

# 2021-2022 RG Drage Student Handbook

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board Policies are available on the RG Drage website.

## **Greetings from the Administration and Staff**

Welcome to the RG Drage Career Technical Center. This information has been carefully prepared to be of great value to you in making the transition from your home school to RG Drage CTC. The ultimate purpose of education is to help each student become an effective citizen in a democracy. 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  
Mr. Ken Killian  
Mr. Ronald Ruegg  
Mr. Robert Yeagley

### **District Office**

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

### **RG Drage Administration**

Mr. Dan Murphy, Director  
Mrs. Leigh Ann Whitted, Supervisor  
Mr. Allen Wilson, 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 RG Drage CTC. 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 property owned or controlled by RG Drage CTC but that is connected to activities or incidents that have occurred on property owned or controlled by RG 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, including on social media.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to a guidance counselor, parental contact and/or conference, AM/Lunch/PM detention, Alternative Educational Setting (AES), emergency removal, referral to law enforcement agencies, suspension, or expulsion.

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

### **Mission Statement**

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

**School Calendar 2021-2022**

August	13 & 17	Teacher In-Service
	18	First Day Students
September	3 & 6	Labor Day
October	11	Teacher In-Service
	22	End of First Nine Weeks
November	11	Parent/Teacher Conferences—Evening
	22-23	Career Exploration Days
	24-26	Thanksgiving Recess
	29	Waiver Day-No School
December	20-31	Winter Recess
January	7	End of Second Nine Weeks and First Semester
	17	Martin Luther King, Jr. Day
February	18	Waiver Day-No School
	21	President’s Day
March	10	Parent/Teacher Conferences—Evening
	11	End of Third Nine Weeks
	28-31	Spring Recess
April	1	Waiver Day-No School
	15	No School
	18	Waiver Day-No School
May	19	Seniors Awards Ceremonies
	27	Last Day Students; End of Fourth Nine Weeks and Second Semester
	30	Memorial Day
	31	Teacher In-Service

**\*Calamity Make-Up Days (if needed) will begin June 1 and continue until fulfilled. \***

**Bell Schedules**

<b>Regular Schedule</b>	<b>Home School Meeting Day</b>	<b>Club Activity Day</b>
Warning Bell: 7:58	Warning Bell: 7:58	Warning Bell: 7:58
	Meeting: 8:00-8:15	Meeting: 8:00-8:43
1 <sup>st</sup> Period: 8:00-8:45	1 <sup>st</sup> Period: 8:17-8:56	1 <sup>st</sup> Period: 8:45-9:15
2 <sup>nd</sup> Period: 8:47-9:32	2 <sup>nd</sup> Period: 8:58-9:37	2 <sup>nd</sup> Period: 9:17-9:47
3 <sup>rd</sup> Period: 9:34-10:19	3 <sup>rd</sup> Period: 9:39-10:19	3 <sup>rd</sup> Period: 9:49-10:19
4 <sup>th</sup> Period: 10:21-10:43	4 <sup>th</sup> Period: 10:21-10:43	4 <sup>th</sup> Period: 10:21-10:43
5 <sup>th</sup> Period: 10:44-11:06	5 <sup>th</sup> Period: 10:44-11:06	5 <sup>th</sup> Period: 10:44-11:06
6 <sup>th</sup> Period: 11:08-11:30	6 <sup>th</sup> Period: 11:08-11:30	6 <sup>th</sup> Period: 11:08-11:30
7 <sup>th</sup> Period: 11:31-11:53	7 <sup>th</sup> Period: 11:31-11:53	7 <sup>th</sup> Period: 11:31-11:53
8 <sup>th</sup> Period: 11:55-12:40	8 <sup>th</sup> Period: 11:55-12:40	8 <sup>th</sup> Period: 11:55-12:40
9 <sup>th</sup> Period: 12:42-1:27	9 <sup>th</sup> Period: 12:42-1:27	9 <sup>th</sup> Period: 12:42-1:27
10 <sup>th</sup> Period: 1:29-2:15	10 <sup>th</sup> Period: 1:29-2:15	10 <sup>th</sup> Period: 1:29-2:15

### **Emergency Closing Notification**

RG Drage CTC will operate each day classes are scheduled. If it becomes necessary to close, our primary sources for communicating information are:

**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**, the web sites of the listed radio/TV stations and the Canton Repository online.

\* If your home school is closed, you will not be counted absent for that day.

### **School 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 administrative approval.

### **Care of School Property**

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. They charge each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. In accordance with law, students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage except that students over eighteen (18) years of age shall also be liable for damage they cause. The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, textbooks, and other damage to school buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. In no case shall such referral to juvenile authorities be made without prior notification to the student's parent. Stay clear of areas to which you have not been assigned. Try to avoid damage which results from accidents and carelessness.

### **Home School Activities**

Students enrolled at RG Drage CTC are members of their respective classes at their home school and are eligible to participate in extracurricular activities after RG Drage CTC school hours. RG 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**

Lockers are provided to each student to keep his/her personal possessions in a safe and secure place. Each student will be assigned a locker by his/her lab instructor located near his/her career tech program or shop area. All items and book bags should be kept in your locker secured with the lock provided by the school. \*Lockers and other such property carry no expectation of privacy for the students who occupy them. This includes any property placed inside of them. 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**

If you find an item, it should be turned into the lost and found area located in the Main Office. At the end of the school year, any items not claimed will be taken as donations to area places.

### **Lunch Period**

Each student is assigned a lunch period and is to report to the cafeteria during this period whether eating a school or sack lunch. Students are not permitted to be in the parking lots or leave the school grounds. When using the cafeteria, you are expected to return your tray and 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, but not limited to, denial of the cafeteria setting.

Menu pricing can be found on the school's website. Meals can be paid for with cash, check and/or the PaySchools online system.

### **Free and Reduced Meal Information**

RG Drage operates a free/reduced lunch program on the basis of your family's financial situation. Any student can fill out a free and reduced lunch form to see if he/she meets qualifications necessary. Forms are sent home before the start of school and can also be found in the Main Office. Forms are to be turned in to the Food Service Manager or Food Service Director. Students must fill a new one out every year that are not Direct Certification.

### **Open Containers**

Only approved 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. Students may be asked to discard or have it taken. Students are ONLY permitted to carry clear, see-through water bottles with clear water (i.e. water).

### **School Telephone Use**

Telephone messages may be relayed to students during the school day by a member of the office staff in cases of emergencies outside of school. Students may 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 by not texting or calling students' cell phones during the school day.

### **Student Insurance**

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

### **Emergency Medical Authorization**

The parent/guardian of each student will be responsible for annually completing the Emergency Medical Authorization for his/her student that is provided annually by RG Drage. In the event that emergency medical treatment for a student is necessary, RG Drage will adhere to the instructions on the authorization form. Any time a student/group of students is taken out of the district to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization for those participating students.

### **School Nurse/Clinic**

The clinic, staffed by a nurse, is equipped to provide 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 the parents/guardians. The school nurse maintains a health folder for each student containing important health related data, including, but not limited to, the student's health record, emergency contact form, and a list of any medications which a student might be using. This record is confidential and does not in any way become part of the student's permanent school record.

**STUDENTS MAY NOT MAKE ARRANGEMENTS TO GO HOME WHEN NOT FEELNG WELL- THE NURSE AND/OR OFFICE WILL MAKE THOSE ARRANGEMENTS WHEN NECESSARY.**

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

1. A student must obtain a pass from his/her instructor before going to the clinic.
2. Extended time in the clinic may result in absences from class and marked accordingly.
3. Dispensing Medications: The Board of Education will 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.
4. 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 a 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, at school sponsored events, or any other instance where the use of RG Drage's technology occurs is explained in detail in the agreement. This includes his/her school issued Chromebook. Violation of the agreement may receive consequences.

### Visitors

Visitors must enter the building at the main entrance and 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 may visit after contacting the office for an appointment. Students may not bring guests to school. Any exception to this rule must be approved by the office **PRIOR** to the guest's arrival. If the visitor is a student of one of the six (6) participating districts, arrangements must be made with the RG Drage administration and the appropriate home school personnel.

### 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.

\*All driving and parking policies/guidelines are outlined in the driving application. THIS IS A PRIVILEGE; NOT A RIGHT.

**Upon arrival at school, students are to go directly into the building and ARE NOT TO REMAIN in their cars.**

RG Drage CTC reserves the right to inspect any car on school property if the situation warrants such action.

RG Drage CTC is not responsible for any damage incurred by a student's vehicle while on school property.

While driving on school property, students need to adhere to the following:

1. The student must register his/her car(s) and secure a driving permit from the Attendance Office. If the student changes cars, the parking pass will transfer after the updated information is applied through the Attendance Office.
2. The car used by the student must be registered to the student or some member of his/her family.
3. Proof of a current insurance policy, application, and driver's license must be on file.
4. Students must park in their assigned parking spot at all times.
5. Students are prohibited from driving during school hours unless proper documentation is obtained.
6. Students are not to be in the parking lots during the school day unless permission to do so has been granted by the school administration.
7. The maximum speed limit on the grounds is ten (10) miles per hour.
8. Excessive tardiness/lateness (see Tardy/Late to School) or irresponsible driving may result in loss of driving privileges and/or other disciplinary measures.
9. Early placement students must obtain a special parking pass.
10. The Code of Conduct is to be followed in car and on property.

**The safety and security of students and staff are priority. Therefore, any actions that may affect safety and security may be subject to consequences.**

### 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. A car parked on the grounds illegally may be removed at the owner's expense.

### Student Expenses

Program fees may be charged in some areas. If fees are charged, 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.**

1. Some programs may require the purchase of a tool kit; a letter is sent home before the start of school with this information.
2. It is the student's responsibility to purchase uniforms, when necessary, for their program. A letter is sent home before the start of school. Uniforms are not transferrable or refunded when changing labs.

### Fire, Tornado, Lock Down, and Evacuation Drills

By law, fire, tornado, lock down, and evacuation drills are held throughout the year.

1. Instructions in each classroom and lab are posted to indicate how to exit the building in case of a fire and where to go in case of a tornado or evacuation. Follow teacher directives for lock down drills.
2. Walk quickly and quietly to the designated area; wait for the "all clear" before re-entering the building.

### **Graduation and Career Tech Certificates**

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

### **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:

1. Achieved the instructional objectives set for an initial course of study (in the opinion of the professional staff), and
2. 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 first (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.

#### **Grade Scale for Individual Classes:**

90-100—A

80-89----B

70-79----C

60-69----D

59-0-----F

I = incomplete work

#### **Determining Grades**

1. Each grading period is worth 1000 points in each class; 4000 total points for the year.  
\*These points are translated into a percentage.
2. The mid-term exam is incorporated in the second (2<sup>nd</sup>) marking period.
3. The final exam is incorporated in the fourth (4<sup>th</sup>) marking period.
4. Students must have a passing percentage and **MEET ALL THE REQUIREMENTS OF THE CLASS** in order to pass the class for the year.

\*Examples of class requirements are the mid-term and final exams.

Example:

1<sup>st</sup> marking period: 950 points out of a possible 1000

2<sup>nd</sup> marking period: 850 points out of a possible 1000

\*770 points out of a possible 900 for the marking period; 80 points out of a possible 100 for the exam

3<sup>rd</sup> marking period: 900 points out of a possible 1000

4<sup>th</sup> marking period: 925 points out of a possible 1000

\*835 points out of a possible 900 for the marking period; 90 points out of a possible 100 for the final exam.

Total for the class: 3,625 points out of a possible 4000 points. This comes to 90.6% A for the year.

Semester Classes work the same only out of 2000 total points. The final exam for the semester class is incorporated into the marking period.

#### **Failure**

Any student who refuses to complete the requirements of the course may fail for the year regardless of the previously assigned grades.

### 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 the grade of "F".

### 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.

### 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 student's grades online.

Grades in the grade book are a point value corresponding to a letter grade. In addition, other grades you may see are as follows:

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

### Absent Work

Students returning to class after an absence (excused or unexcused) will have one day of make-up time for every day of absence that they missed plus one unless arrangements have been made with the instructor.

For example: If a student misses 2 days, they have 3 days to make-up the work.

It is the student's responsibility to make sure that they acquire the work, complete it, and submit it to the teacher.

For questions, contact the individual teacher or administration.

### **Student Services Department**

The student and/or parent/guardian can make arrangements to see the counselor by making an appointment. The Student Services Office is open each school day during normal school hours.

### **Job Developer**

The Job Developer attempts to maintain contact with area business and industry to enable our students to find employment. 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 RG 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, attendance, and attitude standards throughout their junior and senior year. For full details, see your program instructor or the Job Developer.

\*Students on early placement lose that privilege during an AES and/or OSS.

### **Student Activities**

Each student is required to be involved in a Career Technical Student Organization (CTSO). This organization promotes quality educational experiences for students in leadership, teamwork, citizenship, and character development.

The fees will be paid for by RG Drage.



### 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 states, "Every parent of any child of compulsory school age who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the state board of education, for the full time the school or program attended is in session, which shall not be for less than thirty-two weeks per school year."

Attendance is vital to a student's success both in school and on the job. Poor attendance may reflect directly upon student grades.

\* Students are allowed to make up school work for all absences. Be sure to meet with the teacher upon return.

### Attendance Terminology

HB 410 – This is Ohio's Attendance Law in conjunction with Ohio Revised Code 3321.01. Attendance is tracked by minutes and hours and not days. As such, HB 410 defines attendance absences as follows:

Excused Absence – absent from school with the knowledge of a parent/guardian and meets the state requirement for an excused absence. (See #2 below.)

Unexcused Absence – absent from school with or without the knowledge and consent of a parent/guardian and 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 House Bill 410 if he/she accumulates more than 38 (6.5 days) or more hours of absence excused (regardless of the excuse) or unexcused in one month or 65 (10.5 days) or more hours in one school year excused or unexcused.

Truant – unauthorized absence without the knowledge or consent of school officials or parents/guardians. House Bill 410 further defines classifications of truancy.

Habitual Truant—Absent 30 or more consecutive hours (5 days) unexcused  
Absent 42 or more hours in one month (7 days) unexcused  
Absent 72 or more hours (12 days) in a school year unexcused

If a student is habitually truant or excessively absent, a complaint may be filed with the Judge of the Juvenile Court in compliance with state law.

1. **Students who have been absent are to call the school and bring a note from their parent/guardian to the Attendance Office within three (3) days of returning to school.** The Attendance Office will review any questionable excuses or signatures, make phone confirmations and provide admit slips to students to get back into classes.  
\*Falsification of signatures or phone calls may result in disciplinary action.
2. An absence may be excused for the following reasons (from the Ohio Administrative Code):
  - 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. A written excuse from a doctor is required within three (3) days of returning to school.
  - C. Dental appointments - 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; not to exceed 18 hours.
  - E. Subpoena to appear in court as a witness – written verification from court
  - F. Religious commitments
  - G. College/Military visitation – See College/Military Visitation Policy for requirements
  - H. Absences due to a student's placement in foster care
  - I. Absences due to a student being homeless
  - J. Set of circumstances judged as sufficient cause by school authorities\* Senior students may be excused for school related job interviews that are coordinated through the Job Developer.
3. Any student compiling enough excused or unexcused hours to meet the criteria for one of the categories set forth in HB 410 may be subject to a disciplinary action.
4. After 30 consecutive hours (5 consecutive days) of medical absence, students or a parent/guardian must make a request for home instruction.

5. After 30 consecutive hours (5 days) or 42 or more hours (7 days) absent in a month, a conference may be held with an Attendance Intervention Team and a letter sent home. The student's name may be sent to the Ohio Department of Education and/or the Ohio Bureau of Motor Vehicles.

\*RG Drage students are required to be present whenever there is a conflict with their home school calendar. (i.e. Home school closed due to in-service training or different holiday break). All students not present may be marked absent unexcused.

#### **Tardy/Late Arrival to School**

Students who are tardy/late to school must enter through the front of the building and report to the Attendance Office for a pass before reporting to class.

Excessive tardiness, as determined by administration, may result in consequences.

#### **Tardy to Class**

Students are expected to be in class before the bell rings. Teachers may have consequences for being late to class. Consequences may 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 slip. This can be obtained through the Attendance Office by presenting a written excuse from a parent, doctor, dentist or court. The written excuse must state the date, time, and reason for the dismissal. All early dismissals will be verified with a phone call. Students must bring their early dismissal, signed by their instructor, to the office before signing out.

**STUDENTS MUST SIGN OUT WITH THE ATTENDANCE OFFICE BEFORE LEAVING THE BUILDING, OR THEY MAY BE SUBJECT TO DISCIPLINARY CONSEQUENCES.**

#### **Hunting Policy**

There will be no excused absences for hunting.

#### **College/Military Visitation Policy**

Any student planning to attend college or enlist in the military may receive up to five (5) parent/student arranged days 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 the date and time of visitation.
2. Present the 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 may result in denial of visitation or an unexcused absence for the day.

#### **Vacation Policy**

When a vacation must be scheduled during the school year, the parent/guardian must send in a note with the dates at least five (5) days in advance to the Attendance Office. The student will then be responsible to have a vacation form completed and turned in to the Attendance Office before leaving. Students may be able to make up work, however, even though the vacation absence is verified and excused, class daily participation grades may be a zero (0). Vacations that are not with a custodial parent may be counted as an unexcused absence.

#### **Unique Schedule Students**

Students on unique schedules must sign in and out at the appropriate time in the Attendance Office. Failure to do so may result in disciplinary action.

**THIS INCLUDES STUDENTS THAT ARE ON ATTENDANCE OPTION.**

### Service Animals

Service animals are permitted when guidelines are followed and discussed with school administration prior to implementation. The guidelines are as follows:

1. There is a doctor note indicating the individual is identified with PTSD, which qualifies as a disability under ADA.
2. The animal is individually trained to do work as a service animal.
3. Only legally approved animals qualify.

### 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, student automobiles, and any student possession, 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 may be considered grounds for disciplinary action. A student's person and/or personal items (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. Footwear must be worn and must be clean of mud, grease, etc. Slippers are not considered school appropriate footwear.
2. All trousers, jeans, slacks, legwear, etc. must be of proper fit. No holes above fingertip length. Pajamas are not permitted.
3. Shorts and skirts must not be shorter than fingertip length in the front, sides, and back.
4. Outerwear jackets, coats, or vests shall not be worn in the building during the school day without permission. These are to be kept in your assigned locker upon entering and until leaving for home.
5. Proper undergarments must be worn.
6. Clothing with offending or inappropriate sayings or illustrations (stated or inferred) are not permitted. These items include, but are not limited to, the referencing of drugs, alcohol, sex, violence, discrimination, and racism.
7. Shirts that have undergarment appearance (including, but not limited to, tank tops, muscle shirts, sleeveless shirts, spaghetti straps, or halter tops) shall not be worn. No exposed midriffs are permitted.
8. No head coverings of any type are permitted. (Those permitted in lab are to stay only in lab.)
9. Any item of jewelry that could be deemed as a weapon or pose a safety hazard will not be permitted.

Students violating the clothing, appearance or personal grooming policies may be required to change their attire and/or appearance and/or receive consequences.

Repeat violators of the dress code may be subject to further disciplinary action.

**Individual career technical programs have a dress code that will be followed. Students that violate these may receive disciplinary consequences.**

\*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.

### Code of Conduct

Students are expected to behave like young adults preparing for the future, whether that means post-secondary, the work force, military, etc. The purpose and intent of a code of conduct is to teach students professionalism and life skills that will help guide them to become a successful individual in society.

### Eighteen Year Olds

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

### Student Behavior

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 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.

### 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, upon entering RG Drage, information on rules and regulations to which they are subject to while in school or participating in any school-related activity. 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.

### Explanation of Discipline Measures

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

Detention - Served before school, during lunch or after school for 20 minutes.

The type of detention and the day/time served is determined by administration.

**A.M. detention: 7:35-7:55      P.M. detention: 2:20-2:40**

AES – (Alternative Educational Setting)—Served during the school day; no absence counted; may lose daily points from classes; make-up work permitted; must complete a writing assignment for each day served. The student/parent and home school will receive a letter of intent.

OSS – (Out-of-School Suspension)—Not allowed on RG Drage/home school property; not permitted to attend or participate in RG Drage/home school functions or events; not permitted to attend early placement employment until suspension is over; counted as an unexcused absence; make up work permitted up to 60% attainable score. It is the responsibility of the student/parent/guardian to obtain missing work. The student/parent and home school will receive a letter of intent.

Expulsion – Not allowed on RG Drage/home school property; not permitted to attend or participate in RG Drage/home school functions or events; not permitted to attend early placement employment. The superintendent may expel a student from school for up to eighty (80) days, and in some cases, for an entire year. If there are less than eighty (80) days left in the school year, the superintendent may apply any remaining part of the expulsion to the following school year. The student/parent/guardian will receive a letter of intent, and a hearing will be set by the superintendent.

\*APPEAL PROCESS—Receive letter of intent within 5 days; hearing within 10 days; appeal within 15 days

Calamity days are not counted in the total days of AES or OSS.

### **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**

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/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 expulsion, due process may be granted to 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. A sound discipline policy is necessary for developing 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:

1. Possession or involvement with a deadly weapon
2. Trafficking in drugs
3. All other felonious crimes as determined by legal authorities
4. 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, RG Drage CTC 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. RG Drage CTC 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, AES, authority referral (police/courts/CPS, etc.), suspension and/or expulsion:

1. Aggressive physical contact – to include, but not limited to, any unwanted pushing, shoving, or running into another student or adult
2. Aiding or abetting violation(s) of school rules/policies – assisting other student(s) in the violation of school rules/policies
3. Bomb threats – making a bomb threat against a school building or any premises at which a school activity is taking place

4. Bullying/harassment 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 Harassment, Intimidation/Hazing, Bullying)
5. Carrying weapons which can do bodily harm – this includes homemade devices
6. 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. Parents/guardians may be required to pick up any confiscated device. The contents of a 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.
7. Cheating – unauthorized use of any information from any source to improve academic performance (plagiarism, copying from internet, falsifying or modifying documents)
8. Classroom or hall disruption – behaviors which would cause the interruption of the normal functioning of class
9. Contraband – Items brought to school that may lead to the disruption of the school day or other inappropriate behavior
10. Destruction or defacing of school or personal property
11. Directing verbal abuse/inappropriate language toward school personnel or students
12. Displays of affection/sexual activities/unauthorized touching/lewd/immoral behavior
13. Disrespect of fellow students and staff – verbal or physical
14. Disruption of the School Day/Educational Process – any behavior(s), dress, language, etc. that disrupt or delay the class/school day
15. 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. This includes all drugs/alcohol in vape form. 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.
16. Excessive tardiness to school or class – see Attendance
17. Excessive absences (excused or unexcused) – see Attendance
18. Explosives – explosives, fireworks, and chemical-reaction objects (i.e. smoke bombs, stink bombs, etc.) are forbidden
19. Extortion—obtain or attempt to obtain by force or threat (whether implied or expressed) property or money belonging to another
20. Failure or refusal to report to an assigned detention or AES
21. False alarm – creating, reporting and/or causing an alarm for the purpose of disrupting the normal school day
22. False Testimony – lying and false statements to be included
23. Falsification of schoolwork/identification/forgery/signature/impersonation
24. Fighting – to include physical and/or verbal
25. Gambling
26. Hall Traffic—Running or loud talking is not permitted in the hallways at any time.
27. Harassment of fellow students or school personnel (See Harassment, Intimidation/Hazing, Bullying)
28. Hazing (See Harassment, Intimidation/Hazing, Bullying)
29. Inciting – encouraging others to disruptive or violent behavior(s); this includes all forms, including all electronic means.
30. Insubordination – failure to respond positively to a reasonable request
31. Knowledge of dangerous weapon(s) or impending threats/violence
32. Mace/Pepper spray – possession or use of
33. Misconduct against a school official/employee or their property regardless of where it occurs
34. Misconduct off school grounds – when connected to a school activity
35. Misconduct on the school bus/violation of bus rules – will follow guidelines of each Home School Bus Conduct Guidelines
36. Obscene/indecent language – swearing and/or use of curse words
37. Out of assigned area
38. Possession and/or use of over the counter medications – without proper authorization by school personnel

39. Photos, pictures, or drawings of lewd/immoral behavior – either by print or electronic means, including social media
40. Purposely setting a fire/unauthorized use of fire producing implements/materials
41. Refusal to accept discipline
42. Repeated Acts of Misconduct – repeated violations of any one or combinations of the rules in the Student Code of Conduct
43. Repeated failure to complete required classroom assignment(s)
44. Safety violations – any action deemed unsafe by school personnel
45. Sale of materials not authorized by school administration
46. 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. Use of these sites, which then disrupt the school day, is not permitted.
47. Threatening or intimidating, verbally and/or physically (See Harassment, Intimidation/Hazing, Bullying)
48. 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 may be subject to consequences. VALUABLES/LARGE SUMS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL. RG Drage is not responsible for any loss or damages to personal valuables.
49. 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/JUUL/DAB pen
50. Trespassing/Unauthorized use of school or private property
51. Truancy – from school or class (see Attendance)
52. Unauthorized leave of a class or from school
53. Unauthorized use of a fire alarm (see False Alarm)
54. Use/possession of a firearm
55. Violent conduct
56. Violation of dress code guidelines (see Dress and Appropriate Grooming)
57. Violation of driving or parking regulations (see Driving and Parking Policies and Guidelines)
58. Violation of school tech agreement – using school equipment/internet for purposes prohibited in the Student Tech Agreement
59. Vandalism – unauthorized painting, defacement, or marking of property
60. Warning violators of school regulations that a school staff member is approaching
61. Weapons, knives, or other implements that are deemed a weapon—This includes use of an object as a weapon.

This list is not all inclusive. Other behaviors not listed and deemed inappropriate by school personnel and/or administration may be subject to disciplinary action(s) as relative to board policies aforementioned.

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

#### **Burden of Proof**

This board and school have taken the position over the years, as do most school boards and schools, that we are the parent-away-from-home. As such, when there is sufficient reason to believe that an infraction has occurred, the student must now introduce counterbalancing evidence to the contrary. Such counterbalancing evidence, if introduced, will be considered during the discipline hearing and ensuing decision process. Schools are not courts of law where every element of a crime must be proven beyond a shadow of a doubt. Our responsibility as a board and school is to provide an environment of safety and education for all students.

#### **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 supervisor or teacher. If a report is made to a teacher, the teacher shall promptly notify the building supervisor. 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 supervisor 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 supervisor/designee shall promptly document, investigate, and respond to a reported incident. If the supervisor/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**

RG Drage CTC 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, and Complains/Concerns Should Be Referred To:**

Title II (disability/genetics)  
Leigh Ann Whitted  
2800 Richville Dr. SE  
Massillon, OH 44646  
330-832-9856  
Leighann.whitted@rgdrage.org

Title VI (race, color, nat'l origin)  
Leigh Ann Whitted  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-9856  
Leighann.whitted@rgdrage.org

Title VII (homeless)  
Leigh Ann Whitted  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-9856  
Leighann.whitted@rgdrage.org

Title IX (sex discrimination)  
Leigh Ann Whitted  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-9856  
Leighann.whitted@rgdrage.org

Section 504 (disability)  
Victoria Crockett  
2800 Richville Dr. SE  
Massillon, OH 44646  
330-832-9856  
Victoria.crockett@rgdrage.org

Missing Children Notification Supervisor  
Leigh Ann Whitted  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-9856  
Leighann.whitted@rgdrage.org

**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 a 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.

**Children and Youth in Foster Care**

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, RG Drage will collaborate with the Ohio Department of Education (ODE), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care. See Board Policy for further explanation.