

# 2024-2025 RG Drage Student Handbook

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not create a contract between the school and the student and/or parent-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. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board Policies and administrative guidelines 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. Jim Gindlesberger

### District Office

Mr. Joe Chaddock, Superintendent  
Mr. Jason Schatzel, 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, on school grounds before, during and after school hours, 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.

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

\*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 sign off on the required signature page with the Start of the Year forms.

### Mission Statement

RG Drage Career Technical Center represents the merging of the education and business communities to develop academic, occupational, and employability skills.

**LEARN – EARN – SUCCEED**

**Telephone Listings**

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

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

**School Calendar 2024-2025**

August	16 & 19	Teacher In-Service
	20	First Day Students
	30	No School
September	2	Labor Day
October	14	Teacher In-Service
	18	End of First Nine Weeks
November	7	Parent/Teacher Conferences—Evening
	25-26	Career Exploration Days
	27-29	Thanksgiving Recess
December	2	Waiver Day-No School
	23-31	Winter Recess
January	1 & 2	Winter Recess
	3	Waiver Day-No School
	10	End of Second Nine Weeks and First Semester
	20	Martin Luther King, Jr. Day
February	14	Waiver Day-No School
	17	President’s Day
March	6	Parent/Teacher Conferences—Evening
	14	End of Third Nine Weeks
	24	Waiver Day-No School
	25-28	Spring Recess
April	18	No School
	21	Waiver Day-No School
May	15	Seniors Awards Ceremonies
	26	Memorial Day
	30	Last Day Students; End of Fourth Nine Weeks and Second Semester
June	2	Teacher In-Service

\*Calamity Make-Up Days (if needed) will begin June 2 and continue until fulfillment of the obligation \*

**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 RG Drage CTC’s social media pages.

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

### **Anonymous Tip Lines**

If you become aware or witness any illegal activity or activity that threatens the safety of a student or our school, please contact administration or submit a tip through one of our Anonymous Tip Lines. You may also contact the Stark County Sheriff's Department at 330-430-3800.

[Say Something \(Sandy Hook\) Anonymous Tip Line](#) (active link): 1-844-5-SAYNOW

[Safer Ohio School Tip Line](#) (active link): 1-844-723-3764

These can also be found on our website at [www.rgdrage.org](http://www.rgdrage.org) under "Students and Parents".

### **Protection and Privacy of Student Records** **"Family Educational Rights and Privacy Act (FERPA)"**

RG Drage maintains many student records including both directory information and confidential information.

Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, date of attendance, date of graduation, or awards received.

Confidential records include test scores, psychological reports (when applicable), behavioral data, disciplinary records, and communications with family and outside service providers.

Directory information can be provided upon request to any individual, other than a for-profit organization, without the written consent of a parent. RG Drage will provide access or release directory information to armed forces recruiters unless the parent or student requests in prior written consent. Parents may refuse to allow to disclose any or all directory information upon written notification or on the appropriate Start of the Year forms.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, RG Drage is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have enrolled and entered a postsecondary educational institution at any age.

Students and parents have the right to review and receive copies of all educational records. To review student records, please provide a written notice identifying the requested student records to administration.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing, and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or curriculum to participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student; the student's sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). When these need to be offered, information will be communicated in order to receive prior written notice of exemption from the parent/guardian/adult student. For further information about these items, please see Board Policy 8330 available on our website.

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

### **School Announcements**

Announcements will be read during the morning/afternoon 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**

Students have the responsibility for the proper care of school property and the school supplies and equipment entrusted for his/her use. In accordance with law, students who cause damage to school property may be subject to disciplinary measures, and their parent(s)/guardian(s) may be financially liable for such damage except that students over eighteen (18) years of age may 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 debts.

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-

### **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 students will be permitted to return to the home school for assemblies as determined by the Home School Administration 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 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.

The prices are re-evaluated and established by the RG Drage Board of Education yearly.

In order to keep the cafeteria clean and safe, the following rules must be observed by all who use it:

1. Deposit all litter in the wastebaskets.
2. Return your tray and silverware to the dishwashing area.
3. Leave tables/seats/floor in a clean condition ready for others to use.
4. No cutting in cafeteria lines by students unless accompanied by an adult for a reason.
5. Students are required to follow directives from any teacher/supervisor.

Cafeteria food or drink items are to be consumed in the cafeteria area only.

**Outside food may not be delivered to the school for you (i.e. Door Dash/Uber Eats, etc.). If money or a lunch is forgotten, parent(s)/guardian(s) may bring it to the front office for the student to pick up.**

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 online. Students must fill a new one out every year that are not Direct Certification, and applications do not transfer from home school to RG Drage.

### **Open Containers**

Students are **ONLY** permitted to carry clear, see-through water bottles with clear water (i.e. water) during the school day unless eating lunch in the cafeteria. Other open containers of liquid that are brought into the school or carried with students throughout the school day (unless a medical excuse has been obtained) may be asked to discard it.

### **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 parent/guardian. 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 become part of the student's permanent school record.

**STUDENTS MAY NOT MAKE ARRANGEMENTS TO GO HOME WHEN NOT FEELING 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 an absence from class and marked accordingly.

#### **Use of Medication:**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

The nurse, or school designee in the nurse's absence, will supervise the dispensation of medications. 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.

#### **For prescribed medication/treatment, the following must be adhere to:**

1. A physician's order form must be filled out by the physician for each prescribed medication. This must be accompanied by written permission from the parent/guardian. These will be kept on file by the nurse.
2. The medication must be received in the container in which it was dispensed by the pharmacist (original container) labeled with the date, student's name and exact dosage.

#### **For over-the-counter medication, the following must be adhere to:**

1. Over-the-counter medicines must be brought in a sealed container.
2. Medicine container must be accompanied with a note from the parent/guardian.

\*All medicine will be kept in a locked storage place or refrigerator (when needed) not commonly used by students in the clinic.

#### **Immunizations:**

Students must be current with all immunizations required by law or have an authorized exemption from State immunization requirements. For the safety of all students, the administration may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to school nurse.

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

By law, fire, tornado, lock down, and evacuation drills are held throughout the year. Instructions are posted in each classroom and lab 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. Wait for the "all clear" before re-entering the building.

### **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 result in consequences.

### **School-issued Chromebook**

Each student will be issued a Chromebook by his/her lab instructor at the start of the school year. Students are responsible for maintaining the condition of their devices and related accessories (including the charger and case). Defacing Chromebooks with stickers, drawings or any other markings are prohibited. Upon completion of the academic year, withdrawal or any other change in enrollment, students must return their assigned device and accessories to their program instructor. Lost/damaged/missing items may result in consequences and/or payment.

### 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 obtained in the Attendance Office.

**\*All driving and parking policies/guidelines are outlined in the driving application.**

THIS IS A PRIVILEGE; NOT A RIGHT. The driver of the private vehicle driven to school assumes the responsibility of maintaining good attendance, arriving on time and adhering to the Rules and Regulations established for this privilege.

**Habitual violators of these Rules and Regulations may have their driving privileges suspended.**

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. The maximum speed limit on the grounds is ten (10) miles per hour.
7. Early Placement/Early Placement Plus students must obtain a special parking pass.
8. 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.**

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

### 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 encourage 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. Information is sent home before the start of school. Uniforms are not transferrable or refunded when changing programs.

### 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 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

Each grading period is worth 1000 points in each class; 4000 total points for the year.

\*These points are translated into a percentage.

The mid-term exam is incorporated in the second (2<sup>nd</sup>) marking period.

The final exam is incorporated in the fourth (4<sup>th</sup>) marking period.

Students must have a passing percentage and MEET ALL THE REQUIREMENTS OF THE CLASS in order to pass the class for the year.

### 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.

Students should follow this procedure prior to attempting to drop a course: (1.) complete documentation showing that the student contacted the teacher for additional support; (2.) complete documentation showing that the student attained the additional support for at least one grading period; (3.) request their counselor contacted the teacher to inquire regarding academic placement; (4.) the counselor will contact the appropriate administrator regarding the academic placement.

Exceptions to these rules may be considered by administration.

### 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 first, and then administration if you still have questions.

### Student Services Department

The student and/or parent/guardian can make arrangements to see a school counselor by making an appointment. The Student Services Office is open each school day from 7:30 a.m.-3:00 p.m.

#### School Counselors:

Mr. Andy McGee—[andrew.mcgee@rgdrage.org](mailto:andrew.mcgee@rgdrage.org)

Miss Miller—[katilynn.miller@rgdrage.org](mailto:katilynn.miller@rgdrage.org)

### 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.

#### Job Developer:

Mrs. Valery Russ—[valery.russ@rgdrage.org](mailto:valery.russ@rgdrage.org)

### 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
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, discipline 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 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 within a timeframe. Be sure to meet with the teacher upon return.

### Reporting a Student Absent

When a student will not be attending school, a parent/guardian must contact the Attendance Office at 330-832-9856 the day of the absence. If a phone call cannot be made, send a note in with your student the day he/she returns.

When reporting the student absent, your information should include:

1. Your student's first and last name
2. Your name
3. Your relation to the student
4. the date he/she will be off
5. The reason why he/she will not be at school

If a student is going to a medical appointment, turn in medical documentation, when possible.

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.

### **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.

**Chronic Absenteeism**—10% of total hours either excused or unexcused

**Excessive Absence** – 38 or more excused or unexcused hours absent unless the absence is medically excused and/or

65 or more excused or unexcused hours unless the absence is medically excused

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

**Habitual Truancy**—30 or more consecutive hours unexcused absences

42 or more hours in one month unexcused absences

72 or more hours in a school year unexcused absences

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. **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.
- C. Medical, dental or behavioral appointments
- D. Death in immediate family (father, mother, brother, sister, grandfather/mother) --not to exceed 18 hours.
- E. Subpoena to appear in court as a witness –need written verification from court
- F. Religious commitments
- G. College/Military visitation – See College/Military Visitation Policy for requirements
- H. Children of military families--Absences due to deployment activities of a parent, legal guardian or custodian
- I. Absences due to a student’s placement in foster care
- J. Absences due to a student being homeless
- K. 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.

2. 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.

3. After 30 consecutive hours or 38 or more hours 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, 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.

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.

Please note: Students are expected to be in attendance during their class periods indicated on the mid-term and final exam schedule (unless exempt). Students may receive a grade of "F" for any missed exam. Students may not take their exams early. Make-up time is available for students in case of illness or medical appointments only.

### 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.**

### HB 164 "Ohio Student Religious Liberties Act of 2019"

Students enrolled at RG Drage CTC are allowed to engage in religious expressions before, during and after school hours. If school time is missed due to engagement in religious expression as defined by law, students will have the ability to complete class assignments/assessments per the excused absence policy.

### 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, with or without the use of a metal detecting wand, whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

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

### **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/pajama pants are not permitted.
3. Shorts and skirts must not be shorter than fingertip length in the front, sides, and back.
4. Outerwear jackets/coats shall not be worn in the building, to class or lunch. These are to be kept in your assigned locker upon entering and until leaving for home.
5. Proper undergarments must be worn. However, undergarments shall not be visible.
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, tobacco, sex (including Playboy), reproductive organs, and profanity.
7. Clothing that contain messages/sayings/illustrations that are vulgar, offensive, obscene, libelous, or that degrades others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability (or the like).
8. Shirts that have undergarment appearance (including, but not limited to, large-arm hole shirts, strapless/sleeveless shirts, tops with spaghetti straps, low cut tops, see through garments, tube tops, or halter tops) shall not be worn. Sleeveless shirts must extend to the top of the shoulders and fit closely under arms so under garments are not visible.
9. No exposed midriffs are permitted. Shirts must cover abdomen and backs, regardless of styles.
10. No head coverings of any type are permitted. This includes, but is not limited to, hats, headscarves and hoods.
11. Masks are not permitted unless directed by the Health Department. Sunglasses are also not permitted.
12. 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.

### **Video Surveillance**

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

### **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. 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 is in violation, 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**

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.

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

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 with the superintendent.

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

\*\*Disciplinary actions at RG Drage CTC may be continued as an extension of the home school. (i.e. An OSS at RG Drage is considered an OSS at the home school, as well.)

### **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

\*Certain criminal acts may result in permanent exclusion from RG Drage.

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 administration has the authority to establish a more specific code, listing specific punishment, specific duration, and specific offenses that will result in suspension/expulsion. RG Drage administration has wide discretionary authority in matters of suspension/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, 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. Arson—intentionally, purposefully destroy or do damage to school buildings or property by means of fire
4. Assault—disrupt school by use of violence, force, noise, coercion, threat, harassment, intimidation, or any other conduct
5. Bomb threats – making a bomb threat against a school building or any premises at which a school activity is taking place
6. 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)
7. Carrying weapons which can do bodily harm – this includes homemade devices
8. 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.
9. Cheating – unauthorized use of any information from any source to improve academic performance (plagiarism, copying from internet, falsifying or modifying documents, A.I.)
10. Classroom or hall disruption – behaviors/language which would cause the interruption of the normal functioning of class
11. Contraband – Items brought to school that may lead to the disruption of the school day or other inappropriate behavior
12. Destruction or defacing of school or personal property
13. Directing verbal abuse/inappropriate language toward school personnel or students
14. Displays of affection/sexual activities/unauthorized touching/lewd/immoral behavior
15. Disrespect of fellow students and staff – verbal or physical
16. Disruptive Behavior – that also includes social media and other forms of electronic communication
17. Disruption of the School Day/Educational Process – any behavior(s), dress, language, etc. that disrupt or delay the class/school day
18. Dress Code Violations (See Dress and Appropriate Grooming)
19. Drugs/Alcohol (or counterfeit/look alike drugs and related tools) – Possessing, using, transmitting/buying or selling, concealing, or showing evidence of consumption of any alcoholic beverages, controlled substances including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia is a violation of this 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.

20. Excessive tardiness to school or class – see Attendance
21. Excessive absences (excused or unexcused) – see Attendance
22. Explosives – explosives, fireworks, and chemical-reaction objects (i.e. smoke bombs, stink bombs, etc.) are forbidden
23. Extortion—obtain or attempt to obtain by force or threat (whether implied or expressed) property or money belonging to another
24. Failure or refusal to report to an assigned detention
25. False alarm – creating, reporting and/or causing an alarm for the purpose of disrupting the normal school day
26. False Testimony – including, but not limited to, lying and false statements
27. Falsification of school work/identification/forgery/signature/impersonation
28. Fighting – to include physical and/or verbal
29. Gambling
30. Gang related activity
31. Hall Traffic—Running or loud talking is not permitted
32. Harassment of fellow students or school personnel (See Harassment, Intimidation/Hazing, Bullying)
33. Hazing (See Harassment, Intimidation/Hazing, Bullying)
34. Horseplay—unnecessary playful actions that disrupts the school day or learning period
35. Inappropriate contact—this includes, but is not limited to, pushing or inappropriately touching another student, even in horseplay.
36. Inciting – encouraging others to disruptive or violent behavior(s); this includes all forms, including all electronic means
37. Insubordination – failure to respond positively to a reasonable request
38. Knowledge of dangerous weapon(s) or impending threats/violence
39. Mace/Pepper spray – possession or use of
40. Misconduct against a school official/employee or their property regardless of where it occurs
41. Misconduct off school grounds—when connected to a school activity
42. Misconduct on the school bus/violation of bus rules – will follow guidelines of each Home School Bus Conduct Guidelines
43. Misuse of Technology—technology being used in an inappropriate way that disrupts the learning process including, but not limited to, searching or watching inappropriate websites, unwanted pictures/videos taken on a device and videos recorded of misconduct and sent to others.
44. Obscene/indecent language/gestures--swearing and/or use of curse words and/or gestures or motions
45. Out of assigned area
46. Possession and/or use of over the counter medications--without proper authorization by school personnel
47. Photos, pictures, or drawings of lewd/immoral behavior – either by print or electronic means, including social media
48. Purposely setting a fire/unauthorized use of fire producing implements/materials
49. Refusal to accept discipline
50. Repeated Acts of Misconduct – repeated violations of any one or combinations of the rules in the Student Code of Conduct
51. Repeated failure to complete required classroom assignment(s)
52. Safety violations – any action deemed unsafe by school personnel
53. Sale of materials not authorized by school administration
54. Social media—During the school day, students are not to access social media sites. These include, but are not limited to, Facebook, X, Snapchat, Instagram, etc. Use of these sites, which then disrupt the school day, is not permitted.
55. Threatening or intimidating, verbally and/or physically (See Harassment, Intimidation/Hazing, Bullying)
56. 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.
57. Tobacco/ 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 or other substitute forms of cigarettes whether they contain nicotine or not
58. Trespassing/Unauthorized use of school or private property
59. Truancy – from school or class (see Attendance)
60. Unauthorized leave of a class or from school
61. Unauthorized use of a fire alarm (see False Alarm)
62. Use/possession of a firearm
63. Violent conduct
64. Violation of driving or parking regulations (see Driving and Parking Policies and Guidelines)
65. Violation of School Technology Agreement – using school equipment/internet for purposes prohibited in the Student Tech Agreement
66. Vandalism – unauthorized painting, defacement, or marking of property

67. Warning violators of school regulations that a school staff member is approaching
68. Weapons including, but not limited to, guns and 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. For more information, including more on the complaint process, please see Board Policy 5517 available on our website.  
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. (Board Policy po2266)

The Board Designates, and Complains/Concerns Should Be Referred to:

**Title II (disability/genetics) Coordinator**

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

**Title IX (sex discrimination) Coordinator**

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

**Title VI (race, color, nat'l origin) Coordinator**

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

**Section 504 (disability) Coordinator**

Tracy Spradling, VOSE  
2800 Richville Dr. SE  
Massillon, OH 44646  
330-832-9856  
Tracy.spradling@rgdrage.org

**Title VII (homeless) Liaison**

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

**Missing Children Notification Supervisor**

Leigh Ann Whitted, Supervisor  
2800 Richville Dr., SE  
Massillon, OH 44646  
330-832-9856

**Anti-Harassment Compliance Officer**

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

### **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.

### **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 Erieview 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.