STUDENT HANDBOOK

2026-2027

TRI STAR

CAREER COMPACT

Tim Buschur, Director
Paula VanTilburg, Assistant Director
Brian Stetler, Special Education Coordinator
Mandy Diller, Career Awareness/Adult Education Coordinator
Chelsea Junkins, Student Services Coordinator
Bev Seger, Administrative Assistant

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WELCOME

Welcome to Tri Star Career Compact! Our dedicated staff is thrilled to have you join us, and we are fully committed to making your experience here both highly successful and rewarding.

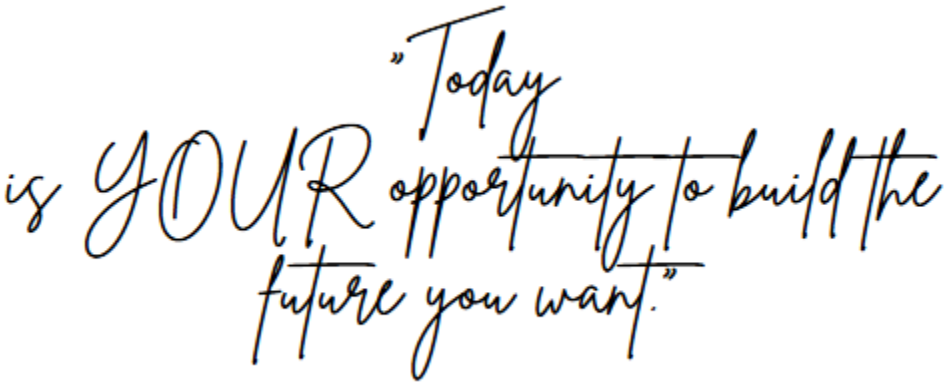
This Student/Parent Handbook is your essential guide to maintaining a safe, respectful, and productive learning environment. Published annually and officially approved by the Board of Education, it outlines your rights, responsibilities, and behavioral expectations as a Tri Star student. We require all students and parents to familiarize themselves with these policies to ensure a smooth and successful year.

At Tri Star, our mission is to equip you with the advanced skills needed to excel in a rapidly changing world. Whether your immediate goal is entering the workforce or pursuing higher education, we provide the tools and opportunities for you to gain invaluable technical expertise. However, the ultimate key to success is **your** personal commitment to excellence.

Thousands of Tri Star graduates have leveraged their technical education to achieve outstanding personal and professional success, and we are confident you will follow in their footsteps. Whether you are a new student or a returning senior, we wish you the very best this school year and look forward to seeing all that you accomplish!

Have a fantastic year,

Tri Star Staff and Administration



Approved by the Celina Board of Education on June 29, 2026.
This Handbook replaces all prior handbooks and other written material on the same subject. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board of Education's policies and Tri Star Career Compact's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the Celina City School District's website

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Tri Star Career Compact
2026-2027 Calendar

Dates are subject to change and will be communicated to students if so.

Monday, August 24	Student Orientation 6pm/ Staff Work Day
Tuesday, August 25	Staff Work Day
Wednesday, August 26	First Day for ALL Students
Monday, Sept 7	Labor Day-No School
Thursday, Oct 1	Teacher In-Service Day-No School
Friday, Oct 2	Teacher In-Service Day-No School
Friday, Oct 30	End of 1st Quarter
Thursday, Nov 26	Thanksgiving Break Begins-No School
Tuesday, Dec 1	Classes Resume
Monday, Dec 14	Open House
Wednesday, Dec 23	Winter Break Begins- No School
Monday, Jan 4	Classes Resume
Friday, Jan 15	End of 2nd Quarter/1st Semester
Monday, Jan 18	Martin Luther King Day- No School
Monday, Feb 15	President's Day- No School
Friday, March 25	End of 3rd Quarter
Friday, March 26	Easter Break Begins, No School
Tuesday, March 30	Classes Resume
Friday, May 28	End of 4th Quarter/2nd Semester
Monday, May 31	Memorial Day-No School
Tuesday, June 1	Staff Work Day

Daily Bell Schedule

Tardy Bell 7:28am (Must be in the building)	7:30-10:10 a.m. Junior (morning) Lab
Tardy Bell 11:43am (Must be in the building)	11:45-2:20 p.m. Senior (afternoon) Lab

ATTENDANCE

Student 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 should notify the attendance office by 7:15 AM the day of an absence. When contacting the school office, you must provide a reason for missing school. All student call offs are unexcused unless a note/call from a parent validates the absence and is received upon the student's return to school. Students should plan to provide formal documentation for excused absences (doctor's note, court documentation, etc.) whenever it is available. Beyond formally documented absences, a written note or call in from a parent/guardian may be accepted as documentation for an excused absence up to ten (10) times in a calendar school year. If a student reaches the maximum of 10 parent or guardian documented excused absences, he or she must provide formal documentation or the absence may be considered unexcused. 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. The school will send periodic attendance reports to parents of students with attendance concerns. Excessive absences are grounds for Absence Intervention and Juvenile Court referral.

Reporting and Documents Absence
Phone: 419-586-7060
Fax: 419-586-9503

Excused Absences
Students with excused absences are solely responsible for obtaining and making up any schoolwork missed. Excused absences should meet one of the following conditions:

1. Personal Illness
2. Immediate family illness
3. Death in the family
4. Quarantine of the home
5. Observation or celebration of a bona fide religious holiday
6. Medical appointments
7. Necessary work at home due to incapacity of parents
8. Administration's discretion such as: Military Preparation, College Visits, Career Planning, Legal Issues, Leadership/Extracurricular Activities and the like.

***Additional paperwork, limited visits, and verification procedures may apply for discretionary absence requests. Students should be in good standing in terms of grades, attendance, and discipline in order for these absences to be excused. Please see a building administrator for further information.

***__Students and parents/guardians should provide reasonable advance notice__ (generally two days) to the office to allow teachers time for planning, or absences may be considered unexcused.
Students are responsible for obtaining, completing, and submitting any and all assignments missed due to excused absences.

Medical
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 should be submitted **within 5 school days** of a medical absence.

Religious Expression Days
Students are given up to three religious expression days per school year provided that the parent or guardian provides written notice to the school or district of the selected days within 14 school days of the start of school (or within 14 days of a newly enrolled student's first day in the school or district). Students may participate in interscholastic athletics or other extracurricular activities on a religious expression day. ORC 3320.04

Unexcused Absence
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. Unexcused absences usually consist of, but are not limited to, one (1) or more of the following conditions:

1. Truancy (no note/no parent call)
2. Needed at home
3. Oversleeping/missing bus
4. Car trouble
5. Babysitting
6. Other circumstances will be at the discretion of building administration.

Consequences for unexcused absences may include Juvenile Court referral pursuant to ORC 3321.01, In school discipline, detention, taking bus transportation, or other consequences as deemed appropriate by Tri Star administration. Class work missed due to unexcused absences may not be graded or credited to the student.

Student absences are tracked by hours. Partial absences and tardies will be tracked and accumulated toward the absence thresholds and consequences may 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
- Chronic Absenteeism
  -65 hours of excused and unexcused absences combined per year

Should these thresholds of absence occur, parents will be notified. In addition, an invention strategy or attendance intervention plan may be developed.

Tardy Policy
Students are expected to be at school on time. Students arriving at school must be present in the Tri Star building no later than 7:28 a.m./11:43 a.m. and in their lab no later than 7:30 a.m./11:45 a.m. each school day. Students who arrive after 7:28/11:43 a.m. must report to the office to sign in and receive a tardy pass to class. Tardiness is considered unexcused unless it meets the excused absence criteria. Students who are tardy to school or to the lab during the school day are subject to disciplinary action by administration as well as each instructor in their class based on the employability skill component in the curriculum.

Vacation Policy
Students who go on vacation with their parent/guardian during the school year must give the office and instructor reasonable advance notice (generally 5 days) to allow time for teacher planning, or the absences may not be excused. A vacation form should be requested from the Tri Star office. Students should be in good standing in terms of grades, attendance, and discipline. Students are responsible for obtaining and completing missed work and that work is expected to be completed when the student **RETURNS** to school from their vacation absence. Vacations planned during the last week of each semester or during State-mandated Testing weeks may not be excused. Please contact the school office if you have questions.

College and Military Visitations
Students may receive up to three (3) excused absence days per school year for college or military visits that cannot be scheduled during non-school hours. To qualify, students must be in good standing regarding grades, attendance, and discipline. Before the visit, students must pick up a visitation form from the Tri Star Office in advance to allow time for staff verification and parental consent. During the visit, students must obtain the signature of the college or military official, noting arrival and departure times. The completed form must be returned to the office upon return, and students are responsible for making up all missed assignments. Please note that visits are not permitted during state-mandated testing weeks or the final week of either semester.

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

School Delay/Closings
Students are required to attend classes following the Tri Star/Celina City Schools calendar.
Weather Only- In the event of delay due to inclement weather, a student does NOT attend A.M. Tri Star lab 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 lab, unless either the home school or Tri Star (Celina Schools) closes for the day.

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

Associate School Delays/Closing- Your associate school district is delayed and/or closed for any reason other than weather related issues, such as teacher in-service, you are required to be at Tri Star Career Compact at the normal starting time when Tri Star is in session. Associate school districts should provide bus service to Tri Star Career Compact from the associate school district. However, students may have to provide their own transportation if their home school district does not provide bus transportation on teacher in-service days. Absences would be considered unexcused on these days should a student fail to attend Tri Star.

For delays and/or cancellations be sure and look at Tri Star social media and also subscribe to the call program on the Tri Star website, at www.tristarcareercompact.com (actual program TBD).

STUDENT INFORMATION

Student Records
Teachers, counselors and administrative staff keep student records. There are two basic kinds of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit-making purposes when **requested unless the parents of the student restrict the information, in writing, to the Director.**

Directory Information Includes:
Student's name, address, telephone number, date of birth, photograph, major field of study, honor roll, awards received, and participation in officially-recognized activities and sports; weight, height and other statistics related to the sport may be included for sports activities.

Confidential Records Contain:
Educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate to the parent. The only exceptions to this are to comply with state and federal laws that may require release without consent - - - for example, the Homeland Security & Solomon Acts.

Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary records, and communications with the family and outsider service providers. The school must have a parent's written consent to obtain records from an outside professional person or agency. Confidential information found in a student's record that originates from an outside agency may be released to the parent through the originator and parents should keep copies of such records for their home files. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the school administrator, in writing, and state which records are desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

Field Trips, Other Events
Students not in good standing with grades, attendance or discipline may limit their options to participate in certain school activities such as field trips, leadership opportunities, evening events and the like.
Upon notification from their associate school, students may be released from Tri Star during the school day to participate with their associate school activity students are invited to attend. Students may have to provide their own transportation to and from the event.

Final Forms
Tri Star uses Final Forms to complete forms online including emergency contacts, health information and acknowledgement of policies and procedures. This information is required to be submitted for students to be able to participate in lab activities. If there are changes to information throughout the school year, please update information in Final Forms or contact the office.

Student Fees
In accordance with State law, the school charges specific fees for activities and materials used in the course of instruction. This fee covers a share of the educational supply cost in the laboratories. Fees are due at the beginning of the school year or when the student enrolls in school. Please see the school office if a payment plan needs to be addressed. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.Failure to pay fines, fees, or charges may result in the withholding of grades,credits and/or limited opportunities.

Student Well Being and Safety
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.

Anonymous Reporting/Safer Ohio School Tip Line
Report Concerns for Student Safety: 844-723-3764. The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts tips via call, text, webform, and mobile app 24 hours-a-day. Anyone can download the Safer Ohio School Tip Line app.
This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety — whether that involves a threatened mass incident or harm to a single student.
Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Hazing;
- Weapon/suspicious devices on or near school grounds;
- Gang-related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety-related concerns.

Every tip can remain anonymous. Tip line technicians may ask for additional information, but the caller can remain anonymous or leave his or her contact information for later follow-up.
Tips submitted to 844-SaferOH (844-723-3764) are triaged and notify local school officials, law enforcement agencies, and the Ohio School Safety Center (OSSC) for action and follow-up as needed. The OSSC partners with the Ohio Department of Education to follow up with affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and resources and support are provided when necessary.

Health Services
Tri Star Career Compact does NOT have a school nurse on campus. It is important that ALL medical information and emergency contacts are put into Final Forms and are updated as needed.

Injury/Illness During Day
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 and/or emergency contact permission.

Allergies
Allergies are a common condition affecting many students, characterized by the immune system's overreaction to certain substances, known as allergens. These can include foods, pollen, dust mites, pet dander, and insect stings. Students experiencing allergic reactions should seek the attention of the front office.

Medication Policy
Any student taking medication, whether during school hours or not, should make the school office aware of this through final forms. The procedure for administration of medications to students is as follows:

1. Prior to the administration of prescription and/or over the counter medications, the appropriate form must be completed and signed by a physician and the student's parent/guardian.
2. Medications are not to be transferred from one container to another by school personnel.
3. All medications must be in their original container when received by school personnel.
4. Medications, prescriptions or over-the-counter(HB 70), are not permitted to be carried by the student, or kept in one's locker, with the exception of asthma inhalers and emergency medications, ***once the appropriate forms are completed and turned in***.
5. Medications are to be kept in a locked area in the clinic at all times.
6. Identification of the student and the medication shall be made before, during, and immediately after the administration of the medication.
7. Medications are to be given only by persons authorized by the building administration.
8. Medications are to be recorded on the "Medication Administration Record" at the time given. Personnel giving the medication shall initial the square for the appropriate date. Any employee whose initials appear on the form must initial and sign the form in the appropriate space at the bottom of the form.
9. When any error in administration of medication is discovered, the building nurse must be notified immediately.

Student Bus Regulations
Tri Star member schools provide transportation in accordance with state law. 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.

At all times, the home school and Tri Star Administration have 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

Student Driving Privileges & Expectations
Driving to school is a privilege. All state traffic laws must be followed at all times to and from school, activities and while on school property. Consequences may include but are not limited to: loss of driving privileges, towing and/or impounding of vehicles, suspension from school and/or referral to law enforcement.

1. Students must register ANY vehicle with a Tri Star form that may be driven on school property.
2. Parking is strictly limited to the student parking areas.
3. Students are not permitted to remain in their vehicle or loiter in the parking lot after school is opened in the morning.
4. School buses have the right-of-way and students shall not hinder their entrance and exit from school property.
5. All vehicles are expected to be operated at slow speeds and without distracting other persons by means of loud music, revving engine, or other distractive activities.
6. There will be no speeding, or any form of reckless driving, including burnouts, squealing tires, swerving, passing other vehicles, allowing others to ride on the exterior of their vehicles, and the like, on school grounds.
7. Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material that violates school regulations. Students are responsible for any property they transport onto school property or school events. Searches may include the assistance of canines trained to detect the presence of drugs or other contraband.
8. No student will go out to his or her vehicle for any reason during the school day without explicit permission from a staff member. If a student will be working on or with their vehicle in his/her Lab, the student must be approved to do so by the Lab Instructor.

9. Any student who receives a warning, speeding ticket, 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 use Tri Star bus transportation to and from class. This loss of privilege will be judged per incident. 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. Students need to self report any incidents they are involved in to school administration.

Electric Micro-Mobility (E-Bike, Scooter, Hoverboard, etc.)
In accordance with Ohio Revised Code, an electric bicycle is defined as a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts. E-bikes are categorized into three classes:

1. E-bike Class 1: Pedal-assist only; motor ceases assistance at 20 mph.
2. E- bike Class 2: Throttle or pedal-assist; motor ceases assistance at 20 mph.
3. E-bike Class 3: Pedal-assist only; motor ceases assistance at 28 mph. Per Ohio law, operators must be at least 16 years old.
4. Electric Scooter (E-Scooter): A device weighing less than 100 pounds that has handlebars, is designed to be stood or sat upon by the operator, and is powered by an electric motor.
5. Micromobility Device: For the purpose of this handbook, this term encompasses both e-bikes, e-scooters, etc.

Expectations

1. Campus Operation: All e-bikes and scooters must be powered off and walked on sidewalks, paths, and parking lots, with riding permitted only in designated vehicular travel lanes.
2. Operator Requirements: All riders are strongly encouraged to wear certified bicycle helmets.
3. Parking & Charging: E-bikes must be parked at designated bicycle racks; charging batteries inside any school building or hallway is strictly prohibited.
4. The school assumes no responsibility for theft, damage, or vandalism to any e-bike brought onto school property.
5. Violation Consequences: Failure to adhere to this policy may result in the revocation of the privilege to bring an e-bike to campus, notification of parents/guardians, or other disciplinary measures as outlined in the Student Code of Conduct.

Electronic Security Surveillance
The Celina City School District/Tri Star Career Compact utilizes video surveillance on District property and District transportation systems to promote the safety and security of students, staff, and visitors; to protect District property; and to assist in the investigation of incidents and enforcement of Board policies and administrative guidelines.

Video recordings may capture images of students, employees, and visitors and may constitute education records containing personally identifiable information under applicable state and federal law, including the Family Educational Rights and Privacy Act (FERPA). The District does not designate security video recordings as “directory information.” Access to video recordings is restricted to authorized District personnel with a legitimate educational or operational interest. Recordings may be reviewed as necessary to support safety, security, and administrative functions.

Video recordings will be disclosed only as permitted or required by law, including in response to lawful requests from law enforcement, court orders, or subpoenas, or as otherwise permitted under FERPA.

Cameras are placed in locations where there is no reasonable expectation of privacy. Video surveillance will not be used in restrooms, locker rooms, or other areas where individuals have a reasonable expectation of privacy.

Video recordings are retained for a limited period of time in accordance with District records retention schedules and administrative procedures. Recordings may be deleted or overwritten unless they are needed for an ongoing investigation, legal matter, or other authorized purpose. Security cameras are not under constant monitoring by administration.

Dress Code and Grooming
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. The Administration, along with your instructors, will advise you concerning what dress and appearance standards are appropriate for particular career areas. 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 in accordance with health, sanitary and safety requirements.
2. Tri Star programs may have their own program uniform requirements, know what type of clothing is permitted in the CTE program and follow all safety rules.
3. 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.

4. Tops:Tops should be respectable and non-revealing. Backs, midriffs/stomach, 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.
5. Hats, head coverings, sweatshirt hoods, sunglasses, chains, studded bracelets or dog collars will not be permitted. Ball caps may be worn with lab instructor permission while in lab only.
6. Sleepwear is not acceptable school attire. This may include pajama pants and slippers.
7. 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.

Acceptable Use Policy
Technology is essential to learning within our district. From digital curriculum to state testing, it is used daily in classrooms, making reliable service a priority. We ensure every student understands the available services, rules, fees, and responsibilities before using a school-issued device. Students who violate the district approved Acceptable Use Policy (computers & internet) are also subject to the aforementioned as well as termination of computer privileges.

Digital Insights
Parents and students have an opportunity to inspect a complete copy of any contract with a technology provider used within our district. To view a complete and up to date listing, visit our website. Sent

Personal Communication Devices (PCDs)
For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), smart watches, earbuds/air pod/headphones and/or other web-enabled devices of any type.

Once students enter the class/lab for the day, all PCDs must be placed in designated locations instructed by staff for the direction of the day. Instructional Day is considered the entire time students are expected to be present, which includes break time. PCDs exceptions may only be made by the administration when phones are being used for an academic purpose.

Personal Computer
Students are not permitted to bring their own personal computer or similar device which includes an associate school assigned device for use at Tri Star for personal and/or academic use. Students need to log into their Ttri Star account while at Tri Star Career Compact and use Tri Star computers while here.

Improper use of PCDs on school grounds or at school-related activities will result in disciplinary action determined by school officials and/or local authorities, with potential viewing of content if criminal activity or rule violations are suspected. Students are personally and solely responsible for the care and security of their PCDs. The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its Property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

PCD Consequences

Possession of a PCD is a privilege. Failure to follow this policy will result in escalating disciplinary actions. Progressive actions may include device confiscation and being housed in office each day for a number of days, parent notifications, In school discipline assignment and/or out of school suspension. Confiscated items may be held for parent pickup, and illegal content will be turned over to local law enforcement.

Positive Behavioral Interventions & Supports (PBIS)
Tri Star Career Compact implements PBIS on a systemwide basis for the purpose of improving academic and social outcomes and increasing learning for all students. Expectations are integrated into our campus culture and a framework of acknowledgments and consequences creates a positive environment for students and staff.

STUDENT CODE OF CONDUCT

Infractions of the following rules may subject a student to a written or verbal reprimand, referral to School counselor, parental contact or conference, detention, In-School Assignment, emergency removal, referral to law enforcement agencies, Out-of-School Suspension, or recommendation for expulsion as deemed appropriate by the school administration. These rules will be enforced on all school property, in 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 affect 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 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.

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.

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/Tampering:** 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 school administration. 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. A student shall not touch any person without the consent of said person in any manner.

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 & Nicotine, paraphernalia or possession:** A student shall not possess, use, transmit or conceal any tobacco or tobacco products (including snuff, electronic cigarette or smokeless tobacco) and/or vape device of any kind including vape device accessories. This prohibition applies at any time the student is under the jurisdiction of the school. Consequences may result as follows:

First offense: Two (2) days out-of-school suspension.
Second offense: Three (3) days out-of- school suspension.

Third offense: Five (5) days out-of- school suspension.
Subsequent offenses: Ten (10) days out-of-school suspension with possible recommendation for expulsion.

Students may be required to complete Vape Educate online course, at the student's expense to return to the lab after offense. School officials may file a complaint with County Juvenile Court.

Rule 6. **Alcoholic Beverages and Narcotics, Drugs, THC:** A student shall not possess, use, transmit, conceal, consume or show evidence of consumption any alcoholic beverage, electronic cigarette/vape/JUUL/etc., cartridge, electronic cigarette charger or other accessory, dangerous drug, narcotic, pill or capsule, mood or 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. Consequences may result as follows:

Offense: Ten (10) days out-of-school suspension with recommendation for expulsion, and school officials may file a complaint with County Juvenile Court.

Students may be required to complete a substance intervention online course, at the student's expense to return to the lab after offense.

Rule 7. **Repeated Violations:** A student shall not repeatedly fail to comply with rules, direction or commands of all school employees or any other authorized school personnel during any time when the student is properly under the authority of the school personnel including work-based learning opportunities.

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 take 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 with the purpose to deprive the owner of said property or without consent from the owner.

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. **Truancy and Tardiness:** Truancy is declared when a student is absent from school for any portion of the regular school day without authorization by the administration and parent consent. Repeated tardiness to school or to class also may result in suspension, removal or expulsion.

Rule 15. **Fighting:** 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/Harassment:** A student shall not cause or behave in such a way which would cause mental or physical harm to other students and staff.

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/Forgery:** 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/District Technology Agreement:** (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 including improper use of AI. 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. Consequences may result in the student receiving a zero for the assignment, parents are notified, and disciplinary action at the discretion of the building administrator.

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.

Rule 25. **Arson, Attempted Arson, and Related Offenses:** A student shall not create harm, or a risk of harm, to any property or person, through the use of fire, fireworks, or other explosives.

Rule 26. **Gambling**: No student may gamble for money or valuables on school property, including on buses, or at any school activity.

Rule 27. **Attempt**: Any attempts to engage in prohibited conduct.

Rule 28. **Collusion or Complicity:** Collusion, complicity, or aiding and abetting anyone in the commission of prohibited conduct.

Rule 29. **General Misconduct:** Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration as outlined in this handbook or established by Celina City School Board Policy.

Consequences

In determining appropriate disciplinary action, the school administration shall reserve the right in determining the degree of consequence for a violated policy. The following considerations may be applied:

1. Gravity of the offense, as it potentially affects the educational community, and the degree to which such conduct tends to interfere with achieving the objectives of the education process.
2. Whether the offense is a first or infrequent infraction, or one in a continuous series of offenses.
3. Whether alternate action, other than that which is otherwise considered usual and customary, would be in the best interest of the offending student and/or the school community in general.
4. Consistency in the administration of penalties and punishment for similar acts of misconduct.

Informal Consequences

Informal consequences take place within the school. As long as the informal consequence is served entirely in the school setting, it will not require any notice or hearing, or be subject to appeal. In the event the informal consequence occurs outside of school hours, it is the responsibility of the parent(s)/guardian(s) to provide transportation. Informal consequences may include but is not limited to:

- Parent/Guardian conference
- Verbal and/or written warning
- Written essays
- Detentions
- In-School Discipline Assignments
- Loss of Privilege
- Removal of lab or hold from lab

Formal Consequences

Formal consequences involve the removal of the student from school. It includes emergency removal, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, expulsion for up to one (1) school year for certain offenses, and permanent exclusion. Formal consequences are subject to notice and appeal due process rights.

Definitions to Disciplinary Actions

IN-SCHOOL DISCIPLINE ASSIGNMENT: 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 an 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 discipline assignment.

EMERGENCY REMOVAL: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the school administrator may remove the student from curricular activities or from the school premises.

OUT-OF-SCHOOL SUSPENSION: Being removed from school property and not allowed to reenter until the end of the suspension. Students 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. 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.

PERMANENT EXCLUSION: Permanent exclusion 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.

DUE PROCESS
Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Emergency Removal
If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the school administrator may remove the student from curricular activities or from the school premises. A due process hearing will be held on the next school day after the removal is ordered.Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing.

Suspension from School
Students may be suspended out-of-school by the Superintendent, Director, Assistant Director, Celina Administrator, in accordance with Section 3313.66 of the Ohio Revised Code, from one to ten days which may require the student to participate in a community service program or alternative consequence for the number of hours equal to the remaining portion of the period of the suspension.
No student is to be suspended without an informal, preliminary hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing (e.g., the student intentionally makes himself/herself unavailable). In such instances, the necessary written notice and hearing shall follow as soon as practicable.

The school administration will provide the student with a written notice of the reasons for the suspension against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. The student's parents may be informed of the reason for the possible suspension and the preliminary hearing if the administrator so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing. Within one (1) school day after the suspension, the administration shall notify, in writing, both the parents and the Treasurer. Such notification is to include the reason for the suspension, and the right of the student or the student's parent or guardian to appeal the suspension to the Board or its designee within ten (10) calendar days after notice of intent to suspend was issued.

A student shall be permitted to complete any classroom assignments missed because of the suspension and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of the student's suspension.

Students, who are suspended out of school at Tri Star Career Compact or their associate school, are not permitted to attend either school or be on school grounds during the time of their suspension or expulsion.

Expulsion from School
Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for: bringing/possessing a **firearm or knife** capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

If a student commits **violent conduct** at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act would be a criminal offense if committed by an adult; and results in serious physical harm to person(s) or to the property, the Superintendent may expel the student for a period of up to one (1) year.

If a student makes a **bomb threat** to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year.

Imminent & Severe Endangerment (HB206)
Authorizes the superintendent to expel a student from school for a period not to exceed 180 school days for **actions** that the superintendent determines **pose imminent and severe endangerment to the health and safety of other students or school employees.**Upon such expulsion, the superintendent is required to develop conditions for the

student to satisfy prior to reinstatement. Conditions must include an assessment to determine whether a student poses a danger to self or other students or school employees.

Assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the district. At the end of the expulsion period, the superintendent shall assess students to determine whether the student has shown sufficient rehabilitation to be reinstated.

The Superintendent shall consult with a “multi-disciplinary team” in making this determination; a team selected by the superintendent. Expulsion may be extended for an additional 90 school days upon determination of the superintendent.

The Superintendent will provide notice of the reason(s) for the intended expulsion; notification of the opportunity of the student and the student’s parent or guardian or representative to appear before the Superintendent or his/her designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student’s actions; and the time and place for the hearing.

Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents and the Treasurer of the reasons for the expulsion, the right of the student or the student’s parent or guardian to appeal the expulsion to the Board or its designee.

Permanent Exclusion
State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board

B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board

C. complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. rape, gross sexual imposition or felonious sexual penetration

B. murder, manslaughter, felonious or aggravated assault

C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

This process is formal and may follow an expulsion with the proper notification to the parents.

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 others 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/vape 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, non-prescribed 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, and drug paraphernalia.

Zero Tolerance Of Violent Behavior To Include Violence In A Dating Relationship
The Board of Education has established a policy for absolutely no tolerance of any behavior that is considered violent in nature and that has the potential to cause harm to students or staff members. Offenders who commit an act that inflicts serious physical harm to persons or property—at school, on other school property, or at a school activity, event or program, may be expelled for up to one year.

Anti-Harassment
It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment including by not limited to: sexual harassment, bullying, other types of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The following individuals shall serve as the District's Anti-Harassment Compliance Officers/IX Coordinator:

District Superintendent
419-586-8300-1103
585 East Livingston St
brooke.gessler@celinaschools.org

Students must understand that this type of inappropriate behavior is serious and will not be tolerated. Offenders could be subject to suspension and/or expulsion and referral to local law enforcement officials.

Students who are victims of this type of behavior should report immediately to a school counselor, the building administrator, or the Title IX Coordinator to receive assistance and/or to initiate the grievance process.

Title IX
In compliance with Title IX, the Celina City School District has affirmed that no person shall, on the basis of sex, be excluded from participation in any of its educational programs or activities. If a student feels s/he has been discriminated against, s/he should report immediately to the building administrator.

ACADEMICS

Grades

1. Students are given grades at the end of each 9-week grading period.
2. Grades may include but not limited to: Employability, Academic, Classwork, Skill Completion, etc.
3. At the end of the semester (two 9-week grading periods) students receive a semester grade. This grade will be reported on the transcript and used to calculate the student's "grade point average."
4. Semester Grades are calculated as follows:
    a. 40% for each of the 2 grading periods
    b. 20% for a semester exam or project*

Progress Monitoring and Report Cards
Parents/guardians are provided access to ProgressBook to monitor their student's grades and attendance. Parents are encouraged to contact the student's instructor with any questions or concerns. Report cards are given to students at the end of a 9 weeks grading period and will not be mailed home.

Senior Year 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.

Concerns/Complaints
The following guidelines are established so that students and parents may bring their concerns to the attention of the most appropriate party and have some means by which their concerns may be expressed and considered fairly. We suggest that the following procedure be followed:

1. If a concern emanates from a school situation, students and/or parents should first discuss it with the instructor/advisor most directly involved. Please contact the teacher directly via school email or call the school office to leave a message.
2. If the parties concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the administration in an attempt to reach a solution.
3. Concerns about administrative actions may be addressed directly to the school administration.

Students with Disabilities
The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against any persons with a disability in any program receiving Federal financial assistance. This protection applies not just to the students, but also to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

The Board designates the following individuals to serve as the District's 504 Compliance Officers/ADA Coordinators:

VOSE Coordinator
419-586-7060
7655 St Rt 703
Celina OH 45822

Tri Star Career Compact/Celina Schools has specific responsibilities, in accordance with State and Federal mandates; the district will provide appropriate services to students with disabilities. Tri Star Career Compact works in collaboration with the student's home school district personnel to assure students are placed in correct programs according to the Least Restrictive Environment. Students are entitled to a free appropriate public education (F.A.P.E.). A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA, A.D.A Section 504) and State law.

Work-based Learning Opportunities (Early Job Placement, Job Shadowing, Apprenticeships, Internships, Etc.)

Work-based learning opportunities are available to juniors and seniors. Students interested in these opportunities should visit with their lab instructor for more information. Opportunities are a privilege to participate in and are not guaranteed for every student. Work-based Learning opportunities are earned by demonstrating good grades, attendance and behavior. Students who qualify for these opportunities must complete required paperwork before and during the work-based learning opportunities.

If a student qualifies the following rules must be followed:

- A schedule must be created with instructor and student.
- The student needs to turn in a weekly documentation. The lab instructor may have other items for the student to track, such as what you were working on during the week, etc.
- If the student is absent from school, they are NOT allowed to report to work on that day.
- If for any reason, (Senior interviews, final exams, etc.) the lab instructor needs the student for a certain day, the student must work it out with their employer so that the student can report to school during that time.
- Promote professional and favorable image both in and out of school.
- Any violation of these rules may result in removal from these opportunities and return to Tri Star.

There may be mandatory field experiences required by the lab instructor as part of the program curriculum. Students will be responsible for transportation to and from field experiences.