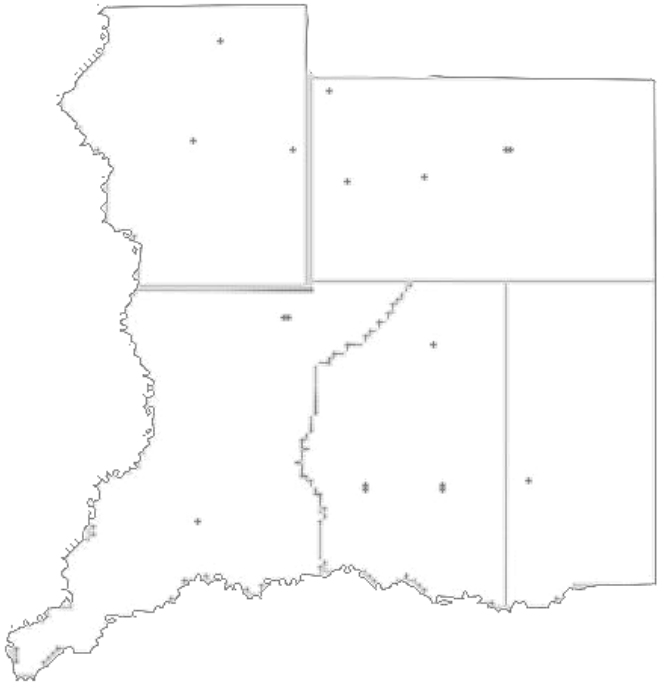
# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA

P.O. Box 1266
Vincennes, IN 47591
812/882-0801 Fax: 812/882-0802

# Student Handbook

## 2014 - 2015



# TWIN RIVERS CAREER &TECHNICAL EDUCATION AREA
# STUDENT POLICIES
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# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
# STUDENT POLICIES
## 2014 - 2015

**NON-DISCRIMINATION POLICY:**

Educational services, programs, instruction, and facilities will not be denied to anyone in the Twin Rivers Career & Technical Education Area as the result of his/her age, race, color, sex, handicapping condition, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following person:

**Title IX Coordinator**:

Brandon Small, Career & Technical Education Director
P.O. Box 1266
Vincennes, IN 47591
812/882-0801

**Section 504 Coordinator**:

Brandon Small, Career & Technical Education Director
P.O. Box 1266
Vincennes, IN 47591
812/882-0801

**GRIEVANCE PROCEDURE**:

Contact:

Brandon Small, Career & Technical Education Director
P.O. Box 1266
Vincennes, IN 47591
812/882-0801

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
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**ATTENDANCE:**

Students are expected in class every day the class is scheduled to meet. If a student has not arrived within fifteen (15) minutes of the assigned starting time nor notified the instructor **IN ADVANCE** of the absence, the instructor or staff member shall notify the home school of the student's absence, either by telephone, fax, or e-mail. The home school shall follow their regular procedure for a student's absence.

Absent students shall be required to provide the instructor an admit slip from the home school THE FIRST DAY returning to the Career & Technical Education class after they have attended regular class at the home school to be eligible to make up missed work. The admit slip shall verify the student's absence was excused or unexcused. If the student does not bring an admit slip to the instructor within three (3) days upon returning, it will be assumed the absence was unexcused and shall be reflected in the student's grade.

The student shall be responsible to secure any work or assignments missed after an absence. If the student does not, the instructor shall mark the grade as a '0' for the work or assignment.

After five (5) absences the student's absences shall be reviewed by the staff. The Career & Technical Education Director shall send a letter to the student's home school listing the days missed and every five (5) absences thereafter. Note Excessive Absence Policy

The intent of the attendance policy is to draw attention to the attendance habits of the student and to stress the importance of being at the Career & Technical Education class each day. The policy does not supersede a home school's attendance policy or statement.

**TARDINESS:**

Every possible effort should be made by the student to arrive at class on time. Students are to report to class even if they are tardy. The judgment as to whether a penalty shall be assigned shall be at the discretion of the instructor.

The instructor may require a student to make up tardiness by staying after dismissal time or by requiring earlier arrival time. A notice of the day and time of make up shall be given to the student and home school at least one (1) day in advance and shall not interfere with the student's home school classes. All tardiness shall be reported to the home school with the daily attendance report.

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
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**PERFECT ATTENDANCE:**

Twin Rivers Career & Technical Education Area desires to encourage the development of positive career related goals in the students. In the work industry a top characteristic of a good employee is attendance and punctuality at the work site. To recognize and reward the students, Twin Rivers Career & Technical Education Area will acknowledge perfect attendance of its students.

Perfect attendance shall be defined as the following:

- The student is in class every day the class meets
- The student arrives on time
- The student shall be deemed in class
    - if on a school sponsored trip with written notification given in advance to the instructor
    - representing their school at a school function with written notification given in advance to the instructor
    - their school is closed due to weather

Recognition shall be observed in various methods, but not limited to:

- Certificate indicating the dates of 'Perfect Attendance'
    - Listed by semester and/or year
- Receipt of coupon from area business
- Selected other award by staff
- Letters sent to their home school recognizing their achievement
- Notification sent to area papers

**EARLY RELEASE FROM CAREER & TECHNICAL EDUCATION CLASS:**

If a student involved in an extra curricular activity at the home school requires early dismissal from the Career & Technical Education class, the home school administrator shall send a written notice to the instructor. This notice shall be in advance of the date for early release. If the instructor does not receive an official notice, the student shall not be released early.

A student may also be released early due to a health emergency. If this occurs, the instructor or staff member shall notify the home school and the parent/guardian of the early release and reason.

If the student must be released early for an appointment, a written notice from the parent/guardian is required in advance. Students are encouraged to schedule appointments outside of school time. If the student drives other students to class, the other students must make alternate travel arrangements.

If a pep session or convocation is held at a school hosting a Career & Technical Education program, only the students from the host school shall be released to attend, if requested by the home school; other students shall remain in class.

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
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**CALENDAR:**

The Career & Technical Education program calendar and the home school calendar may differ at selected times. Students will be expected in the Career & Technical Education class every day it is scheduled to meet. Students are mailed a copy of the Career & Technical Education program and their home school calendar with program information prior to the start of classes. Students should become familiar with both calendars to avoid attendance problems.

**EXCESSIVE ABSENCE PROCEDURE**

As Twin Rivers Career & Technical Education Area tries to provide quality career experiences and education for the area students, it is felt that attendance is a major component of such instruction. To reinforce the importance of daily attendance the following procedure has been implemented.

Each student' situation will be reviewed on its own individual merits.

A. Once a student misses five (5) days of class (each class is considered 3 hours), a letter/e-mail will be sent to the parents/guardian with copies sent to the sending school counselor, principal, and attendance officer notifying them of the days missed regardless of excused or unexcused status. The days missed do not include school related functions, such as ISTEP, GQE, or school related field trips.

B. Upon eight (8) days of absences within the semester, correspondence will be sent to the parents/guardian with copies to the school representatives that the student is on probation for the remainder of the program year. A parent conference may be scheduled if requested by any of the parties to discuss the situation.

C. Upon twelve (12) days of absences within one semester or fifteen (15) days within one year, the student may be withdrawn from the program and reassigned to the home school. The student may request a review of the decision. The Career & Technical Director, Instructor, home school principal and counselor will review the following questions prior to a final decision being made:
    1) Are the absences excused or unexcused?
    2) Has Information been provided to support reason for absences?
    3) Has the student made up missed work?
    4) Does the student participate in class?
    5) Does the student do the work assigned and in a timely manner?
    **6)** Does the student have an interest to continue in the program?

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
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**CLOSINGS:**

If the school district in which the Career & Technical Education program is located closes or is delayed due to weather conditions, the Career & Technical Education program will also be closed or delayed.

If the student's home school is delayed or closed due to weather, the student may attend the Career & Technical Education program, if the parents so desire. If the student opts not to attend because of weather, the student will be noted as not in attendance and the absence will not be reflected in a negative manner.

If the student's home school is closed due to any reason other than weather (ex. water or sewage problems), the student shall be expected to attend the Career & Technical Education class.

**DISCIPLINE:**

Participation in a Career & Technical Education program offered by Twin Rivers Career & Technical Education Area is *a privilege* students earn and must maintain. A student remains in good standing by following all the rules, regulations, and guidelines established by the Board of Directors, the Twin Rivers' staff and the student's home school. Failure of a student to remain in good standing may result in being denied participation in the Career & Technical Education program, being suspended, and/or being reassigned to their home school.

Students are expected to behave in a civil manner at all times. Each student is expected to honor the requests of the instructor/staff.

If behavior warrants, the home school principal will be contacted to assist in the discipline procedure.

If the Career & Technical Education program is located in a high school, students will be expected to follow the rules and regulations of the host school. If the host school administers discipline, the person administering the discipline will contact the student's home school principal and inform them of the matter and action taken.

The jurisdiction of the Twin Rivers Career & Technical Education Area extends to any activity for which Twin Rivers Career & Technical Education Area is responsible, whenever and wherever it occurs.

These guidelines are based upon I.C. 20-33-8 of the State of Indiana and the standards set forth by the Board of Directors of the Twin Rivers Career & Technical Education Area.

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
# STUDENT POLICIES
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**DISCIPLINARY ACTION** will be taken in the event that any of the following types of behavior occur:

1. LACK OF RESPECT for the dignity, welfare, and property of students and staff

2. DISRUPTIONS IN THE CLASSROOM or during any function of the program

3. FAILURE TO FOLLOW DIRECTIONS or requests of administrators, teachers, or staff at the program site or related function

4. ABSENCE FROM CLASS WITHOUT PERMISSION

5. LEAVING WITHOUT PERMISSION from the Twin Rivers Program or school site. It is not permissible for students to leave the Twin Rivers Program area without prior permission of the teacher. Violation of such offense will be sent in written form to the Career & Technical Education Director, home school principal, and parent/guardian and be dealt with in the following manner:
    a. 1st Offense – written warning
    b. 2nd Offense – one (1) day suspension from Twin Rivers
    c. 3rd Offense – three (3) days suspension from Twin Rivers
    d. 4th Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or school year from Twin Rivers Career & Technical Education Area

6. SMOKING OR POSSESSION OF CIGARETTES OR SMOKELESS TOBACCO – Possession will be interpreted as intent to use. Smoking offenses will require written notification being sent to the Career & Technical Education Director, home school principal, and parent/guardian and dealt with in the following manner:
    a. 1st Offense – confiscation of the tobacco substance
    b. 2nd Offense – three (3) days suspension from Twin Rivers
    c. 3rd Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or school year from Twin Rivers Career & Technical Education Area

7. POSSESSION OR USE OF DRUGS, ALCOHOL, OR PARAPHERNALIA ASSOCIATED WITH THEIR USE - The terms ‘drugs’ and ‘alcohol’ shall include any substance which is, or contains, or is a look alike of the following: alcohol, a stimulant, narcotic, hallucinogen, marijuana, an intoxicant, or a depressant, whether prescription or sold over the counter, or any substance represented by the provider to be any of the listed substances.

   State law makes it illegal to receive or purchase a substance represented to be a controlled substance. Disciplinary action will be taken in instances occurring at a Twin Rivers Program, at any program function, related function, or related educational or work-based learning activity or extended laboratories.

Drug, alcohol, or other controlled substance violations will require written notification of the violation being sent to the Career & Technical Education Director, home school principal, parent/guardian, and legal authorities. In addition to the procedure listed below the student will be returned to the home school for implementation of its discipline procedure.

*a.* 1st Offense – confiscation of the substance, three (3) days suspension from Twin Rivers
b. 2nd Offense – five (5) days suspension from Twin Rivers
c. 3rd Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or school year from Twin Rivers Career & Technical Education Area

8. OBSCENITY, WRITTEN OR VERBAL – this shall include possession of obscene material. The use of profane and/unacceptable language will not be permitted while at a Twin Rivers program or its function. Students who choose to use unacceptable language either in class, laboratories, before or after school will be disciplined. Any profane, threatening, or abusive language directed toward staff members will result in suspension from the Twin Rivers Program. Violation of this shall warrant written notification being sent to the Career & Technical Education Director, home school principal, and parent/guardian and the following procedure followed:

a. 1st Offense - verbal and written warning
b. 2nd Offense – one (1) day suspension from Twin Rivers
c. 3rd Offense – three (3) days suspension from Twin Rivers
d. 4th Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or year from Twin Rivers Career & Technical Education Area

9. ENGAGING IN INAPPROPRIATE BODY CONTACT – kissing and other displays of affection are unacceptable.

10. STEALING OR VANDALISM – Students who have damaged or destroyed Twin Rivers property shall be required to make restitution. Authority is delegated to the Twin Rivers teacher to assess reasonable damages, subject to review by the Board of Directors upon request.

11. PARTICIPATION IN UNSAFE ACTIVITIES such as fighting, throwing snowballs or other unsafe objects, driving recklessly, or improperly, or causing false alarms will not be tolerated.

12. POSSESSION OF WEAPONS, look-alike weapons, fireworks, ammunition or a destructive device may result in recommendation for expulsion and being reassigned to the home school.

13. POSSESSION OF STOLEN MERCHANDISE may result in disciplinary action and/or removal for the program.

14. UTILIZING WITHOUT PERMISSION beepers, cellular phones or other electronic devices will result in the item being confiscated by the instructor for the remainder of the class time. If the offense is repeated, the instructor may withhold the item until the home school is notified and they direct the item be returned.

15. UTILIZING WITHOUT PERMISSION Twin Rivers equipment, instructor computer or other office equipment is not allowed. The classroom phone is for instructor use. Personal calls may be made with permission only.

16. PHYSICAL RETALIATION to a staff member for any reason shall warrant a student being reassigned to the home school with recommendation for expulsion from Twin Rivers for the semester and/or year.

17**.** BULLYING

1. This rule applies when a student is:
   a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   b. Off school grounds at a school activity, function, or event;
   c. Traveling to or from school or a school activity, function, or event;
   d. Using property or equipment provided by the school; **or**
   e. **Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.**

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

18. UNLAWFUL ACTIVITY-A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**EXPULSION**:

Expulsion of a student from the home high school will automatically expel the student from Twin Rivers Career & Technical Education Area.

Any student who does not cooperate with the Twin Rivers instructor, administration, or staff member, or does not maintain acceptable conduct or regular school attendance may be subject to expulsion by the home school administration.

If a student is suspended from the home school, the student shall be suspended from the Twin Rivers class.

Each school shall determine if suspension or expulsion from Twin Rivers Career & Technical Education Area shall cause students to be expelled or suspended from the home high school.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

    a. legal counsel

b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

**RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

**SAFETY:**

Safety is a vital component of every Career & Technical Education program. Each student shall be expected to follow all safety procedures. The instructor shall provide appropriate safety instruction.

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
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**MEDICATION:**

Medication/drugs may not be distributed by staff to students. If a student must take medication, prescription or non-prescription drugs, the student must have a written consent from the parent/guardian listing the drug and purpose for the medication. The consent form shall be kept on file by the instructor.

**DRESS:**

Appropriate dress will be required for the Career & Technical Education programs.

A. A clean and neat appearance is expected.
B. Clothing should be worn in the manner and for the purpose for which it is designed.
C. Clothing should not attract abnormal attention, create a hazard, or contribute to poor health practices.
D. Shoes for proper safety shall be worn. Construction Technology and Automotive Service Tech require closed toe shoes
E. Coveralls or a change of clothing will be needed for Construction Technology and Automotive Service Tech classes. The type of activity for the day will determine the need.
F. Construction Technology students will need to dress appropriately for the weather and outside working schedule.
G. Cosmetology students shall provide their own uniforms and shoes as required by the instructor.
H. Health Sciences students shall wear their uniforms for class and extended lab experiences as required by the instructor and/or job site. The uniforms are purchased through student fees.
I. Instructors shall designate areas in which safety glasses must be worn.

The instructor is responsible and has full authority to correct any dress problem that is disruptive to class, has a noticeable effect on an individual's attitude, interferes with the business-like atmosphere of the class or is a safety hazard with class activities.

**STUDENT FEES:**

Each student is required to pay a fee for book rental and other items according to the program guidelines. Fee information is sent to each student approximately 2-4 weeks prior to the start of class. The home school corporation may assist students in need to secure funds to pay the fees.

If a student withdraws after the beginning of school no refunds will be given.

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
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## 2014 - 2015

**LOST/DESTROYED BOOKS:**

Students are responsible for the textbooks assigned or rented to them. Students will be charged the cost of replacing the book(s) that are lost, damaged or destroyed. Twin Rivers Career & Technical Education Area will work with the home high school in securing the funds if the student does not pay upon the Career & Technical Education instructor's request.

**STUDENT RECORDS:**

All laws concerning release of student's records will be followed.

**CREDIT:**

Students shall earn one (1) high school credit for each nominal class hour of the Career & Technical Education program. Automotive Service Tech, Construction Technology, and Health Sciences will offer three (3) credits per semester, totaling six (6) credits for the year.

Cosmetology students must attend 302 hours during the semester to receive four (4) credits. If a student does not attend 302 or more hours, the student will be given an "incomplete" until the required hours are attained. If the time is not completed within two (2) weeks an 'F' shall be received as a grade. Each school corporation will have the option of giving summer school credit or placing the summer grade and credit on the student's permanent record as having been attained during the fall semester.
1500 hours = 16 credits.

The number of high school and college credits for dual credit courses based at Vincennes University or Ivy Tech State College will vary according to the program selected.

**GRADES:**

Each student will receive a grade for the Career & Technical Education class. The instructor is responsible for evaluation of the student and reporting the grade to the sending high school on a regular basis according to the Twin Rivers calendar. If a status report is needed at a different time (ex. athletics, parent conference, or a 6–week grading period), the sending school administration will notify the instructor.

**PROGRESS REPORTS:**

If an instructor considers a student to be doing poorly, an unsatisfactory progress report will be sent to the parents and sending school principal. The report may be sent at any time during the school year. A meeting may be called if requested by either party.

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA
# STUDENT POLICIES
## 2014 - 2015

**CERTIFICATE OF COMPLETION:**

Students successfully completing a Twin Rivers Career & Technical Education Area program may receive a certificate of completion the last day of class. The certificate will include dates of attendance, program area, instructor, and the basic areas of instruction successfully completed.

**INTERNET USAGE:**

Prior to a student being allowed to use the internet in the classroom the student shall have completed and have on file the 'Internet Usage Form' signed by parent/guardian. The computer shall be used for school projects; personal use (checking on e-mail or playing games) is not permitted.

**PARKING:**

Students are to park in the space designated for student parking at the Career & Technical Education program site. If the student does not comply with the directions, driving privileges may be revoked.

**TRANSPORTATION:**

It is the student's responsibility to provide transportation to and from the Twin Rivers Program. Students shall be expected to observe their home school driving regulations and to obey all driving laws. The instructors are directed to notify the appropriate law enforcement officials if students are observed driving dangerously or in violation of the laws.

If students opt to carpool and the driver cannot attend or must leave early, the other students who ride must make alternate arrangements for transportation.

A student's privilege to drive to Twin Rivers class may be revoked if the student does not follow the home school's driving regulations or if in the judgment of the Career & Technical Education instructor the student is not driving in a safe or legal manner.