

## **Excel TECC Policies**

### **Attendance**

The Excel TECC programs have a 15 day absence limit for each school year which means that students who reach 15 days absence may lose credit for the course. Students are expected to fulfill their home school obligations outside of the scheduled class time. **When the school where the career technical program is housed is in session, students must attend classes – regardless of whether or not the home school is in session.** An exception to this rule is if the home school is closed due to inclement weather. Career Technical Program teachers will honor the home school exam schedule; however the parent must call to report the absence on the days that the student will not be attending due to taking exams. In addition, absences due to state mandated Ohio Graduation Tests will not be counted against the student.

If a student is absent 5 days, the program teacher will notify the parent and home school guidance counselor that the student is at risk of reaching the allowable days missed. Upon 10 absences, the program teacher will notify the parent, home school guidance counselor and the Excel TECC Dean of Students. If a student reaches 15 total absences excused or unexcused, he/she may be terminated from the program and credit may be withheld. If there are extenuating medical circumstances regarding absences, a parent may request a meeting with the Dean of Students and also provide medical documentation for the absences.

If for some reason a student will not be in class, the parent/guardian shall contact the bus transportation supervisor at the home school, as well as the attendance secretaries at the student's home school and career technical program school. Otherwise the absence is considered unexcused.

### **Tardiness**

Attendance will be promptly taken at the beginning of the start of the program. If a student develops a pattern of being tardy at a rate that would quickly violate the attendance policy, the student may be subject to an attendance hearing to address the tardiness.

Attendance questions can be directed to the attendance office at 440-995-6765 or the Dean of Students at 440-995-6752.

## EXCEL TECC BUS CODE OF CONDUCT

### Ohio Pupil Transportation Rules, Regulations and Laws 3301-83

1. Each student is responsible for his/her actions. Misbehavior while boarding or riding the bus can result in student's loss of transportation privileges. **Anyone causing damage will be held liable for the material, labor and cost of the repair.**
2. Students shall be at their assigned stop at least five (5) minutes BEFORE the scheduled time.
3. Go directly to an assigned seat. The regular driver shall assign all students a seat and current-seating charts will be kept on the bus. Sit in your seat. Keep your back to the back of the seat, your seat on the seat and your belongings on your lap.
4. Be seated as quickly as possible and stay seated until the bus comes to a complete stop. Do not move from one seat to another. Do not lie down on the seats. Keep arms and legs out of the aisles and exits.
5. No students shall cause any part of his/her body to project from a bus window. No student may throw any object out of the window. Do not throw or pass anything from, in/at or out of the bus.
6. Normal levels of conversation shall be maintained on the bus. No yelling, loud music, improper language or obscene gestures are permitted.
7. Harassment, intimidation or bullying toward another student will not be tolerated. This includes any intentional written, verbal, graphic or physical act towards another student.
8. Students shall not eat, drink or litter on the bus. Help keep the inside of the bus clean. Do not throw anything on the floor or mark the seats or wall with anything. **The cost of repair due to vandalism shall be passed on to the student who caused the damage.**
9. Students will not cause any disruption or distraction to the driver of the bus.
10. Students shall **NOT** possess or be under the influence of alcohol, drugs or narcotics on the bus. Students are not permitted to smoke or partake of any type of tobacco, snuff or any look-a-like tobacco product such as an e-cigarette on the bus. **Violation of this rule may result in loss of riding privileges for the remainder of the quarter.**
11. No fireworks, explosives or other dangerous objects are permitted at any time.
12. Obey the driver promptly and respectfully. Conduct yourself in a courteous manner with respect toward the driver, students and others.
13. If a student is going to be absent or not riding the bus to/from their Tech program, he/she must notify the transporting bus garage that he/she will not be on the bus.

**Busses may use video surveillance on all vehicles and/or at bus stops as part of the district safety plan. Activity occurring in these areas may be recorded and used in school/police investigations.**