absence may be excused for the following reasons:**
  - A. Personal illness and/or quarantine - written excuse from parent and/or doctor
  - B. Recovery from an illness by immediate family member (father, mother, brother, sister, grandfather, grandmother) - either by confinement in the hospital or at home. Written excuse from doctor is required within three (3) days of returning to school
  - C. Dental appointments - not to exceed three (3) a year. Written excuse from dentist is required within three (3) 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 – One (1) student/parent arranged visit per year **WITH PRIOR PERMISSION FROM A SUPERVISOR**
  - H. Set of circumstances judged as sufficient cause by school authorities
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, ISS or OSS.
8. **After five (5) consecutive days of medical absence, students or a 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, and in-school suspension not included) from any one class during a single nine weeks grading period may 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 3 days 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 (excused, unexcused, or any combination of the two) in a school year may not be granted credit for the year. After 10 days of absence in a school year, a conference may be held and a letter sent home. The student's name may be sent to Ohio Bureau of Motor Vehicles. A student who has accumulated 25 days of absence may appeal to the Director or his/her designee for issuance of credit. This appeal will be held with the Director or his/her designee and the student. The Director or his/her designee, in cooperation with the program instructor, academic instructor, and supervisor, may grant full or partial credit if absences are 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%. R. G. DRAGE 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 a holiday break on different days from R. G. Drage CTC.

### **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 one (1) day of ISS.
2. Discipline for exceeding four (4) tardies may result in an increased number of days of ISS. Driving privileges for those that drive to school may be suspended or revoked.

### **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 a 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 an 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.

### **BONUS PROGRAM**

Zero absences or tardies – exempt from final exams.

.5 – 3 absences or tardies or a combination of both – exempt from 1 final exam.

Exemption made for 1 day college visit, 1 day military visit, 1 day funeral absence, or school sponsored absences/tardies.

All other absences or tardies, whether excused or not, count for this **bonus** program.

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

### **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.

### **VACATION POLICY**

When a family vacation must be scheduled during the school year, the parents should discuss the matter at least five (5) days in advance with a supervisor to make necessary arrangements and get a vacation form. It may be possible for the student to receive certain assignments that can/are to be completed during the trip. This request should be in writing prior to leaving and given to a Supervisor. Lab participation grades for vacation absences, as well as any other absence, will be a zero (0). Vacations that are not with a custodial parent may be counted as an unexcused absence.

## 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, and/or during any 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.

## SEARCH AND SEIZURE

To assist in maintaining 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 automobiles 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, vehicle, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## 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.

## 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 properly groomed and neatly dressed at all times.
2. Footwear must be worn, properly laced and tied, and must be clean of mud, grease, grass, hay straw, etc. Slippers are not considered school appropriate footwear.
3. All trousers, jeans, slacks, legwear, etc. must be neat, in good condition, and of proper fit. **NO HOLES OF ANY KIND. NO SAGGING OF PANTS. Pajamas are not allowed.**
4. Shorts and skirts are permitted. However, shorts must be hemmed, loose fitting, and not shorter than fingertip length in the front, sides, and back. Skirts must be hemmed and can be no shorter than fingertip length in the front, sides, and back.
5. Yoga pants, leggings of any type, tights, jeggings, spandex and other form fitting pants/legwear are not to be worn at any time unless worn with a dress, skirt, or shorts that are at least fingertip length in the front, back, and sides.
6. Outerwear jackets, coats, or vests shall not be worn in the building during the school day without permission.
7. Proper undergarments shall be worn.
8. Clothing with 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.
9. Shirts that have undergarment appearance (examples for boys: tank tops, muscle shirts, any sleeveless shirts, examples for girls: spaghetti straps, tank or halter tops) shall not be worn. No exposed midriffs will be tolerated.
10. No hats, headbands, or bandanas of any type are permitted. These should be left in the student's locker.

11. Boys shall have neat, clean, and properly cut hair (no mohawks or unusual patterns such as pictures, numbers, letters, etc). In addition, hair should be kept away from the face with a length not to present a safety or health problem. Hairnets may be required if hair presents a safety and/or health problem.
12. **NO unnatural hair color**, including extreme colors of red.
13. Facial hair, beards, and long sideburns must be trimmed and kept neat/clean. However, some programs may have restrictions against facial hair.
14. Boys are permitted to wear ear-mounted stud earrings, small hoops or gauges but are not to exceed ½ 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.**
15. Any item of jewelry that could be deemed as a weapon or pose a safety hazard will not be allowed.
16. Students violating the clothing, appearance or personal grooming policies will be required to change their attire and/or appearance or be placed into in-school suspension until the issue is resolved. Repeat violators of dress and appropriate grooming policies will be subject to further disciplinary action.
17. **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. Additional restrictions to dress code may apply relative to either program or employment placement.**

#### **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 of Education has "zero tolerance" of violence, disruptive or inappropriate behavior by its students.
2. Students and parents/guardians 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 to while in school or participating in any school-related activity or event. The information includes some, but not all, types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board of Education 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. If a student violates the Student 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.

#### **EIGHTEEN YEAR OLDS**

All rules, regulations and policies of R. G. Drage CTC Career Technical Center apply to students 18 years of age (and older) in the same manner as they do to all other students.

#### **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 for 30 min. Students are given 5 days to serve each detention.

**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.

**Calamity days are not counted in the total days of in-school or out-of-school suspensions.**

**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 (18) 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 2737 of the Revised Code against the minor or the minor and his/her parent(s)/guardian(s) to recover the property regardless of value but any additional damages recovered from the parent(s)/guardian(s) shall be limited to compensatory damages not exceeding ten 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/her conviction of any criminal offense. For the purpose of this section, a minor is not within the custody and control of his/her parents if the minor is married. Such actions shall be commenced and heard as other civil actions.

**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 appropriate 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 parent(s)/guardian(s). 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. In cases involving suspension or an expulsion, due process shall be granted 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.

**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. All other felonious crimes as determined by legal authorities
- d. 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

## BOARD POLICY ON STUDENT CONDUCT

A violation of any of the following school rules may result in disciplinary action, to include but not limited to detention, suspension and/or expulsion:

**Aggressive physical contact** – to include, but not limited to, any unwanted pushing, shoving, or running into another student or adult

**Bullying of fellow students and/or school personnel by verbal, physical, or electronic means** – repeated, over time, to cause a disruption in the recipient's daily life. See section on Bullying.

**Carrying weapons which can do bodily harm** – this includes homemade devices

**Cell phone and other electronic devices** - The unauthorized use of cell phones, camera phones, iPods, MP3 players, pagers, laser transmitting devices, or other infrared emitting devices, etc., is discouraged in the building during the school day unless class/lab use has been granted by staff. Violation of this rule may result in normal disciplinary actions as well as confiscation. Parents/guardians may be required to pick up any confiscated device. Contents of confiscated device may be searched by the proper authorities if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

**Cheating** – unauthorized use of any information from any source to improve academic performance (plagiarism, copying from internet, falsifying or modifying documents)

**Classroom or hall disruption** – behavior which would cause the interruption of the normal functioning of class

**Destruction or defacing of school or personal property**

**Directing verbal abuse/inappropriate language toward school personnel or students**

**Disrespect of fellow students and staff** – verbal or physical

**Drugs/Alcohol (or counterfeit/look alike drugs and related tools)** – students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics, or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of drugs or alcohol at school or school-related events is a violation of the Code of Conduct. The R. G. Drage CTC Board of Education recognizes that drug and alcohol 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.

**Excessive tardies to school or class** – see section on Attendance

**Excessive unexcused absences** – see section on Attendance

**Extortion** - obtain or attempt to obtain by force or threat whether implied or expressed, property or money belonging to another

**Failure or refusal to report to an assigned detention or in school suspension**

**False alarm** – creating, reporting and/or causing an alarm for the purpose of disrupting the normal school day

**Fighting** – to include physical and/or verbal

**Forging of a signature/impersonation**

**Harassment of fellow students or school personnel** – see section on Harassment

**Hazing** – see section on Hazing

**Insubordination** – failure to respond positively to a reasonable request

**Lewd or immoral behavior**

**Mace/Pepper spray** – possession or use of

**Misconduct on the school bus** – will follow guidelines of each Home School Bus Conduct Guidelines

**Use obscene language** – swearing and/or use of curse words

**Possession and/or use of over the counter medications** – without proper authorization by school personnel

**Photos, pictures, or drawing of lewd/immoral behavior** – either by print or electronic means

**Public display of affection**

**Repeated Acts of Misconduct** – repeated violations of any one or combinations of the rules in the Student Code of Conduct

**Repeated failure to complete required classroom assignment(s)**

**Quiet hall traffic** -Please note that aside from any classes that are in session, R.G. Drage CTC often houses outside groups and organizations for their meetings during the 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 talking 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).

**Safety violations** – any action deemed unsafe by school personnel

**Social media** - During the school day, students are not to access social media sites. These include, but are not limited to: Facebook, MySpace, Twitter, Snapchat, Instagram, etc.

**Threatening or intimidating fellow students or school personnel by either verbal or physical means**

**Theft or attempted theft of school and/or 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, book or bag/backpack, or being transported by the student in their vehicle or as a passenger in another vehicle, whether on or off of school owned property, without the approval of the rightful owner or a member of the staff or administration. **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.

**Tobacco or tobacco products** – distribution, possession, or use of to include but not limited to tobacco, smokeless tobacco, or any form of e-cigarette/vaporizer

**Truancy** – from school or class (see section on Attendance)

**Unauthorized leave of a class or from school**

**Unauthorized use of a fire alarm** – see False Alarm above

**Violation of dress code guidelines** – see section on Dress Code

**Violation of driving or parking regulations** – see Driving and Parking Guidelines

**Violation of school tech agreement** – using school equipment/internet for purposes prohibited in the Student Tech Agreement

**Vandalism** – unauthorized painting, defacement, or marking of property

**Warning violators of school regulations that a school staff member is approaching**

This list is not all inclusive. Other behaviors not listed and deemed inappropriate by school personnel and/or administration will also be subject to disciplinary action(s) as described in this handbook.

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

## **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, including cyberbullying, of any student on school property or at a school-sponsored activity.

Harassment, intimidation or bullying, including cyberbullying, is defined as an intentional, written, verbal or physical act that a student, staff or third party 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, is strictly prohibited and will not be tolerated. This prohibition includes violence within a dating relationship.

Any student who believes he/she has been a victim of harassment, intimidation, or bullying, including cyberbullying, 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(s) 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.

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. 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 O.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.

Students in grades nine (9) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of health relationships. Parents, who submit a written request to the building director to examine the dating violation prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

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

**O.R.C. 3313.666, 3313.667**

#### **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 non-discrimination 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 conditions, and provides equal access to the Boy Scouts and other designated youth groups 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 of Education policies concerning school employees and students.

**THE BOARD DESIGNATES:**

Dan Murphy  
Title II Coordinator  
Title VI Coordinator  
Title VII Coordinator  
Title IX Coordinator  
330-832-1591

Victoria Crockett  
Section 504 Coordinator  
330-832-9856

**COMPLAINTS SHOULD BE REFERRED TO:**

Title II (disability/genetics)  
Dan Murphy  
2800 Richville Dr SE  
Massillon, OH 44646

Title VI (race, color, nat'l origin)  
Dan Murphy  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-1591

Title VII (homeless)  
Dan Murphy  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-1591

Title IX (sex)  
Dan Murphy  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-1591

Section 504 (disability)  
Victoria Crockett  
2800 Richville Dr., SE  
Massillon, OH 44646  
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/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, and 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, Title IX and Section 504 grievance procedures shall commence as follows:

**Step 1**

Within 10 days of the date of the incident, an alleged discriminations 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.

**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 Erievue Plaza, Rm. 300, Cleveland, OH 44114-1816.

**Note:**

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

