

# **Tri Star Career Compact Student Handbook 2022 – 2023**

**Central Office Staff and Administration**  
**Tri Star Career Compact**  
**419-586-7060**

**Tim Buschur, Director**  
**Brian Stetler, Asst. Director**  
**Julie Schosker, Recruitment/Placement Coordinator**  
**Marcia Helentjaris, Adult Education Coordinator**  
**Don Berry, VOSE Coordinator**  
**Brenda Dorner, Secretary**

## **Building Address**

**Tri Star Career Compact**  
**7655 St Rt 703**  
**Celina OH 45822**

## **Member Schools**

**Celina**  
**Coldwater**  
**Fort Recovery**  
**Marion Local**  
**Minster**  
**New Bremen**  
**New Knoxville**  
**St. Henry**  
**St. Marys**

**Welcome,**

**It is our pleasure to welcome each of you to Tri Star Career Compact.**

**Tim Buschur, Director, extends his best wishes to each of you for a successful school year. Now that you have selected your career path, it is up to you to put forth the effort that will allow you to experience success.**

**If this is your first year at Tri Star, take advantage of the opportunities that await you. If this is your final year, make it your best and know that graduation is just around the corner.**

**Please read this student handbook carefully and be aware that Tri Star's rules may differ from your home school. It is impossible to list every infraction in this handbook, but by using common sense, coming to class on time, being prepared, and doing your best, you can be assured that you will get the most out of your Tri Star program.**

**Parents, thank you for allowing us to work with your teenager. Please be sure to take an active part in their high school career. If you have questions, do not hesitate to contact us. The more open the lines of communication the better. We are fortunate to have a nice, new, beautiful building so please work hard to keep it looking nice.**

**Again, best of luck this 2022-2023 school year. Make it a great one!**

**Sincerely,**

**TRI STAR CAREER COMPACT ADMINISTRATION**

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**Attention: Parents and Students,**

**Student directory information (name, address, telephone, DOB, activities, awards, honors, enrollment dates, height & weight if a member of a sports team, date of graduation, major field of study) may be released by Tri Star without prior permission from a parent unless the parent or eligible student affirmatively withdraws consent in writing to the building principal within two weeks from the time the student is enrolled and/or from the start date of the new school year.**

**Withdraws:**

**Public law and Celina City Schools Board policy require that any student less than eighteen years of age is not eligible to withdrawal without written permission from the Superintendent.**

**NOTE:**

**STUDENTS WILL FOLLOW ALL OTHER RULES AND REGULATIONS ADOPTED BY THE HOME SCHOOL OF THEIR PROGRAM SITE, AS WRITTEN IN THAT PARTICULAR SCHOOL'S STUDENT HANDBOOK.**

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## **DELAY SCHEDULE**

In the event of delay due to inclement weather, a student does NOT attend A.M. Tri Star classes if either the student's home school or Tri Star (Celina Schools) is delayed 2 hours or more. Afternoon Tri Star students must attend Tri Star class, unless either the home school or Tri Star (Celina Schools) cancels for the day.

For Senior Tri Star students on a 2 or 3 hour delay, be sure to talk with your home school to determine what a.m. classes you can attend at your home school before going to your p.m. Tri Star class. Afternoon Tri Star classes begin in at 11:45 a.m.

**IF YOU ARE GOING TO BE ABSENT FROM YOUR TRI STAR CLASS, BE SURE TO HAVE YOUR PARENTS CALL YOUR HOME SCHOOL AND ALSO TRI STAR.**

Tri Star Career Compact – 419-586-7060

For delays and or cancellations be sure to listen to WCSM, WKKI, and look at Tri Star social media and other radio and T.V. stations for information. Also subscribe to the call program on the Tri Star website, at [www.tristarcareercompact.com](http://www.tristarcareercompact.com) (actual program TBD)

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## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situations or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed and signed by a parent or guardian on file at the school.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

#### INJURY OR ILLNESS

All injuries must be reported to a teacher or the office. If the injury/injuries is/are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parent/guardian.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### STUDENT CODE OF CONDUCT

Infractions of the following rules could subject a student to out-of-school suspension, detention, expulsion or alternative school as deemed appropriate by the Director or Assistant Director. Students who violate the district approved Acceptable Use Policy (computers & Internet) are also subject to the aforementioned as well as termination of computer privileges. These rules will be enforced on all school property, on school vehicles and at any extracurricular activity. However, the student must understand clearly:

- 1) When his/her behavior is deemed inappropriate, disruptive and/or unsafe to self or others, and if this behavior is not addressed in this handbook, that behavior can be deemed as insubordinate and appropriate discipline assigned by the Director or Assistant Director.
- 2) When a student's disciplinary history becomes "expanded or persistent", throughout the course of a school year, that student is subject to out-of-school suspension and/or expulsion for the current semester of attendance.
- 3) This code of student conduct applies while school is in session, at school activities and while traveling to or from school. In addition, a student may be subject to school disciplinary action under this code for harassment, vandalism, physical abuse or other disruptive behavior toward school personnel during non-school hours. Such action is deemed appropriate by the Board of Education because disrespectful acts could negatively effect student behavior at school and thereby cause a deterioration in the learning environment.
- 4) Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, including suspension, removal and/or expulsion, FILING A COMPLAINT WITH Mercer County Juvenile court and/or contacting local law enforcement. Parents will be notified when any such action is used.
- 5) Students may be disciplined for any misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the board of education, or (2) the misconduct, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or (3) the misconduct, regardless of where it occurs, the effects of which disrupts the educational environment.

Rule 1. **Disruption in School:** A student will not, by use of violence, force, coercion, threat, harassment, noise, insubordination, electronic transmission, or repeated incorrigibility cause disruption or obstruction to the curricular and/or extracurricular activities of the school.

Rule 2. **Damage to Property:** A student shall not cause or attempt to cause damage, destruction or defacement to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school or private property. Students guilty of vandalism, *including any release of mercury by a student*, in school shall be required to pay in full for damage. Notice of such damage should be sent to the parent or guardian by the high school principal or elementary principal. Any failure to settle promptly on the part of the parents should be reported to the Superintendent who may take the necessary legal steps in Juvenile Court to enforce this policy.

**Rule 3. Inappropriate/Unauthorized physical contact:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school employees, other students or visitors.

**Rule 4. Dangerous Weapons, Instruments:** A student shall not possess, use, transmit, conceal or handle any object which might be considered a dangerous weapon or instrument that could cause injury or damage. These include but are not limited to smoke bombs, fireworks or explosives of any kind, firearms, lighters, knives and pocket knives. This includes "look alike" weapons. Students are not to bring laser pens/pointers to school at any time; improper use of these devices may cause physical harm to others.

**Rule 5. Tobacco:** A student shall not possess, use, transmit or conceal any tobacco or tobacco products (including snuff, electronic cigarette or smokeless tobacco). This prohibition applies at any time the student is under the jurisdiction of the school.

*School officials will adhere to the following actions when dealing with student tobacco offenses:*

**First offense:** Three (3) days out of school suspension.

**Second offense:** Five (5) days out of school suspension and school officials will file a complaint with the Mercer County Juvenile Court.

**Third offense:** Ten (10) days out of school suspension with recommendation for expulsion and school officials will file a complaint with the Mercer County Juvenile Court.

*Ohio Revised Code Section 2903.04 makes it illegal for anyone to sell, furnish or give cigarettes, cigars or tobacco of any kind to a person under eighteen. Under Section 2141.02, a minor who violates Section 2903.04 could be adjudged a delinquent in juvenile court.*

**Rule 6. Alcoholic Beverages and Narcotics, Drugs:** A student shall not possess, use, transmit or conceal any alcoholic beverage, electronic cigarette/vape/JUUL/etc., cartridge, electronic cigarette charger or other accessory, dangerous drug, narcotic, pill or capsule, mind-altering substance, drug paraphernalia (including, but not limited to a dab pen, marijuana vape pen, cartridges, and chargers). This prohibition applies at any time the student is under the jurisdiction of the school, and the possession or use of "look-alike" drugs may also result in suspension. The administration reserves the right to request a student to take a breathalyzer test or drug test if there is reasonable suspicion that the student shows evidence of consumption of alcohol or drugs. Refusal to participate in the test may result in disciplinary action as indicated below.

*School officials will adhere to the following actions when dealing with student alcohol, vaping, juuls, electronic cigarettes, offenses without THC/ narcotics, drugs.*

**Vaping:** Student will be required to complete Vape Educate online course, at the student's expense. Course is required to return to school after first offense.

**First offense:** Three (3) days out-of-school suspension.

**Second offense:** Five (5) days out-of-school suspension.

**Third offense:** Ten (10) days out-of-school suspension with recommendation for expulsion.

*School officials will adhere to the following actions when dealing with student drugs, and drug paraphernalia, vaping, juuls, electronic cigarettes or any device containing THC, narcotics or pills.*

**Vaping:** Student will be required to complete Vape Educate online course, at the student's expense. Course required to return to school after first offense

**First offense:** Ten (10) days Out of School Suspension with recommendation for expulsion.

**Second offense:** Ten (10) days Out of School suspension with recommendation for expulsion, and school officials may file a complaint with the Mercer County Juvenile Court.

**Rule 7. Repeated Violations:** A student shall not repeatedly fail to comply with rules, direction or commands of teachers (including student teachers and substitute teachers), principal, bus driver or any other authorized school personnel during any time when the student is properly under the authority of the school personnel.

- Rule 8. **Insubordination**: A student shall not disregard or refuse to obey reasonable directions given by school personnel.
- Rule 9. **Violations of the Law**: A student shall not violate any state or federal law when the student is properly under the authority of school personnel.
- Rule 10. **Frightening, Degrading or Disgraceful Acts**: A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade or disgrace anyone by written, verbal or gestured means.
- Rule 11. **Theft**: A student shall not cause or attempt to take into his/her possession public property or equipment of the District or the personal property of another student, teacher, visitor or employee of the District.
- Rule 12. **Profanity and/or Obscene Language**: A student shall not use profanity or obscene language either written or verbal during any curricular or extracurricular activity. Included in this prohibition is the use of obscene signs, pictures, publications or gestures.
- Rule 13. **False Alarms**: A student shall not initiate any false report of an impending emergency situation. Tampering with any emergency warning system is subject to suspension or expulsion.
- Rule 14. **Tuancy and Tardiness**: Truancy is declared when a student is absent from school for any portion of the regular school day without authorization by the principal and parent consent. Repeated tardiness to school or to class also may result in suspension, removal or expulsion.
- Rule 15. **Fighting or Hazing**: A student shall not engage in hostile body contact or cause potential injury to another person or to another person's clothing. A student shall not threaten to cause bodily harm to or personal property damage of another person.
- Rule 16. **Hazing**: A student shall not cause or behave in such a way which would cause mental or physical harm to other students.
- Rule 17. **Loitering**: A student may not loiter or willingly be present in unauthorized or unsupervised areas. S/he may not enter closets, offices, rooms and other areas that are to be locked or otherwise restricted. This includes parking lots, playgrounds and other district owned structures.
- Rule 18. **False Reports**: A student may not falsely report incidents, make false accusations or give false testimony.
- Rule 19. **Motor Vehicles**: A student shall not fail to properly register his/her motor vehicle, or to park it at the proper location or speed on school grounds or drive carelessly or recklessly.
- Rule 20. **Acceptable Use Policy: (Computers & Internet)** A student shall not violate the Acceptable Use Policy as printed under the Media Center section of the Student Handbook.
- Rule 21. **Inappropriate Displays of Affection**: Students shall refrain from inappropriate displays of affection before, during, and after school.
- Rule 22. **Bullying, Cyber-bullying, and Other Aggressive Forms of Behavior to include Violence Within a Dating Relationship**: Bullying means any intentional written, verbal, graphic, electronically transmitted or physical act that a student or group of students exhibits toward another student that causes mental or physical harm to the other student. Students shall not, through verbal, written, technological, or any other means, make statements that physical or emotional harm may come to another person or commit a physical act of violence against a person. This category also applies to remarks or actions of any nature that are deemed offensive with the intent of emotional harm. Any student who engages in bullying while acting as a member of the school community will be in violation of Board policy (5517.01).
- Rule 23. **Cheating & Plagiarism**: Cheating is defined as presenting someone else's work as one's own in order to obtain a grade or credit. This includes, but is not limited to, using a cheat sheet, copying other's assignments, quiz or test answers, and plagiarizing. Giving one's own work to another student also makes them a guilty party. Plagiarism is defined as unknowingly or

deliberately using another's work (author, critic, or peer) and passing it off as one's own work. School officials will adhere to the following actions when dealing with Cheating or Plagiarism:

First offense: Student receives a zero for the assignment, parents are notified, and disciplinary action at the discretion of the principal or assistant principal.

Repeat offense(s): Student receives a zero for the assignment, parents are notified, and further disciplinary action at the discretion of the principal or assistant principal.

**Rule 24. Sexting:** The possessing, taking, dissemination, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to the appropriate law enforcement agencies.

## STUDENT DRESS CODE

In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

- 1) Dress and grooming will be clean and keeping with health, sanitary and safety requirements.
- 2) **Pants, Dresses/Skirts, Shorts:** Pants should be pulled up to the waist. Appropriate shorts and dresses/skirts may be worn if they are fingertip length (mid-thigh) when standing up with arms at one's sides. Holes and tears in pants/shorts/skirts must be at or below fingertip length. Holes and tears in clothing anywhere on the body that are excessive are not acceptable. Fitted legwear (leggings, jeggings, tights, yoga pants/athletic wear, etc). is acceptable, provided they are covered by a skirt/dress, sweater, and/or top which are at least fingertip in length.
- 3) **Tops:** Tops should be respectable and non-revealing. Backs, midribs, and sides should all be covered. Spaghetti straps, crop-tops, see through tops, and halter tops are not acceptable. All bra and cami straps must be concealed. Clothing which contains sexually suggestive language, pictures, inappropriate language, gestures or clothing that promotes the use of tobacco, alcohol, or drugs shall not be permitted. Only commercially produced tops will be permitted and any groups/organizations wanting to create their own design(s) need to be approved by the administration.
- 4) Hats, head coverings, sunglasses, chains, studded bracelets or dog collars will not be permitted.
- 5) Sleepwear is not acceptable school attire. This may include pajama pants and slippers.
- 6) School officials reserve the right to require the student to change clothes, pin hair back, remove the item etc. when his/her dress or grooming is unacceptable, creates disturbances, attracts undue attention, interferes with the educational process, or when the health or safety of the student is involved.
- 7) Depending on your Tri Star class, be sure to wear clothing that will not be a safety hazard. Wear safety glasses, goggles and other safety equipment where necessary. Know what type of clothing is permitted in the lab areas.

Disciplinary Procedure for Violations of the Dress Code:

1st offense – Warning and/or change of clothing.

2<sup>nd</sup> offense – Change of clothing and a detention, bus, or administration discretion

3<sup>rd</sup> offense – Change of clothing and a one day out of school suspension

Repeated offense(s) – Disciplinary action at the discretion of the disciplinary official.

LEGAL REFS: ORC 3313.66; 3313.661

## CELL PHONES / ELECTRONIC DEVICES

Tri Star administration reserves the right to revise or rescind this policy at any point during the school year, if deemed necessary, upon notification of the students and parents.

Electronic devices, i.e. cell phones or other means of electronic communication etc. are to remain off and out of sight when the student is within the classroom. Smart watches and similar items may also be restricted at certain times at the discretion of the teacher. Cell phone exceptions may only be made by the teacher when phones are being used for an academic purpose. Teachers or administrators may request that phones be placed on the student desk, on the floor, on the teacher's desk, or other designated area during tests and quizzes to assure that no cheating is taking place. Any contact with a cell phone, smart watch, or any other



electronic device with communication capability during a test, quiz or in-class assignment will be considered cheating and will be addressed by the academic dishonesty policy found in this handbook. Teachers and administrators may also ask that phones be left under the teacher's or administrator's supervision whenever the student leaves the room.

- Students may text outside of classrooms, on break, but should do so in a location that does not interfere with others.
- Students may use their devices to listen to music but only with the use of headphones or earbud and at the discretion of the teacher.
- Students may text, call, take pictures/videos or use other functions on their device during a class period only with the permission of a teacher or administrator.

Violation of these rules will be handled by each individual instructor, with the support of the administrative officials.

Improper use of cell phones on school grounds or at school related activities is subject to disciplinary consequences deemed necessary by the appropriate school officials and/or local authorities (police, etc.)

Video, digital images and or data may be subject to viewing by school officials and/or local authorities when there is suspicion of criminal activity or violation of school rules.

Failure to comply with a school official's request to relinquish an electronic device will result in immediate disciplinary action for failure to follow instructions (insubordination).

## **DUE PROCESS IN DISCIPLINARY PROCEEDINGS**

### **A. Due process in Suspension, One (1) to Ten (10) Days**

Students may be suspended out-of-school by the Assistant Principal, Principal, Tri Star Director, Tri Star Assistant Director or Superintendent, in accordance with Section 3316.66 of the Ohio Revised Code, from one to ten days, which may carry over into the next semester. If fewer than ten days remain in the current school year, the superintendent may apply any remaining part or all of the period of suspension to the following year. The following steps are required:

- 1) Clearly inform the student of the exact nature of the misconduct with which s/he is charged and the possible consequences of that misconduct.
- 2) Provide an informal hearing to include the involved student(s) and any other student and/or school personnel who might have knowledge of or lend insight into the matter. A record of the hearing shall be kept by the principal and signed by the student.
- 3) If the principal decides on suspension at this time, s/he will attempt to contact parents by telephone, and inform them of the reason(s) for the suspension and its duration, and offer them an opportunity for a formal hearing. This must be done within 24 hours. If contact by phone cannot be made, then a written communications must be sent to the parents.
- 4) If parents request a hearing it will be held at a time that mutually is acceptable. If parents or student do not want a formal hearing, the principal will make his/her decision regarding the suspension using available evidence and information.
- 5) If a hearing is held, parents and/or student(s) will have the opportunity to present witness(es) of their own choosing.
- 6) When suspension from school is decided, the superintendent must be informed of which student, the reason(s) and length of suspension.
- 7) The due process procedure must be followed by the school administration.

### **B. Due Process in Expulsion**

- 1) Students may be expelled from school only by the Superintendent in accordance with Section 3313.66 of the Ohio Revised Code. The following steps are required:
  - a. Clearly inform the student of the exact nature of the misconduct with which s/he is charged and the possible consequences of that misconduct.
  - b. Provide an informal hearing to include the involved student(s) and any other student and/or school personnel who might have knowledge of or lend insight into the matter. A record of the hearing shall be kept by the principal and signed by the student.
  - c. If the principal feels expulsion would be necessary, s/he presents written notice of the charges brought against the student and the evidence upon which these charges are based. These are sent in advance of a hearing (if a hearing is requested by the parents).

1. Along with the above will be sent a notice of Board adopted policies on formal procedure for the hearing itself.
  2. Also notification of the student's right to representation and counsel will be sent at this time.
  3. Also to be sent at this time is notification of student's right to cross examine any witness at the hearing, as well as to being a witness on his/her own behalf, if conducted in a manner appropriate to the situation and on a factual basis.
  - d. If a hearing is requested, it will be held promptly, at a mutually acceptable time and location.
  - e. If expulsion is determined, an attempt must be made within twenty-four hours to call the parent or guardian advising them of the decision. In addition, a written notification shall be sent, to include reasons for expulsion.
- 2) Parents may appeal an expulsion to the Board of Education. The Board, if requested, shall give the expelled student and/or his/her parent or guardian, a hearing. It may reinstate him/her by a majority vote of its entire membership taken at a public meeting, or it may let the decision stand. The hearing may be held in executive session at the request of the student, his/her parent, guardian, or attorney, but the final decision must be made at a public hearing.
  - 3) If the expulsion is to stand, the parent, guardian or student may appeal to a court of proper jurisdiction.
- LEGAL REFS.: ORC 3313.66; 3313.661

## DEFINITIONS OF DISCIPLINARY ACTIONS

**DETENTION:** Being detained after school usually for up to 1 hour. Failure to serve an assigned detention will result in additional detentions at the discretion of the director, assistant director, and/or staff personnel who assigned the original detention.

**IN-SCHOOL SUSPENSION:** this disciplinary action may be assigned from 1 -10 days. Students are placed in an alternative setting where they are closely monitored by school personnel in a highly structured environment. Credit is given for all homework completed. Failure to comply with in-school guidelines may result in assignment to Alternative School, and Out-of-School suspension, expulsion recommendation and/or referral to the local law enforcement agency. There is no appeal process for an assignment to in-school suspension.

**OUT-OF-SCHOOL SUSPENSION:** Being removed from school property and not allowed to reenter until the end of the suspension. Student may request the proposed missing assignments while serving his/her out of school suspension via email to teachers. All assignments/classwork are due on student's first day back to school. Students must arrange a mutually agreeable time with his/her teacher within 3 days of return to take any assessments. Pursuant to ORC, students will not receive a failing grade due to suspension, but may receive failing marks due to incomplete/poor quality work as graded by their instructor. Students on their first OSS violation may earn up to 75% credit on assignments. Subsequent OSS incidents will result in the maximum of 60% credit on assignments. Students under suspension shall not participate in a) extracurricular events, b) after school events, c) return to school premises.

**EXPULSION:** Being removed from school and school functions and not allowed to re-enter. The recommendation for expulsion of a student will be made to the superintendent of schools who is the final authority. According to Ohio School Law, expulsions may be imposed for up to one-hundred eighty school days. Students may be expelled for a period of up to one year for firearm-related or knife-related while at an interscholastic competition, extracurricular event or other school-sponsored activity. Students under expulsion shall not participate in (a. extracurricular events, (b. after school events (c. athletic practices or contests, or d). return to school premises.

**ALTERNATIVE SCHOOL:** Students are placed in a highly structured setting, will have no interaction with other students and will be closely monitored by school personnel. Failure to comply with Alternative School rules will result in Out of School Suspension and referral to the local law enforcement agency. There is no appeal process for an assignment to Alternative School.

**PERMANENT EXCLUSION:** Permanent exclusion and/or expulsion from school are now permissible under state law for certain crimes and are authorized by the State Superintendent of Public Instruction. Crimes and/or serious offenses for which permanent exclusion can be sought include: weapon related; drug related; serious injury or death related; sexual related; and complicity in any of these unlawful acts.

## TRI STAR ATTENDANCE POLICY

The Ohio Revised Code Sec. 3321.01 states that a person between the ages of 6 and 18 years is of "compulsory school age" which means they are required to attend school. Ohio's Missing Child Law requires schools to make every effort to contact parents of absent students. It's the duty of Tri Star administration and staff to enforce laws of compulsory school attendance. Determinations of excused or unexcused are made by the administration. For cases not addressed below, the building administration has full authority to handle each according to his/her best judgment. It is the responsibility of students and parents to ensure punctual and satisfactory attendance is maintained. School administration and staff assume the responsibility of keeping accurate records while upholding policy as appropriate.

## TRI STAR ATTENDANCE PROCEDURE

Parents must notify the attendance office by 7:00-7:15 AM the day of an absence. All student or self calls are unexcused unless a note from a parent validates the absence and is received upon the student's return to school. If a student is absent and there is no contact received from a parent, the school will call in an effort to identify the student's whereabouts and ensure their safety. Students requiring a call from the school will be unexcused absent for that entire day. If a parent cannot be reached, the Truancy Officer may be notified to help locate the child. The school will send periodic attendance reports to parents of students with attendance concerns. Excessive unexcused absences are grounds for Absence Intervention and Juvenile Court referral.

### Note:

Attendance phone number to call in absences is: Tri Star – 419-586-7060

**EXCUSED:** Excused absences are allowed for students due to illness, emergency travel, or emergency circumstances. Students are responsible for obtaining, completing, and submitting any and all assignments missed due to excused absences.

Students may miss up to 10 days total in a school year. When contacting the attendance office, you must provide a reason for missing school. The following reasons can be considered excused: personal illness, death in the family, religious holiday, vacation an emergency or set of circumstances which constitute a sufficient cause for absence as judged by the Superintendent of schools or designee. It is parent and student responsibility to communicate and receive prior approval for foreseen absences. Each student is limited to 10 excused absences per academic year. College visits will not count against the 10 day allowance when prior approval is done.

**RESTRICTIONS:** Student vacations cannot occur during the last week in a semester due to final exams. Unexcused absences during final exams will result in no credit for the course.

Attendance penalties are waived for medical absences when proper documentation is provided. A doctor's note with specific times and dates of medical care or excuse must be submitted within 5 school days of a medical absence. If no note is provided, the absence will count against the 10- day allowance or as an unexcused absence if no allowance remains. Absences in excess of the 10 outlined above will be designated as unexcused.

**UNEXCUSED:** Unexcused student absences are detrimental to any student's education. By being absent excessively or without justification, students miss valuable classroom instruction and educational activities. Class work missed due to unexcused absences will not be graded or credited to the student. Consequences for unexcused absences may include: Juvenile Court referral pursuant to ORC3321.01, In school suspension, detention, Wednesday School , or other consequences as deemed appropriate by Tri Star administration.

Student absences are tracked by hours as well. Partial absences and tardies will be tracked and accumulated toward the absence thresholds and consequences will be handed out by individual classroom teachers.

- Habitually Truant
  - 30 consecutive hours without a doctor's note
  - 42 unexcused absences per month
  - 72 unexcused absences per year
- Excessively Absent
  - 38 hours of excused and unexcused absences combined per month
  - 65 hours of excused and unexcused absences combined per year
- Chronically Absent
  - 10% of the total hours in a school year
  - 92 hours of excused and unexcused absences combined per year

Should these thresholds of absence occur, a student under 18 years of age will have formal complaints made against them in the Mercer County Juvenile Court in accordance with state law.

#### TARDY POLICIES

Students are expected to be at school on time. Tardies will be handled by each instructor in their class based on the employability skill component in the curriculum.

### MISCELLANEOUS ATTENDANCE POLICIES

1) Student Vacation Days

STUDENT VACATION DAYS WILL COUNT TOWARD TOTAL ABSENCES FROM CLASS. UP TO 5 DAYS OF VACATION WILL BE EXCUSED ONLY WHEN THE STUDENT LEAVES WITH HIS/HER PARENT/LEGAL GUARDIAN. PERMISSION SLIPS MUST BE OBTAINED FROM A PRINCIPAL BY THE PARENT/LEGAL GUARDIAN AT THE HOME SCHOOL OFFICE NO LATER THAN THREE (3) SCHOOL DAYS PRIOR TO THE START OF THE VACATION. THESE FAMILY VACATIONS ARE NOT TO OCCUR DURING THE LAST WEEK IN A SEMESTER

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#### Senior Tri Star Participation:

Any Junior Tri Star student who fails the first semester may continue with their Tri Star Program the second semester. The student will be able to sign up for their senior Tri Star class if they pass the second semester of their junior year.

Any Junior Tri Star student failing the second semester of their Tri Star class will not be permitted to sign up for the senior Tri Star class.

### STUDENT BUS REGULATIONS

Tri Star member schools furnishes transportation in accordance with state law. Once a student boards a bus, s/he becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the session (a.m. and p.m.).

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

Video security cameras are installed in the district's school buses. Appropriate disciplinary action will be taken if a student is videotaped and determined to be in violation of any of the bus safety rules.

#### STEPS OF DISCIPLINE BY DIRECTOR OR ASSISTANT DIRECTOR (for bus related infractions):

1. First written referral – 1-3 days suspension of bus riding privileges
2. Second written referral – 5 days suspension of bus riding privileges.
3. Third written referral – 10 days suspension of bus riding privileges, with recommendation for removal from the bus for the remainder of the semester or school year.

\*At all times, the home school principal, Tri Star Director, and Tri Star Assistant Director has the authority to remove a student immediately and/or permanently if a student engages in extremely dangerous or illegal conduct.

LEGAL REFS.: ORC 3316.66; 3313.661

\*\*Tri Star administration reserves the right to remove a student from a program if necessary. Reasons include, but not limited to, repeated student conduct violations, disrespect, and disregard for safety.

### STUDENT DRIVING/PARKING PRIVILEGES

Any student who parks in a designated staff area; who drives in a reckless and unsafe manner; who parks in a designated handicapped space or fire zone; or who violates any other section of the school disciplinary code while parking a vehicle will be subject to:

1. Detention, or In School Suspension
2. Suspension of driving privileges to and from school
3. Vehicle towed at owner's expense
4. Referral to local law enforcement agency

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### **DRIVING TO AND FROM TRI STAR**

Any student who receives a speeding ticket, warning, or any other traffic violation while driving to or from their Tri Star class will be subject to losing their driving privileges. The student will then be required to use Tri Star bus transportation to and from class. This loss of privilege will be judged per incident.

Note: Transportation is provided daily from Tri Star Career Compact.

All Tri Star students who drive or ride to their Tri Star class need to turn in a Tri Star Transportation Form. Failure to turn in this information will result in driving privileges being revoked.

### **INTERROGATIONS AND SEARCHES**

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. The District has developed regulations to be followed in the case of searches and interrogations.

The right of inspection of student's lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted to the Board. Administrators should exercise procedures to ensure parents that the school, in exercising its "in loco parentis" relationship with their children, will employ safeguards to protect the well-being of those children. Searches may take place when it is reasonably likely to produce anticipated tangible results to enforce school rules, combat theft, preserve discipline and good order or promote the safety and security of persons and their property within the area of educational responsibility.

School personnel must have "reason to believe" that the items actually exist in the area to be searched. They are also permitted to search personal property (purse, knapsack, gym bag, vehicle, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

Student lockers are the property of the school entrusted to students for their responsible use and are subject to search at any time.

In no situations or circumstances are strip searches to be conducted by school personnel. In circumstances where the gravity of the situation seems to warrant a strip search, the police are to be contacted and secured to perform all searches of this nature. For purposes of the policy, a strip search is defined as a complete removal of all clothing.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process; additionally, such interrogations may impact student and/or parental rights. A determination whether to allow such interrogation will be made by school administrators on a case-by-case basis.

LEGAL REFS.: ORC 3313.20

### **SUBSTANCE FREE ENVIRONMENT**

The Board believes that tobacco smoke and all forms of tobacco in the school and work environments are not conducive to good health. As an educational organization, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers or other smoking, the Board declares all public buildings operated by the Board, and all spaces within them, to be officially designated smoke-free as well as free of the use of all tobacco products. Staff, students, and members of the public are expected to observe this restriction at all times.

The Board will not permit any student or employee to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District or in school owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products/vapes, juuls and drug paraphernalia.