

The Tomorrow Center
A Trauma Sensitive School
Student Handbook
2018-2019

Parent-Student Handbook

The Tomorrow Center

This handbook has been prepared so that the students and their parents may be better informed concerning the school, its program and procedures.

Unfortunately, such a handbook rarely covers all questions or concerns; therefore, parents are encouraged to call the director whenever a question arises. All concerns will be handled promptly and fairly.

It is the sincere hope that this handbook will provide a very necessary bridge between home and school and thus create a smoother operation and understanding for all.

MESSAGE FROM THE DIRECTOR

Dear Students and Parents,

We welcome you to the Tomorrow Center where we consistently focus on student achievement and assist student's in preparing them for the future. We are a school with strong emphasis on community.

Teachers, parents and staff work together as a team to ensure the success of all students. Whether we are preparing students for a career or college the unique gifts every child brings to the school are valued.

Vision Statement

The Tomorrow Center meets the academic, emotional and social needs of individual students while preparing them for a successful transition to a better tomorrow.

Mission Statement

The Tomorrow Center respects and reveres individuality while reaching towards each child's unique potential. Our purpose is to build a strong academic and social foundation for all students enabling them to communicate and contribute effectively and responsibly within their community.

TOMORROW CENTER STUDENT CODE OF CONDUCT

Without violation of these rules and regulations by any student may result in suspension or expulsion from school by the administrators employed by the Tomorrow Center Board of Directors. There are times when lesser punishment might be used, depending on the severity of the infraction. There are also times when the school may pursue legal action against a student or parent/s through the court system.

These rules and regulations shall apply to all curricular and extracurricular activities and to those students in attendance at any school sponsored event on or off school grounds or while being transported by the school. These rules can also apply for student conduct on the way to school or from school to the house.

In order to comply with provisions of Amended Substitute House Bill #421 and the Ohio Revised Code statues 3313.661, suspension and expulsion from The Tomorrow Center shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules and regulations of the Board of Directors and administrative policies of the individual school building. The administrators and the Board of Directors regard suspension or **expulsion of a pupil from school to be a very serious disciplinary measure, and it will be utilized only when the administrators have determined that other disciplinary measures are not sufficiently effective.**

Students Rights

Students attending the Tomorrow Center shall enjoy the rights and freedoms that are guaranteed them under the Constitution of the United States of America and the State of Ohio. Specifically, this shall include the due process of law (the right to a hearing) involving all disciplinary action taken against a student. All students shall enjoy the right to reasonable treatment from the school and its employees.

Student Responsibility

The Board of Directors, administrators, teachers and employees (including custodians, cooks, secretaries, aides, etc.) have a right to expect reasonable behavior from all students. Freedom is a precious commodity and it carries with it the heavy responsibility of accountability of the individual for all actions.

MAJOR RULES REGARDING STUDENT CONDUCT

A violation of any of the following rules will result in a suspension (in school or out of school suspension) of up to ten (10) school days and / or recommendation for expulsion.

Rule 1:01 Disruption of our Inference with Curricular or Extracurricular Activities

A student shall not by use of violence, force, coercion, threat, demonstration, false alarm, (vulgar or obscene language, gestures, or printed material), possession of fireworks, ignition of fires, possession of or distribution of inflammatory or obscene printed material, or any other matter cause material disruption or interference with curricular or extracurricular activities.

Rule 1:02 Theft/Damage to School Property

A student shall not cause damage, attempt to damage, steal or attempt any school property. School property includes, but is not limited to, buildings, buses, supplies, lockers and equipment.

Rule 1:03 Theft/Damage to Private Property

A student shall not cause damage, attempt to damage, steal or attempt to steal private property on school premises or transportation vehicles during a school activity, function or event on or off school grounds.

Rule 1:04 Fighting, Battery or Assault (physical, inciting, and/or menacing)

A student shall not cause physical injury or act or behave in such a way as could cause physical injury to another student, teacher, visitor or other employee of the school district. No student shall knowingly cause another student, teacher or school employee or visitor to believe that he/she (the offender) will cause them serious physical harm. Fighting or the threat of offering to fight would come under this rule, as could horse playing or any physical altercation that has the potential to escalate into a fight. Students who are fighting may be removed by the police, and parents may have to pick up the student at the appropriate police facility. If warranted, assault charges may be filed at the Morrow County Prosecutor's office.

Rule 1:05 Dangerous Weapon and Instruments

- A. A student shall not possess, handle transmit, or conceal any object which is designed for the purpose of inflicting bodily harm to others on school premises or while attending school events from the school grounds.**
- B. A student shall not handle in a dangerous way any object capable of inflicting pain or bodily harm to others.**

Rule 1:06 Use of Tobacco

A student shall not possess or use tobacco in any form (including any version of e-cigarettes or air vaporizers) while attending or participating in any curricular or extra-curricular school activity on or off school grounds. Violations may result in an out-of-school suspension up to 10 days.

Rule 1:07 Conduct Towards School Personnel

A student shall not verbally abuse or threaten teachers, student teachers, substitute teachers, teachers' aides, administrators, bus drivers, volunteers or other school personnel.

Rule: 1:08 Open Defiance

A student shall not challenge the authority of the teacher or any authorized school personnel, and will make every effort to comply with reasonable directions of teachers, student teachers, substitute teachers, teacher's aide, administrators, bus drivers or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Rule 1:09 Threats, Intimidation, Bullying, or Harassment of Others

A student shall not attempt to or do the following: intimidate, bully, harass, or extort favors or property from any other student or any school personnel. This includes cyber bullying and sexual harassment.

Rule 1.10 School Records

No student shall remove or alter any school records belonging to the school or to school employees. Nor shall a student possess, transmit, or conceal without authorization any school records belonging to the school or to school employees.

Rule 1.11 Deviant Social Behavior

A student shall not expose any part of his/her anatomy in any socially deviant manner while under the jurisdiction of the school. Nor shall any student engage in any socially improper conduct with any other person while under the jurisdiction of the school.

Rule 1.12 Aiding and Abetting in the Commission of a Violation

A student shall not aid or abet another student in the commission of a violation of any school rule or regulation.

Rule 1.13 Frightening, Degrading or Disgraceful Acts

A student shall not engage in any act which frightens, degrades or disgrace or tends to frighten, degrade or disgrace fellow students, visitors, school personnel, volunteers, etc. by either verbal or nonverbal means.

Rule 1.14 Sale or Distribution of Material

No student shall sell, offer for sale or distribute any materials or substance without first obtaining approval of the item to be sold or distributed from the Director.

Rule 1.15 Abidance with Sanctions

Student shall not refuse to abide by any punishment assigned by the school administration or any teacher or any court order related to school activities.

Rule 1.16 Gambling

A student shall not engage in any form of gambling or game of chance while under the jurisdiction of the school.

Rule 1.17 Narcotics, Drugs, and Alcoholic Beverage

A student shall not possess, show evidence of use of, transfer, conceal or be under the influence of narcotics, drugs, or alcohol or in other manner engage in drug or alcohol abuse whole on school grounds, transportation vehicles or attending any school related function on or off school grounds. No student shall possess, transfer or conceal a non-controlled substance which the person:

- a. represents to be a controlled substance, or
- b. represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.

Rule 1.18 Repeated Volition of Minor Rules

A student shall not engage in a pattern of repeated violations of the minor misconduct rules.

Rule 1.19 Other Conduct

A student shall not engage in any type of conduct not specifically set forth above which is harmful to the person or property of school personnel or other students or which is not in compliance with socially accepted standards or behavior.

Bullying

The Board of Directors is committed to provide a safe, positive, productive, and nurturing educational environment for all of its students. In accordance with Ohio Revised Code 3313.666, the Board has adopted a policy in regards to bullying and other forms of aggressive behavior. In short, the board defines bullying, harassment, cyber bullying or intimidation as any intentional written, verbal, graphic, or physical act that a student or group exhibits toward another particular student or students more than once and the behavior causes mental or physical harm. This policy applies to all activities (curricular or extra-curricular including transportation to and from school).

Bullying and other forms of aggressive behavior are prohibited and will not be tolerated. Students are encouraged, and every staff member is required to report any situation that they believe to be bullying or aggressive behavior towards any student. Reports may be made to adults in charge or the building director. After investigation, students who are found in violation of the bullying policy will be subject to additional school sanctions as well as referral to law enforcement officials.

Emergency Removal /Suspension/Expulsion Procedures

A. Suspension (Out of School, Bus)

1. The Director may suspend a student from school for offenses which are detrimental to the discipline and operation of the school; or which acts of misbehavior are potentially hazardous to the well-being of the school, the student body, school personnel, or are grossly improper under the circumstances, or are in violation of the Student Code of Conduct. No suspension are to exceed 10 school days. Such suspension shall occur only after a student has been notified of the incident and given a written notice of the specific charges. The written notice is called an Intent to Suspend Form. An Intent to Suspend notice does not

mean the student is or will be suspended, but means the student is being considered for suspension depending on the outcome of an informal hearing. After the student has been issued the Intent to Suspend form, the informal hearing will be held. During the informal hearing, the student shall be advised of the charges against him/her and of possible disciplinary measures to be taken. This hearing may take place immediately and the parents or guardians need not be present. (It should be noted that at the informal hearing, the student has no right to legal counsel at this administrative level). If, as a result of this hearing the decision is made to suspend the student, an attempt will be made to contact the parent by phone, and within 24 hours a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal.

2. If a formal appeal of a suspension is requested, the Director's office should be contacted in writing to set up a time and place for this hearing. This hearing should be conducted in an impartial manner. Legal counsel is permitted to represent the student at the appeal hearing.

3. Students who are suspended out-of-school or are expelled or removed from class will not be allowed to participate in curricular or extracurricular activities and are not allowed on school grounds.

4. Students appealing a suspension to the Director will serve the suspension until the appeal is held. If the decision is reversed by the Director, or in expulsion case is reversed by the Board of Directors, the student will be readmitted, the student's record of that particular suspension will be erased, all work missed may be made up and all days of absence will be erased.

5. Copies of all correspondence pertaining to a suspension shall be forwarded promptly to the Director and the President of the Board of Directors

B. Emergency Removal from a Class, Activity, or School

There are times when it is necessary to remove a pupil from curricular or extracurricular activities because the student's presence poses a continuing

danger to persons or property or an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student need not be given an immediate hearing before removal. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

1. Who May Remove a Student?

- a. The Director, or his/her designee may remove from the premises, curricular, or extra-curricular activity (or bus) without advance notice.**
- b. Teachers may remove a student from a curricular or extra-curricular activity under their supervision (advance notice is not required). During regular school hours, the pupil who has been properly resolved. After school hours, a student who remains on the premises after being removed from an activity would be in violation of Major Violation #1.08 of the Student Code of Conduct.**

- C. If a teacher makes an emergency removal, reasons must be submitted to the Director in writing as soon as After the removal as practical.**

- d. Any school personnel may order a student to leave the premises after school hours when a student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered a formal removal from a curricular or extra-curricular activity and does not require a notice or hearing.**

2. A due process hearing must be held within 72 hours after removal is ordered:

- a. Written notice of the hearing and the reason for the**

removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.

b. The person who ordered or requested the removal must be present at the hearing.

c. If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used (i.e. 24 hours' notice of suspension to the parent) or guardian (s), right

to appeal, etc.)

3. If the Director reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.

4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process (right to a hearing, etc.) does not apply.

5. In an emergency removal, a pupil can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion.

C. Expulsion

1. Only the Director may expel a student from school and only for the same reasons as outlined in the Student Code of Conduct for suspension and expulsion.

2. The Director must give the pupil and his parent or guardian written notice of the intended expulsion. The notice and subsequent hearing must contain the following provision.

- a. The notice will include reasons for the intended expulsion.
- b. The pupil and parent or guardian have an opportunity to appear on request before the Director or his/her designee to challenge the expulsion. The administrator cannot compel such a hearing in the event the pupil and parent choose not to attend the designed hearing.
- c. The notice is to state the time and place to appear for the expulsion hearing, which must not be less than 3 days nor more than 5 days after the notice is given.
- d. The Director may grant an extension of time; if an extension is granted, notification to all parties of the new time and place must be issued.

3. Within 24 hours of the expulsion the Director must notify the student's parent (s) or guardian (s) and the President of the Board of Directors or its designee. The notice must include the reasons for the expulsion and explain the right to appeal the expulsion to the Board of Directors with legal representation and in executive session. The Board of Directors may, by a majority vote of its full membership, reinstate the student.

D. Appeal to the Board of Directors

- 1. A student or the parent (s) or guardian (s) may appeal an expulsion by the Director or to the Board of Directors or its designee. (In suspension cases the designee would be the Director.)**
- 2. A verbatim, word for word, record is required. This may be tape recording, etc.**
- 3. No particular procedure for the hearing is required.**
- 4. Formal action to affirm, vacate or modify the disciplinary action of the appeal may only be taken in public session.**
- 5. The decision of the Board of Directors or its designee is**

further appealable to the Court of Common Pleas under Ohio Revised Code 2506.

6. There is no time limit regarding a request for an appeal to the Board of Directors or its designee. It is assumed that the appeal will be set at the discretion of the Board of Directors.

Administrative Procedures Involving Student Misconduct

Criminal Acts

Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school or at school function on or off school grounds. Appropriate action may be taken by the school authorities if the incident is school related regardless of whether or not criminal charges result. Students may be subject to suspension for a maximum of ten (10) school days and in some cases the Director of schools may expel a student for a period of time determined by the Director.

Major Violations

Students violating the major rules and regulations of the Student Code of Conduct can be subject to the following disciplinary procedure.

Step I	First Offense	Three (3) days out-of-school suspension
Step II	Second Offense	Five (5) days out-of-school suspension
Step III	Third Offense	Ten (10) days out-of-school suspension
Step IV	Fourth Offense	Ten (10) days out-of-school suspension with recommendation to the Director of schools that the student be expelled from school.

The above steps do not necessarily refer only to repeated violation of the same major rule but may include accumulated violations of any of the major rules during a school year. In some cases, the nature of the violations may be such that the first step of the disciplinary procedure will be waived and the second step immediately imposed. In some cases, the nature of the violation may be so severe that the first, second, and third steps of the disciplinary procedure will be waived and the fourth step imposed immediately. Any student found in violation of Rule #1.18 of the major rules of conduct faces an immediate 10 days' suspension from school with a recommendation to the Director for expulsion.

Accumulation of Penalties for Minor Violations

Students demonstrating repeated patterns for rules violations will be considered repeat offenders. Minor violations or violation of classroom rules will generally be dealt with in the following manner.

1st Violation	Teacher conference with student (notice to office)
2nd Violation	ISR (In School Restriction)
3rd Violation	ISR (In School Restriction)
4th Violation	OSS (Out-of-School Suspension)

The above is a general procedure for dealing with the few students who repeatedly violate minor school rules or classroom rules. The Director or his/her designee has the right to increase or decrease penalties based on individual circumstances.

Expulsion

The student is removed from school for a period of time determined by the Director within the restrictions of Ohio law (currently 90 school days or to the end of the semester, whichever is the longest). Students expelled receives academic credit and are prohibited from being on school property at any time during the expulsion.

Out-of-School Suspension

The student is not allowed to attend school for a specified number of school days not to exceed ten. During this period of time the student is prohibited from being on school grounds for any reason including curricular or extracurricular activities.

Students who are absent from school as a result of suspension are still required to complete any assigned work they missed, but will suspension of the school year.

Drug and Alcohol Policy

Alcohol beverages, look-a-like drugs, and drugs of abuse: A student shall not possess, sell, show evidence of use of, transmit (give to another student or person), conceal or be under the influence of alcoholic beverages, drugs or mind altering substances such as glue, gasoline, etc. Also included in this rule is any look-a-like drug as covered by Amended HB 535, amended section 2929.01 and

enacted section 2925.37, Ohio revised Code to prohibit making, selling, and possessing counterfeit drugs and related tools. The procedures and actions listed are in effect for the student's entire school career.

1. **Violation (s) of the above rule in the Student Handbook will result in:**

A. First Offense

1. The Director will suspend the student out-of-school for 10 days in compliance with the student due process procedures, with expulsion recommended.
2. The Director or his/her designee will notify the parent (s) or guardian (s) in writing.
3. The Director or his/her designee will attempt to notify the parent or guardian by phone to arrange a conference.
4. The Director or his/her designee will notify the appropriate office or law enforcement agency.
5. If the student seeks assessment and agrees to follow through with any recommendation s from the assessment center, the student is admitted back to school due to contact with an assessment facility but discontinues follow-up procedures prior to release, the remainder of the 10-day suspension will be served and the recommendation to expel will be resubmitted. To discontinue follow-up procedures with the assessment facility a written release from the facility must be supplied to the school.
6. If the student does not receive assessment and any recommended treatment, the 10-day suspension starts with the recommendation of expulsion.

B. Second Offense

1. The Director will follow the same procedures (1-4) as for the first offense. The 10-day suspension cannot be shortened.
2. If the student seeks assessment, agrees to any recommended treatment and follows through with the treatment until a written release from the assessment/treatment facility is on file in the office, the recommendation for expulsion will be waived. If, after re-entered

into school, the follow-up procedures are not adhered to, the recommendation for expulsion will be resubmitted.

3. If the student does not seek assessment, the recommendation for expulsion will stand.

C. Third and Subsequent Offenses

1. The Director will suspend the student for 10 days and will recommend expulsion of the student to the Director and follow procedures 2-4 for the 1st offense.
2. Supplying/Sale of Chemicals (Drugs/Alcohol)
3. Supplying or selling of chemicals (drugs/alcohol) will result in a 10-day suspension with a recommendation of expulsion to the Director of Schools.
4. The Director or his/her designee will notify the parent(s) or guardian(s) in writing.
5. The Director or his/her designee will refer the case to the local law enforcement department.

D. Counterfeit Drug

In compliance with Amended House Bill 535 of the State Legislature of Ohio, you are hereby notified that it is a violation of the laws of the State of Ohio for any person to:

1. Knowingly possess any counterfeit controlled substance
2. Knowingly make, sell, offer for sale or deliver any substance that is known to be a counterfeit controlled substance.
3. Sell, offer for sale, give or deliver any counterfeit controlled substance to a person under 18.
4. Falsely represent a counterfeit controlled substance as a controlled substance.

A controlled substance is any drug that has the potential for abuse and which may cause psychological or physical dependency. Drugs purchased by prescription would be of this type.

Minor Rules Regards Student Conduct

A violation of any of the MINOR RULES listed below will result in some form of disciplinary action including, but not limited to, detention, in-school suspension, or removal from curricular or extracurricular activities.

Rule 2:01 All students shall attend all of their assigned classes with all necessary materials to complete work assigned to them and will complete the assigned work.

Rule 2:02 Class Disruption

Rule 2:03 A student shall not use profanity or obscene or inappropriate gestures at any time. This also includes obscene or inappropriate signs, pictures or publications.

Rule 2:04 A student shall avoid improper displays of affection. (Students shall maintain a dignified relationship with other students). Embracing, kissing, an inappropriate touching will not be allowed.

Rule 2:05 Use of any mobile device in a way that is distracting to the educational process is prohibited, and any use of personal electronics during the school day must be done with the permission of and in the presence of the teacher sanctioning the use. Devices are not to be used for entertainment in common areas or between classes.

Rule 2:06 A student shall not use any other locker other than the one assigned without the permission of the office staff.

Rule 2:07 A student shall not forge the signature of parents, teachers, other students, etc.

Rule 2:08 A student shall not lie to an administrator, teacher, staff member, etc.

Rule 2:09 A student shall not loiter in the halls, restrooms or unsupervised area of school buildings or property during regular school hours. Students are not to be in the building prior to or after school hours unless involved in a school related activity.

Rule 2:10 A student shall refrain from running in the halls or throwing any object in the halls or room of the school.

Rule 2:11 A student shall wait his/her turn in the lunch line.

Rule 2:12 A student shall not carry food or drink from the cafeteria without official permission.

Rule 2:13 A student shall not throw food or plastic ware or otherwise misbehave in the school cafeteria.

Rule 2:14 A student shall not litter.

Rule 2:15 A student shall be properly dressed, as stated in the dress code.

Rule 2:16 A student shall not be in any authorized of OFF-LIMITS area without official permission; this includes all areas outside the building during the school day.

Rule 2:17 A student shall obey all classroom rules.

Rule 2:18 A student shall always have written permission from a staff member to be out of class during class time.

Rule 2:19 A student shall not engage in physical contact with another student in any manner that may be considered horse playing.

Rule 2:20 A student shall not engage in any type of conduct not specifically set forth above, which is harmful to person or property of school personnel or other students or which is not in compliance with socially and educationally accepted standards of behavior. Repeated violations of the above Minor Violations will be considered a Major Violation as listed under Major Violation #1.15.

Student Code of Conduct (Policy 6.19)

The items in this Code are applicable to misconduct by a student that occurs on property own or controlled by the School and off of property owned or controlled by the School but that is connected to the School's computers or computer network, activities or incidents that have occurred on property owned or controlled by the School and misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by another party. Additionally, the provisions of this Code

shall apply to students if the prohibited act (s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the school.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, and all other school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action (s), which may include detention, field trip; or other activities, in-school restrictions, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. **ASSAULT, ASSAULT AND BATTERY** or threat thereof to any school personnel, other student, or visitor.
- B. **FALSE ALARMS** including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any **NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. **DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- F. **ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.**
- G. **POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the school.
- H. **POSSESSION, USE, OR THREATENED USE OF WEAPONS**, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

- I. **REPEATED OFFENSES OR FLAGRANT VIOLATIONS** of any school rules or accepted standards of school behavior.
- J. **VIOLATION OF FEDERAL OR STATE STATUTES** on school premises or involving school activities.
- K. **VIOLATION OF TERMS OF SUSPENSION EXPLUSION, OR OTHER FORMS OF DISCIPLINE.**
- L. **DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM** of school property or private property on school premises; (including buses) or at any school.
- M. **TOBACCO/NICOTINE.** A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. **USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE** written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. **INSUBORDINATION AND/OR DISOBEDIENCE** in refusing to comply with directions of school personnel.
- P. **TRUANCY** from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of the day without school authorization.
- Q. **REPEATED TARDINESS** to class or school.
- R. Being under the influence of **ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES** while on school property; (including buses) or at any school-sponsored activities.
- S. **THEFT** of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. **FIGHTING** among two mor more students on school property; (including buses) or at any school-sponsored activity. This shall include and/or encouraging other to fight.

- U. The act of **EXTORTION** from any person on school property; (including buses) or at any school-sponsored activity.
- V. **GAMBLING** for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. **THE ACT OF FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.
- X. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. **CHEATING**.
- Z. **PLAGIARISM**.
- AA. **TRESPASSING OR LOITERING** coming onto school grounds without permission.
- BB. **HAZING AND INTIMIDATION**, subjecting other students to pranks or humiliation causing mental or physical harm.
- CC. **POSSESSION OF A FIREARM**: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted the above-referenced statute defined a firearm as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include; an antique firearm; a rifle that the owner intends to use solely for sporting or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordinance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.
- DD. **POSSESSION F A KNIFE**: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- EE. Leaving school property or assigned area prior to specified dismissal time without official permission.

- FF. Open displays of affection between members of the same or opposite sex.**
- GG. Unauthorized throwing of any object including, but not limited to, snowballs.**
- HH. Commission of an immoral act.**
- II. Failure to pay tuition or other approved charges.**
- JJ. Violation of state student mandates, oncludingm but not limited to, required immunizations.**
- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the same day, or during school activities.**
- LL. Violation of school policies pertaining to dress and appearance.**
- MM. Misuse of school property.**
- NN. Violation of school policy prohibiting pocket pagers and other electrical communication.**
- OO. The Director may prohibit a student from attending and/or participating in the School's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.**
- PP. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.**
- QQ. Violation of policies governing internet usage.**
- RR. Driving in an unsafe manner.**
- SS. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state, or state or federal law.**
- TT. Any attempts to engage in conduct prohibited by this policy.**
- UU. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.**

Student Discipline Procedure (Policy 6.18)

If a student violates any school rules or policies, it may result in expulsion, suspension, emergency removal, permanent exclusion, or alternate discipline pursuant to Policy 6.18, Student Discipline. This Policy is available on the School's website. Students may be assigned to in-school restriction.

Student Academic Honesty Policy

If a teacher or administrator in the Tomorrow Center suspects that a student's work is not his own or is the result of plagiarism, the following steps will be taken:

1. A letter will be mailed to the student and his parents/guardians describing the issue, inviting a rebuttal, and stating that additional incidences of academic dishonesty will result in disciplinary action.
2. If a second incident of academic dishonesty occurs, the student will be required to complete serve ISR for a period of time.
3. If a third incident of academic dishonesty occurs, the student will be suspended from school for two weeks. Work that is due during those two weeks cannot be made up.
4. If a fourth incident of academic dishonesty occurs, the student will be recommended for expulsion. The Board of Directors will vote upon this recommendation at their regularly scheduled meeting.

Harassment and Violence (Policy 9.09)

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time

Mobile Device Use

Mobile devices such as cell phones and iPods may be used by students (to check messages, etc.) at their lockers between classes, at breakfast, and before/after school. Devices may not be brought to class (including study hall) unless approved by the teacher for the purpose of classwork.

Step Policy for irresponsible use of Cell Phones or Mobile Devices

- | | |
|----------------------------|--|
| a. 1 st offense | Phone is confiscated and placed in school office until the end of the day. |
| b. 2 nd offense | Phone is confiscated and only the parent/guardian may retrieve phone and the student receives 3 hours ISR. |
| c. 3 rd offense | Phone is confiscated and only the parent/guardian may retrieve phone from the school office and the student receives one day in ISR. |

Student Cheating

Every student is expected to demonstrate sincere honesty in the completion of daily homework, theme assignments and classroom tests. Those students completing these tasks in a dishonest manner will be considered guilty of cheating. Students who are guilty of cheating will receive a "0" for the assignment and may additionally be subject to disciplinary action. Parents will be notified as soon as possible.

Cheating is defined as:

- A. Falsification of sources on theme report/s.
- B. Plagiarism
- C. Copying from another student in or out of class.
- D. Providing another student with access to homework papers, theme report/s or test answers for the purpose of copying.
- E. Use of a "cheat sheet" on a test, quiz, etc.

Dress Code

One important function of the school is to help students develop those habits of dress and behavior that are necessary for a successful career in our modern society. In order to achieve this goal, the Board of Directors exercise its legal right to establish criteria for proper dress and appearance. Cleanliness, neatness and simplicity are considered appropriate criteria for proper attire at school and by business institutions as well. To be considered proper for school wear, clothing must meet standards of common decency and good taste and most important, will not cause a distraction to the educational process. The administration will make the final decision in regards to dress and grooming.

- 1. Any garment will be considered inappropriate that shows underwear, undergarments (this includes items worn under pants which hang below the waist.), chest, cleavage, buttocks or belly when the student stands, sits, bends or raises the arms.**
- 2. Tops with “spaghetti straps” are inappropriate unless worn over an acceptable top. An acceptable top is approximately 2 inches wide in the shoulder area. Acceptable short/skirts will be no shorter than 3 inches above the top of the kneecap.**
- 3. All pants will be worn at the appropriate waist level. Sunglasses or other inappropriate eye wear are not to be worn in school unless with a doctor’s excuse.**
- 4. T-shirts, belt buckles or any item of clothing advertising tobacco, alcoholic beverages, drugs, drug paraphernalia or having suggestive or profane language or a symbols are not permitted at school. No chains are to be worn (including chained wallets).**
- 5. Clean t-shirts and sweat pants may be provided in the school office for students not abiding by dress code policies. Failing to accept alternate clothing would be considered another minor violation.**
- 6. No blankets or throws will be permitted.**

Cleanliness, neatness and good grooming will be stressed at all times. Any issue with clothing that causes a distraction or disrupts the educational process is not permitted. A student in violation of the above rules will change the item in question immediately or be sent home to change. All dress code violations will be penalized as a minor rule violation. Repeated failure to comply with the above rules and regulations will be considered a major rules violation and can result in a suspension for Rule 1.15; Repeated Violations of Minor Misconduct.

Handwashing Policy

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum of 20 seconds, paying close attention to the surfaces between the fingers and on the back of hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs. It is the policy of the Tomorrow Center that students and staff will wash their hands with soap and water;

- 1. After using the restroom**
- 2. Before and after eating'**
- 3. If their hands are visibly soiled**
- 4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, or other educational venue that soils hands.**
- 5. If the student or staff member encountered chemicals during cleaning the school environment.**
- 6. After cleaning animal habitats and handling animals.**
- 7. Before and after each task when preparing food in any class such as Family Science.**
- 8. After athletic practices and games**
- 9. If the student or staff member has encountered bodily fluids (blood, nasal discharge, mucous).**
- 10. After sneezing or coughing**

When soap and water are not available and hand are not visibly soiled, the Center for Disease Control suggest the use of alcohol-based, waterless disposable hand wipes or gel sanitizers. These items should only be used under adult supervision and shall be stored in a secure area in each room. Not all hand sanitizers are effective. Students and parents should alert teachers and administrators if they intend on the student using these items so that they can be properly stored in the classroom.

Hand washing signs will be posted at all sinks and restroom areas. All hand washing areas will provide warm water, soap and towels. The school will provide education in hand washing to all students at least once every year.

Bus Rules

Bus transportation is a privilege that should not be abused. Students who decide not to obey rules will be denied riding privileges. Please see suspension procedures and Administrative Procedures involving student misconduct. Disciplinary responses may range from a warning to suspension of riding privileges.

Students have duties and responsibilities that contribute to their safe and orderly bus riding. The following rules shall be followed:

- a. Load and unload from the bus at the designated stop in an orderly manner.**
- b. Ride the assigned bus and unload at the regular stop, unless written permission has been obtained from the parents and the administration to do otherwise.**
- c. No eating, drinking or littering on the bus. No quilts or blankets may be brought onto the bus.**
- d. No absolutely quiet at railroad crossings and other places of danger as specified by the driver.**
- e. Keep the noise on the bus to a minimum.**
- f. The use of tobacco or abusive language on the bus is prohibited.**
- g. Remain in the assigned seat while the bus is in motion.**
- h. Refrain from hanging any object or part of the body out of the bus window.**
- i. Do not throw any object while on the bus.**
- j. Use only the front door to enter and leave the bus.**
- k. Students riding buses are subject to all other school rules and may receive additional penalties for violation of these rules.**
- l. The driver is in charge of the bus and all driver requests should be obeyed promptly.**

Disciplinary issues on the bus will be handled in accordance with major or minor rule infractions but in cases where the students' actions have posed a dangerous or unsafe situation, removal from the bus for a period of time may be necessary.

Other General Information

- 1. Hall passes must be used when leaving any room during class. Students in the hall without a pass will receive a school penalty. It is the responsibility of the student to have a pass when out of a class.**
- 2. Fire Drills and/ or Tornado Drills will be conducted at least once a month as required by law. These drills are to be conducted in a quiet and speedy, but safe manner.**

3. Emergency Drill Procedures:

- A. Emergency Evacuation Drills-Fire Drills are conducted monthly.**
 - B. Tornado Drills shall be conducted monthly during tornado season.**
 - C. School Safety Drills-ALICE Safety Procedures. ALICE is a set of proactive strategies by using an educated response to security breaches. ALICE strategies are dependent on the situation but include Alert, Lockdown, Inform, Counter and Execute.**
- 4. Lockers are to be kept neat and clean. Students are not to allow other students to share a locker with them or to put materials in their locker. Lockers are the property of the school and may be inspected by the Director or staff if deemed necessary at any time and without prior notice.**
 - 5. Students are not allowed to leave the building for lunch.**
 - 6. If ill, students are to report to the office immediately. Students who are ill will be sent home. Students will only be permitted to go to the clinic with the permission of the office personnel. Staying in the restroom during class periods with the excuse of being ill will not be accepted as a valid excuse. If too ill to report to the office, another student should report the illness to the office.**
 - 7. School sponsored activities require good grooming and respectful participation in every aspect.**
 - 8. Parents are to call the office during the school day, not their student's cell phone. Cell phones should be set to silent or turned off when not being used for class and any phone that vibrates or makes a sound to disrupt class will be considered irresponsible use of the cell phone. Any use of mobile electronics in class is at the discretion of the classroom teacher. Incoming or outgoing calls or texts are not allowed during the instructional day except when the student is in the cafeteria for their assigned lunch period or in between classes.**
 - 9. Students are encouraged to go appropriate personnel whenever they wish to discuss a problem relating to vocational, educational or personal matter. As appropriate pass from the appropriate personnel will be required. Students wishing to see the appropriate personnel from a class must have a permission slip from the classroom teacher.**

Announcements

Any person wishing to have an announcement read over the intercom must submit the written announcement to the office. Announcement will try to be kept to a minimum number. Announcements concerning bus and other important events will be announced at the end of the day.

Student Attendance Policy

I. The State Board of Education has adopted regulations governing excuses from future school attendance and past from school attendance within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance.

The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school:

- A. The explanation of each past absences shall be made by the parent to the Director or to his/her designee to approve or disapprove past absences.
- B. An excuse for absence from school may be approved on the basis of anyone or more of the following:
 - 1. Personal illness: The Director may require the certificate of a doctor if he/she deems it advisable.
 - 2. Illness in the family.
 - 3. Quarantine to the home.
 - 4. Death of a relative in the immediate family: The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant for longer periods of absence.
 - 5. Observance of religious holiday: Any student of any faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with the student's creed or belief.
 - 6. Emergency circumstances which in the judgment of the Director of schools constitutes a good and sufficient cause for absence from school.

II. Board of Rationale

The Tomorrow Center believes that good attendance is an absolute must for each individual student. Students must attend school regularly and be there on time to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Even though homework may be made up at a later date, a student who misses classes cannot receive benefit from educational activities such as lectures, special help in skill development,

group discussions, spontaneous dialogue between teacher and students, films, etc.

Absences from classes disrupt the continuity of the learning process. In most situations the work missed cannot be made up adequately. Students who have good attendance usually achieve high grades, enjoy school more, and are more employable after leaving school. All absences require a written note of explanation from the custodial parent.

III. Absences

- A. For a student to receive credit for a class they are enrolled in, he or she may not have been absent (unexcused) from school more than 8 days. Credit for classes in which the student has earned a passing grade, but has exceeded the allowable number of absences will be determined by an Attendance Credit Review Committee, which will be appointed by the Director. Absences for the following reasons will not be counted towards, the 8-day total:
 - 1. An absence accompanied by a doctor's, dentist's, or optometrist's note or a court appearance.
 - 2. An absence resulting from a death in the family.
 - 3. An absence from class for school related field trips or sanctioned activities.
 - 4. Day approved under the vacation policy.**

- B. Attendance is calculated for each class period separately.**

- C. Students who are absent from school as a result of out-of-school suspension will be given the opportunity to make up all work for full credit for the first time they are suspended, but for any other out of school suspensions, they will receive a "0" for all work missed. No credit will be allowed for work missed for any suspension in which the violation is severe enough for a ten-day suspension or an expulsion recommendation.**

- D. Definition-Half Day/Whole Day (for Ohio attendance recording purposes)
A full day of school attendance can only be counted if the students attends full classes during the school day. A half day of attendance will be counted if the student is late more than 60 minutes. A pattern of late arrivals or early releases from the established school hours may result in disciplinary action, mediation, or referral to the truant officer or court.**

- E. Intervention-A letter concern may be sent to the parent /s explaining attendance requirements. Every attempt will be made to keep parents and students informed but it is possible for students to exceed attendance limits before notification is received-it is ultimately the student's and parent's responsibility to know attendance rules and not to exceed the**

limits of these rules. The chart below explains a quick view of our intervention protocol:

F. Ohio House Bill 410

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES 1. 'Chronic truant' is removed from the law; 2. Definition of 'habitual truant' changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one school month without a legitimate excuse; or c. Absent 72 or more hours in one school year without a legitimate excuse. 3. Includes 'excessive absences': a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

G. Here is what the process is for the notification of attendance violations:

- ❖ **3 Days (18.6 hrs)** – send gen. letter to parents
- ❖ **5 Days (31 hrs)** – send 2nd letter to schedule Intervention Meeting (either on phone/in person)
 - Letter is 1st attempt (wait 5 business days to Call)
 - Call – document on 1st letter
 - Call – document on 1st letter
 - *Must send written copy of plan to parent within 7 days
- ❖ **Medical Status (35 hrs/5 days)** ~ parent note is saying that child is sick
 - must have doctors note if they have missed more than 5 days
 - will have to have drs note from now on
- ❖ **10 Days (65 hrs)** *with/without excuse (parent note)
 - Letter sent to parents
 - Write hours/days left until 12 day (74.4 hrs)
 - Notify Director (possible home visit)
- ❖ **12 Days (74.4 hrs)**
 - *procedures vary by county (court)
 - *COPIES OF EVERY STEP GO INTO THEIR FILES!

- ❖ **12 Consecutive Days (72 hrs)**- Withdrawal

- ❖ **17 Days (105.4 hrs)** - Withdrawal

IV. Excused /Unexcused Absences

When a student is absent, a note from a custodial parent explaining the reason for absence is necessary. This should be turned in to the office. Any absence is excused if accompanied by a note, which complies with the state Regulations. Student with an excused absence have the right to make up his/her work in two (2) day period of time. A student returning to school without a note will be considered unexcused unless a note is turned in within three (3) days. After the three (3) days, the student may be considered truant. Truancy is defined as absence from school for a reason other than those listed from State Regulations without the Director's approval. A student who is absent from class or school as a result of truancy will be given a "0" for all work missed.

Ohio truancy laws now require the filing of truancy charges in the Juvenile Court of residence when a student records unexcused absences 5 consecutive school days, 7 in a month or 12 in a year.

Medical Status:

Students who are absent for twelve (12) days during the school year, excused or unexcused will be placed on "medical status". At this point, only a doctor's excuse or hospital record, court excuse, death in family or Director's approval will be accepted as an excused reason for absence. All absences after the 12th day and not accompanied with the appropriate note, will be considered unexcused and accumulate towards truancy. Students driving privileges may be revoked due to truancy.

V. Phoning in When Absent/Notes

The school is bound by two separate laws regarding attendance. First, as stated above, it is required by law that notes explaining an absence be returned to the school. These are kept on file in the student file. Second when a student is absent, the school needs to be notified the morning of the absence. This is to protect against possible kidnapping or truancy. For this reason, parents are asked to call in when their student will be absent; if no call is recorded, we make a reasonable effort to call the morning of the absence. However, if phone contact is made, the school is still required to have a note explaining the absence.

VI. Tardy to School

Tardiness to school will be counted and reported on the grade sheets. Tardiness to class will be totaled.

VII. Student/Family Vacations

The Tomorrow Center recognizes that in some instances family vacations can be arranged only during the school year. Thus, students will be permitted one family vacation of up to five (5) days in length from school to accompany parent/s on family vacations, providing the following guidelines are considered:

1. A written request must be received by the Director's five (5) days prior to the vacation.
2. A student may not have missed more than five (5) days of school in a given semester grading period or have missed an accumulated 60 hours of school total.
3. All class assignments must have been completed and turned in to the teacher prior to the start of the vacation unless otherwise arranged with a teacher.

VIII. Perfect Attendance Certificate

Students who have no absences, tardiness or early releases for the school year will be honored at the Award Assembly.

IX. Field Trips

Field trips are an extension of the normal class curriculum or associated with extra-curriculum activities. The Tomorrow Center considers these to be a valuable part of the total school experience. Field trips attendance is a privilege! Students may be denied field trip attendance due to poor academic performances in any class or due to behavioral problem. It is the student's responsibility to arrange for any school work that would be missed prior to the field trip with each individual teacher.

Sign-In/Sign-Out Procedures

When students arrive at school after the tardy bell, they must report to the office, sign-in. If, a student must leave before the end of the school day, a note or phone call explaining the reason for early dismissal must be presented to the office. The student must come to the office and sign out before being excused to leave the school grounds. No student is permitted to leave school without office clearance.

Lunch off School Grounds

Students are never allowed to leave school grounds for lunch unless with office permission and accompanied by their parent.

Student Visitors

Student's visitors (friends from other schools, relatives, etc.) will not be allowed to attend school with Tomorrow Center students.

Parental Visitation

Parents are invited to visit their student’s classroom at any time. However, please call to make arrangements. By Ohio law, all visitors must report to the office when arriving in the building.

Student Evaluation

High School

Report cards are distributed at the end of each NINE –week period. Interim reports are sent home halfway through each grading period to all students. The purpose of these reports is to inform parents of their students’ progress. If a student has an overall passing percentage and has passed two of the three semester grades, the student will then receive credit for the course and the final grade is based on the overall percentage. Failure of the semester class (that is required for graduation) will result in the student needing to retake the course to earn credit.

New Credit Policy for High School Promotion begins during the 2018-2019 School Year. High school students not meeting a minimum earned credit requirement will be retained. In order to advance to the next grade level, students must have earned the following number of credits:

Freshman	0-5.5 credits
Sophomore	5.75-11.25 credits
Junior	11.5-17 credits
Senior	over 17.25 credits

Retention/Promotion Policy

It is the policy of the Tomorrow Center School to make promotion/retention decisions that will be in the best interest of the student’s academic future. Decisions for promotion or retention will be handled by the appropriate personnel appointed by the Director. In order to be promoted automatically, the student must meet the following criteria:

7th-8th grades-A student must pass for the school year, all four of the following academic classes: English, math, social studies and science. There will be two NINE-week grading period grades. If a student has an overall passing percentage, the student will then receive credit for the course and the final grade is based on the overall percentage.

Parental Notice-The Director/Guidance Office and teachers will keep parents informed of their student’s academic progress through grade cards, mid-terms progress reports, etc. Parents of students in jeopardy of being retained may be requested to set up a meeting with the Director or Guidance Counselor. After the third grading period, parents of students in jeopardy of retention will also receive a letter noting exact grades needed the last grading period to be promoted. Parents should feel free to inquire their student’s academic progress at any time during the school year.

Options-The Director may at any time offer options to students retained in order to make up failed class work.

Grading Procedures

The standard grading scale for the Tomorrow Center has been established as follows:

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Students must pass with a 60% to receive credit for the entire course.

Incomplete Grades

As stated in the attendance policy and suspension policy, any work missed by a student due to an excused absence may be made up. It is the student’s responsibility to arrange make-up work with the teacher.

A student who has not completed make-up work by the end of a grading period shall receive an “I” for incomplete on the grade card. A student has 10 school days following the end of a grading period to make up incomplete work. At the end of the 10-day period, the “I” shall become an “F” for the grading period if incomplete work has not been completed satisfactorily.

Grading Changes

A student wishing to challenge a letter grade on the report card must do so within 10 school days following the issue date of the report card. Any grade left standing and not challenged by the 10-day period shall be firm and unchangeable. All challenges must start with the teacher who recorded the grade.

Parent Conferences

Conferences are scheduled twice a year. Please check the school calendar for specific dates. If at any time you wish to confer with your student's teacher, please call the office to schedule an appointment.

Computer Usage and Acceptable Policy

All students will have access to computers and the internet. To avoid problems with computer tampering inappropriate use of the internet, etc., no student will have access to any computer in the building unless Computer Usage Form is on file and signed by the student and parent/guardian.

Technology/Computer Communication/Network and Internet Acceptable Use and Internet Safety Policy

The Tomorrow Center Local School District is pleased to make available to students/staff, and guests access to interconnected computer systems within the Tomorrow enter Local School District and to the internet, worldwide network that provides various means of accessing significant educational materials and opportunities. Computers and the use of the school's network and the internet is used to support learning, enhance instruction and communication, and to assist in the administration of the school. In order for the Tomorrow Center Local School District to be able to continue to make its computer network and internet access available, all users must take responsibility for appropriate and lawful use of this access. The Board firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of the District. While the District's employees will make reasonable efforts to

supervise all users of the network and internet access, they must have all users' cooperation in exercising and promoting responsible use of this access. Listed below are the provisions of the agreement regarding computer network and internet use. Questions about these provisions should be directed to the office of the Tomorrow Center at 419-718-4242.

I. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the network manager. Misuse means any violation of this policy. While every attempt has been made to make this policy complete, it should not be considered as such.

II. Terms of the Permitted Use

A student/staff member who submits to Tomorrow Center District a properly signed policy and follows as he policy to which she or he has agreed will have computer network and internet access during the course of the school year only. Students/staff will be asked to sign a new policy each year.

III. Acceptable Uses

A. Responsible Use

The purpose of this agreement is to ensure that use of technology resources remains consistent with our stated mission, goals, and objectives. The computer and internet resources must be used in a responsible safe, ethical, and legal manner.

B. Unacceptable Use of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage other to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of which is prohibited by the Tomorrow Center Student Discipline Policy; view, transmit, or download pornographic material or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Non educational games, chatting, instant messaging, and email are restricted.

- 2. Uses that cause harm to others or damage to their property. For example, do not engage in formation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the internet; upload a worm, virus, "Trojan horse, "time bomb", or other harmful form of programming or vandalism participate in "hacking" acidities or any form of unauthorized access to other computers, networks, or information systems.**
- 3. Uses that jeopardized the security of student/staff access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others; don't impersonate another user.**
- 4. Uses that are commercial transactions. Students/staff and other users may not sell or buy anything over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.**

C. Netiquette

All users must abide by rules of network etiquette, which include the following:

- 1. Be polite Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.**
- 2. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.**
- 3. Do not assume that a sender of email is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.**
- 4. Be consistent when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.**

IV. Internet Safety

A. General Warning: Individual Responsibility of Parents and Users. All users are advised that access to the electronic network may include the potential for access to materials inappropriate for students. Every user must take responsibility for his/her use of the technological resources and stay away from these sites.

B. Personal Safety. In using the technological resources, do not reveal personal information such as home address or telephone number. Do not use real last names or any other personal information. Do not arrange a face-face meeting with unknown persons. Regardless of age, one should never agree to meet a person he/she only communicated with on the internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the Tomorrow Center District's technological resources to gain unauthorized access to other computers or computer system, or to attempt to gain such authorized access. Any use which violates state or federal law relating to copyright, trade secrets, and the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student/Staff Information. Personally identifiable information concerning students may not be disclosed or used in any way on technological resources without permission of a parent or guardian or, if the student is 18 or over, the permission of the student/staff. Users should never give out private or confidential information about themselves or others on the internet, particular credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures
The Tomorrow Center Local School District, either by itself or in combination with Meta Solution, will utilize filtering software or other technologies to help prevent students/staff from accessing visual depictions that are obscene, child pornography, or harmful to minors. Internet filtering software or other technology-based protection systems may be disabled by supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

V. Privacy

Network and internet access is a tool for education. The Tomorrow Central Local School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all unsafe or the technological resources and any and all information transmitted or received in connection with such unsafe. All such information shall be and will remain the property of the Tomorrow Center Local School District and no user shall have any expectation regarding such materials.

VI. Failure to Follow Policy

Use of the computer technological resources is a privilege, not a right. A user who violates this policy shall at a minimum have his/her access to the computer network and internet terminated, which the Tomorrow Center may refuse to reinstate. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and internet, including any user whose access has been denied or terminated. The Tomorrow Center Local School District may also take other disciplinary action in such circumstances.

VII. Warranties/Indemnification

The Tomorrow Center Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly for any claims, losses, his/her parent (s) or guardian (s) arising out of the use of its computer networks or the internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent (or guardian (s) are agreeing to indemnify and hold the Tomorrow Center Local School District and Meta Solution harmless from any and all losses, costs, claims, or damages resulting from the user's access to its technological resources, including but not limited to any fees or users' parent (s) or guardian (s) agrees to cooperate with the Tomorrow Center Local School District in the event of the imitation of an investigation into a use of his/her access to its technological resources, whether that use is on the Tomorrow Center Local School District equipment or on an another equipment outside the Tomorrow Center District network.

VIII. Updates

The Tomorrow Center Local School District reserves the right to make any needed changes and/or additions to this policy at any time. Acceptance of this policy implies acceptances of these changes as they occur. These changes may apply retroactively.

The Tomorrow Center District reserves the right to use your student's/staff image (photography's or video footage) and schoolwork for the purpose of school-related displays, performances and activities as well as typewritten articles in which the Tomorrow Center students/staff are featured during the school year.

Throughout the year, numerous identified photos of the Tomorrow Center students/staff are supplied to local public media. Photos of students identified by first name only may be used to illustrate new items, programs or projects on school or district webpages. School and district displays, bulletin boards, slide shows and videos, newsletters and newspapers, yearbooks, brochures, miscellaneous projects, and other as determined by the district will be exempt from withholding permission, as well as photos with six or more students.

Those parents/guardians who wish to withhold permission for either (or both) the use of the use of their student's image must register, in writing, with the building office by a date set by the building director.

Library/Media Center Procedures

The mission of the school media center is to support and extend the curriculum as well as to provide materials for leisure reading. The staff strives to maintain an attractive, up-to-date collection of resources. Students do their part to maintain this collection by following proper sign-out-procedures. Student may not enter the library with food or drinks at any time. This applies to open or unopened water or soft drinks.

Access and Use

The library is open each day for students use. Students may use the facility during a study hall period provided no classes are scheduled. The library is not simply an alternative to study hall. It is expected that students who choose to work there are using library or computer resources and plan to work individually.

Student Records

The school maintains the following information in our permanent student records file:

1. Student's Name and Address

2. Emergency Medical Information
3. Birth Certificate/Social Security Card
4. Proof of Residency
5. Copies of Court Orders, Custody Papers
6. Grades and Attendance
7. Test Scores/Transcript for Credits
8. Individual Career Planner (ICP)
9. Other information pertinent to the student's progress
10. Special Education Records

The permanent records may be inspected by parents upon request. Records are confidential and only authorized persons will have access to student records. Noncustodial natural parents, unless otherwise state by a court order, are entitled to review school records and have conference and copies of report cards. However, the parent is required to mail a written request to the school for such information including self-addressed stamped envelopes. Noncustodial parents will not be permitted to visit their student at school.

Medical Policy

1. Students needing prescription medication are encouraged to receive the medication at home, if possible. The school shall provide storage for medication, provided.

A. The person or persons designated to store medication receives a written request, signed by the parent, guardian or other person having care of the student, the drug will be stored and made available to the student.

B. Each person designated to store medication receives a statement, signed by the physician or another person license to prescribe medication, which includes all of the following information:

1. The name and address of the student
2. The school and class in which the student is enrolled
3. The name of the drug and the dosage to be administered
4. The times of intervals at which each dosage of the drug is to be administered
5. The date on which the administration of the drug is to begin
6. The date on which the administration of the drug is to cease
7. Any severe adverse reaction which should be reported to the physician and one or more telephone number which the person who prescribed medication can be reached in case of an emergency and
8. Special instruction for administration of the drug, including sterile conditions and storage.

C. The parent/guardian or other person (s) having care or charge of the student agrees to submit a revised statement signed by the physician who prescribed the

drug to the person designated to store medication, if any of the information provided by the person licensed to prescribe medication as described above changes.

D. The person authorized to store the drug receives a copy of the statement described above.

E. The person authorized to store medication receives the drug in the prescribed container in which it was dispensed by the prescribing physician or other licensed professional.

F. The person designated by the director will establish a location in the building for the storage of drugs. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

G. A person employed by the Board will not be required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

H. Board policy and regulations regarding storage of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

I. The school shall provide storage of nonprescription medication such as aspirin, provided that the medication is supplied from home, is in its original container and is accompanied by a signed note from the parent authorized the student to have the nonprescription medication. Under no circumstances, shall a student provide another student with a nonprescription medication.

J. The ultimate responsibility for taking medicine falls upon the student.

Nondiscrimination

The Tomorrow Center affirms that no person shall, be discriminated because of sex, race, color, national origin or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees and to admission thereto.

Inquiries concerning the application of this policy may be referred to the Director or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

Complaints should be referred to:

**Jamie Byrne
3700 County Road 168
Cardington, Ohio 43315
419-718-4242**

Public/Parent Complaint Procedure

A. All public complaints, including student complaints, about a teacher shall be followed, as soon as possible, by a personal conference with the complainant (s), the building administrator, and the teacher (s) involved with the alleged problem. The teacher shall have the right to the Tomorrow Center Faculty Association representation at any such conference.

B. Attempts to resolve public complaints shall begin with the teacher, as soon as possible. All public complaints shall follow a process of teacher to Director to Director to the Board. Complaints received by school personnel other than the teacher (s) shall be referred immediately to say teacher (s) for resolution public complaint is placed in a teacher's personnel file a written report will be attached to the complaint by an administrator who has had a conference with the complainant (s) and teacher (s) on the complaint. The teacher will have the right to respond to the public complaint and any administrative written report and such response shall be attached to the complaint and the administrative written report (s). Such administrative written report (s) shall not be construed as a written reprimand relative to the complaint and shall not be written nor placed in a personnel file unless a conference has been held with the complainant (s) and teacher (s).

D. The primary focus of all parties concerned with a public complaint shall be the prompt and equitable resolution of the concern (s).

Withdrawal from School

If a student will be moving to another school district, please let the office know as soon as possible. Any money owed for lost or damaged books or other obligations must be paid before records will be transferred. Parents must come to the office and sign withdrawal forms.

Closing of School

School closings and delays will be announced on the following radio stations.

WMRN-Marion Radio	1490 AM
WBNS TV	Channel 10
WCHM TV	Channel 4
WSYX TV	Channel 6

High School Section Grade 9-12

Requirements for Graduation

In accordance with the Ohio CORE Graduation Requirements, all students entering the 9th grade after July 1, 2010 will need to complete the following minimum credit requirements adopted by the Tomorrow Center.

English	4 credits of English
Math	4 credits including: Algebra II
Science	3 credits including 1 credit of Physical Science 1 credit of Life Science 1 credit of Advanced Science
Social Studies	3 credits including: 1 credit of American History 1 credit of Government
Health	.5 credit
Physical Education	.5 credit

Financial Literacy	.5 credit	
Career Exploration	.5 credit	
Fine Arts	1 credit of fine arts (taken between grades 7-12)	
Electives	4	
Total credits needed for graduation		21

Beginning with the Graduation Class of 2018

In addition to the course requirements, all students must take End-of-Course exams in:

- Algebra 1 and Geometry
- Biology
- American History
- American Government
- English I and English II

Students must meet one of the two requirements:

1. Earn a cumulative passing score on the seven required end-of-course exams.
2. Earn a “remediation free” score on a nationally recognized college admission exam such as ACT or SAT.

Students who cannot complete any semester of Physical Education class due to injury, illness or doctor’s note will need to repeat the class. Individual’s cases will be assessed by the teacher, guidance counselor or director based on the severity of the injury and he possible development of alternative activities in compliance with the accompanying doctor’s instructions.

Students will choose one of three curricular avenues: Vocational, Technical or College.

Vocational students will attend Tri-Rivers all day each years of attendance in their vocational program. Tech Prep students will be attending a junior and senior satellite program for up to ½ of the school day and will attend the Tomorrow Center rest of the day. College Prep students will be at the Tomorrow Center all day or part of the day with a combination of PSEO classes. College Prep seniors/juniors will take English, Government and at least two of the following: Science, Math and Foreign Language.

Physical Education Waiver

The Tomorrow Center Board of Directors has adopted a policy to excuse from the high school physical education requirement each student who, during high school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons. In order to qualify for this waiver, the student must complete 90% of the season (practices, games or performances) in order to meet the requirement of the waiver.

The student transcript will show a P for passing the ½ credit requirement for graduation through this waiver process. However, the student shall be required to complete one-half unit, consisting of at least sixty (60) hours of instruction, in another course of study to have the required number of credits for graduation.

College Credit Plan

Starting with the 2015-2016 school year, College Credit Plus (CCP) will replace the Post-Secondary Enrollment Options Program (PSEO) and the Dual-Enrollment Program in the District. As with PSEO and Dual Enrollment, CCP allows a qualified student to earn college and high school credit while enrolled as a high school student. Nearly all courses take through colleges and universities, thus known as Institutions of Higher Education (IHE), will be offered tuition free to students who meet admission standards. While students may take courses from any public IHE and any participating IHE, certain college courses will be offered at the Tomorrow Center.

Program Requirements

Students must meet remediation free standards as dictated by the Ohio Board of Regents and the IHE (This may involve obtaining a certain score on a standardized test like the ACT, SAT or compass test). Students must meet the standards of admission to each IHE. By law, the Tomorrow Center does not influence the admission decisions of the IHE's.

Credit Flexibility

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized around more of students' interests and needs.

Students may earn credits by: Completing coursework, testing out of or demonstrating mastery of course content, or pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an

internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

Credit flexibility is intended to motivate and increase student learning by allowing:

- A. Access to more learning resources, especially real-world experience.
- B. Customization around individual student needs.
- C. Use of multipole measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

An application with specific timelines is available for the credit flexibility option through the guidance office.

Deadline for Completion of Credits:

Seniors must have all credits earned by the last official day of attendance (usually the fourth school day prior to the end of school for all underclassmen). For any course to be considered for class rank, valedictorian and salutatorian, the grade must be posted prior to the end of the last official fay for senior.

Receipt of Diploma:

Upon fulfillment of graduation requirements, a diploma will be issued. Students do not have the option to “defer” their diploma and return to high school. (Exception: Special needs students qualifying for the Job Training Program at Tri-Rivers may defer their diploma and participate in the graduation ceremony with their class). Any student who fails to complete graduation requirement on time with their graduating class may: a) complete all graduation requirements by Sept. 15th and will be awarded their original diploma at that time or, b) may return to school on a parent time basis to complete all requirements. The student who returns to high school may accept his/her diploma upon completion of requirements or participate in the next graduation ceremony. This student will receive a diploma dated the school year of which graduation requirements are met and is bound by any additional requirements of that school year.

Dropping a Course

It is extremely important that parents and students discuss course selections at the start of the scheduling process in January of each year. This will help to insure that desirable course selections meeting a selected program of studies are made. In the event that schedule changes are necessary, the following guidelines shall prevail:

- 1. Students will be allowed to discuss scheduling opportunities and options with the Success Coach through June of the previous year.**
- 2. By September 1st of each year, student be given notice of a final dare in August (and in December for semester courses) to make any requests to change their schedule. Requests MUST be signed by parent.**
- 3. Since prior planning was done to develop the schedule, changes in the schedule are not guaranteed to be granted.**

Student Vehicles

All vehicles must be registered with the office. Students are not permitted to drive or ride in any vehicles during the school day without a written parental request stating the reason or purpose for deriving during the school. Day. Personal contact with the parent in certain cases may be honored.

The following rules and regulations will be enforced:

- A. An application for a parking permit outlining the driving regulations must be signed by the student and parent and be on file in the office.**
- B. All vehicles must be covered by liability insurance.**
- C. The speed limit on school property for all vehicles will be 5 mph. Driving across the front while buses are loading or unloading is strictly prohibited.**
- D. Students are to park their vehicles only in the back section of the parking lot and within the lined parking spaces.**
- E. Students are not to remain seated in parked vehicles at any time during a school day.**

Any noncompliance or non-adherence to these policies will invoke the following restrictions:

- A. Driver's permit to school will be withdrawn for a period of four (4) school weeks.**
- B. Further nonconformance to the programmed policy may result in permanent loss of driving privileges.**

Since bus transportation is provided to all students, tardiness due to car failure is unexcused.

Restraint and Seclusion Policy 6.46

The board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports “PBIS”) by its employees to address inappropriate behavior by School students. As part of this framework, the School’s educational behavior environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on School students. The PBIS prevention-oriented framework applies to all students, all staff, and in all settings.

Physical restraint and/or seclusion may only be used by trained School employees, and only when the dangerous behavior of a student creates an immediate risk of physical harm to the student or others and no alternative safe and effective intervention strategy is possible. Further, those techniques must be used in a manner that is age and developmentally appropriate. School employees shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults within the School. Practices that do not adhere to the standards and requirements set forth in policy 6.46 is available on the School’s website at <http://policies.pepplwaggoner.com/thetomorrowcenter>

Notices

Testing and Examinations (O.R.C. 3314.041)

The Tomorrow Center is a community school established under Chapter 3314 of the Revised Code. The Tomorrow Center is a public school and students and students enrolled in an attending the school are required to take proficiency tests

and other examinations prescribed by law. In addition, there may be other requirements for students at the Tomorrow Center that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact Tomorrow Center director or the Ohio Department of Education.

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1. The right to inspect and review the student’s education records with 45 days after the Tomorrow Center (the “School”) receives a request for access.**
- 2. Parents of eligible students who wish to inspect their child’s or their education records should submit to the Director a written request That identifies the records they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.**

Parents or eligible students who wish to ask the School to amend child’s or their education record should write the School Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. The right to provide written consent before the School discloses Personally identifiable information (PII) from the student’s education Records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. The criteria for determine what constitutes School official and what constitutes a legitimate educational interest must be set forth in the

School's annual notification for FERPA rights. A School official typically includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A School official also may include a volunteer, contractor, or consultant who, while not employed by the School, performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or the therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a performing his or her tasks. A School official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school or school district in which a student's seeks or intends to enroll, or is already enrolled if the disclosure is not for purposes of the student's enrollment or transfer.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

- 5. The right to obtain a copy of the School's policy on student records.**

Education Program from Prevention and Relocation of Missing Children

**The Tomorrow Center (“School”) utilizes materials from the Ohio Attorney General Missing Children Clearinghouse and resources from the National Center for Missing and Exploited Children in order to educate students, parents and community members about the risks of abduction and exploitation of children. Many of the resources utilized for educational purposes can be found at:
<http://www.missingkids.com>
<http://ohioattorneygeneral.gov/missingchildren>**

To support efforts to prevent abductions and to recover missing children, from time to time the school may cooperate with legal law enforcement agencies in the voluntary fingerprinting of students enrolled at the school. Parents are also encouraged to maintain a copy of the fingerprints of all children living in the home for purposes of identification.

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA) and Ohio law require that the School with certain exceptions, obtain your written consent prior to disclosing personally identifiable information from your child's education records. However, the School may disclose "directory information" without written consent unless you have advised the School to the contrary.

The primary purpose of having directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

The Tomorrow Center considers the following to be "directory information":

Name, address and phone number	Grade level
Date and place of birth	Date of graduation
Photographs	Degrees, honors and awards received
Major field of study	Most previous educational agency or institution attended
Participation in officially Recognized activities and sports	E-mail address
Height and weight, if a member of an athletic team	Any other information which would not generally be considered harmful or an invasion of privacy if disclosed
Dates of attendance at the School	

The Tomorrow Directory Information

Tomorrow Center Board of Director's

Board President: Dixie Shinaberry

Vice President: Amanda Honzo

Member: Carol Kasha-Ciallella

Member: Brandon Hayes

Member: Sharla O'Keeffe

Treasurer: Stephen Earnest

Director: Jamie Byrne

Tomorrow Center Staff

Director:	Jamie Byrne
Family & Civic Engagement Coordinator	Susie Sexton
Office Manager:	Kay Hines
Jessica Anderson	High School Science
Lelia Bucher	Art Aide/Study Hall Aide
Curtis Howard	Read 180/Intervention Specialist
Jodi Gannon	Social Studies/Intervention Specialist
Amy Holloway	Financial Literacy/Aide/Tutoring
Peggy Hubschman	Success Coach
Joshua Neise (Hunter)	High School Social Studies
Katelin Lee	High School Math
Karen Linder	ISR Aide
Michelle Moody	Cafeteria Manager
Jason Rice	Title 1
Sarah Shaffer	Study Hall Aide
Joseph Sumner	Health/Physical Education
Chelsea Ulrey	Math/Science
Holly Wilson	Language Arts

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