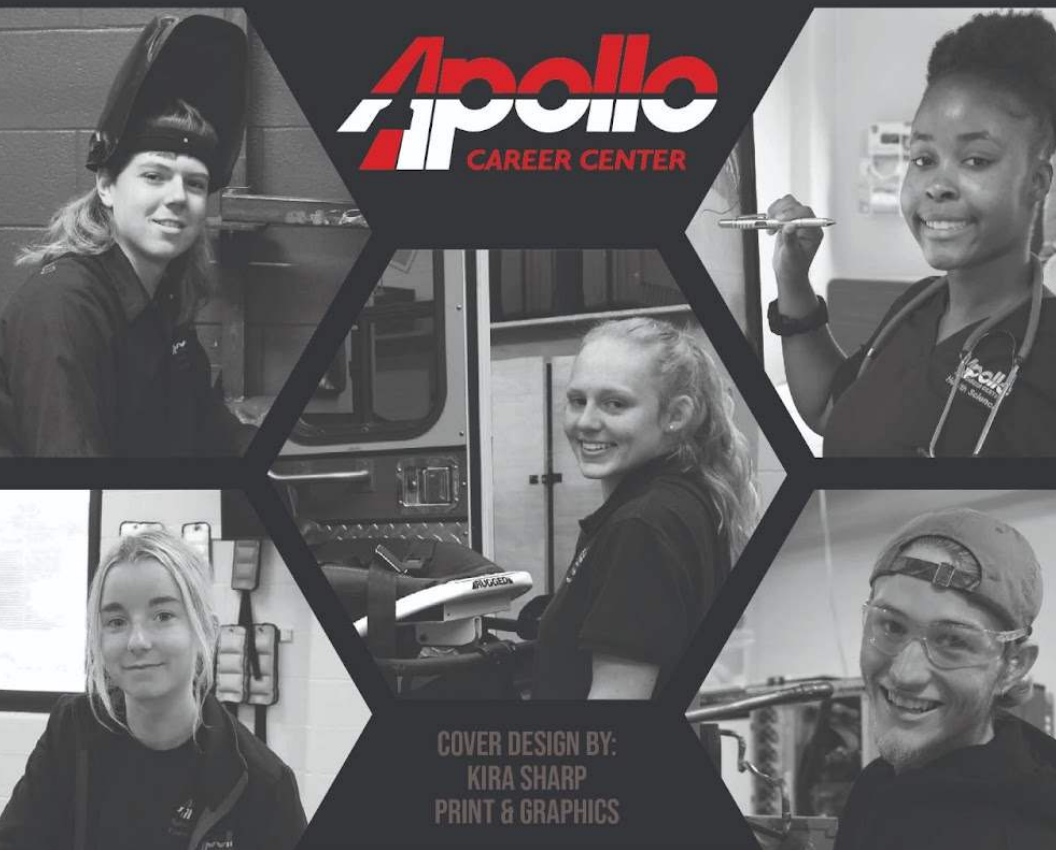


# 2023-2024 STUDENT HANDBOOK

BE RESPONSIBLE. BE RESPECTFUL. BE NEXT READY.



COVER DESIGN BY:  
KIRA SHARP  
PRINT & GRAPHICS



**Vision Statement:** Apollo Career Center will prepare students to be next ready to have a positive impact in our community.

**Student Name:** \_\_\_\_\_

**Apollo Log In**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**Locker #:** \_\_\_\_\_ **Locker Combo.:** \_\_\_\_\_



@apollocareercenter



@apollocareercenter



apollocareercenter



**YouTube**

Apollo Career Center



Apollo Career Center

[www.apollocareercenter.com](http://www.apollocareercenter.com)

This Handbook replaces all prior handbooks and other written material on the same subject. This Handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website.

<https://apollocareercenterhs.com>

## **Directory**

**Superintendent:** Keith Horner ..... 419-998-2910

### **High School Administration**

**Principal:** Nick Sammetinger ..... 567-940-4724

**Asst. Prin./Attendance:** Bruce Johnson ..... 419-998-2991

**Asst. Prin./Discipline:** Michael Ward ..... 419-998-2909

**Asst. Prin./Sp. Ed. Dir.:** Sarah Jamison ..... 567-940-3882

### **General Information**

**High School Office:** ..... 419-998-2908

**High School Fax:** ..... 419-998-2929

**Attendance Line:** ..... 419-998-2900

### **Student Services**

**School Counselor:** Jamie Buell ..... 419-998-2920

**School Counselor:** Alyson Harruff ..... 419-998-2915

**School Counselor:** Kristie Solomon ..... 419-998-2902

**Work Based Learning Coord.:** Toby Prinsen ..... 419-998-2939

**Mental Health Coord.:** Crystal Pyles ..... 567-940-3908

**Special Ed. Coord.:** Dave Howard ..... 419-998-2983

**Nurse/Clinic:** Sheryl Diglia ..... 419-998-2904

**School Resource Officer:** Troy Stevenson..... 567-940-3923

### **Administrative Assistants**

**Attendance:** Dawn Lambert ..... 419-998-2917

**Principals:** Sara Stemen ..... 419-998-2973

**Special Education:** Sheryl Maier ..... 419-998-2946

**Student Services:** Mallory Cox ..... 419-998-2921

**Superintendent:** Joan Barton ..... 419-998-2911

## **APOLLO CAREER CENTER SECURITY**

The Apollo Career Center makes security a priority.  
Electronic surveillance equipment is used campus wide,  
24 hours a day, 7 days a week.

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Welcome Apollo Students,

Our vision at Apollo Career Center is to prepare students to be next ready to have a positive impact in our community. When you chose to come to Apollo, you took the first step in what it means to be next ready. At Apollo, we pride ourselves on the endless opportunities we provide our students in order to ensure each student has the skills and tools necessary to be next ready.

While at Apollo, you will be challenged academically, all the while learning and obtaining new skills and knowledge in a career field. It is our goal to provide you with the best educational opportunities possible to ensure that whatever lies ahead of you, you are ready. Our staff at Apollo are top notch professionals in their area of expertise and look forward to meeting and working with you every day. Each day you will be challenged to reflect, transform, and lead as an individual, a professional, and as a member of our community.

At Apollo, we have high expectations for each of our students. We always expect students to do the right thing by being respectful, responsible, and being next ready at all times you are on campus or representing Apollo Career Center. This student handbook provides the policies and procedures that will help you succeed at Apollo Career Center.

In everything you do, remember your “why” and excel beyond your goals.

Have a great school year,

A handwritten signature in black ink, appearing to read "Nicholas Sammetinger", written in a cursive style.

Nicholas Sammetinger,  
Principal

## General Information

**Apollo 2023-24 School Year Calendar**

August 2023					
Mo	Tu	We	Th	Fr	
21	22	23	24	25	
28	29	30	31		

8/21	Staff pre-service
8/21	Open House (3:45-7 p.m.)
8/22	Staff pre-service (5 day) (9 a.m.-12:30 p.m.)
8/23	First day for 1st year program students
8/24	First day for 2nd year program students

September 2023					
Mo	Tu	We	Th	Fr	
				1	
	5	6	7	8	
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

9/4 Labor Day (no school)  
9/18 Staff in-service  
9/29 8th/9th gr. tours & Career Day

October 2023						
Mo	Tu	We	Th	Fr		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

10/25 Advisory Committee Meetings  
(1 hour early dismissal)

November 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

11/16 Parent Teacher Conf.  
(3:45-7 p.m.)

11/20 - 11/24 Thanksgiving Break  
(no school)

December 2023						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/22 - 1/2 Christmas Break  
(no school)

January 2024						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

1/3 School reopens for 2024  
1/15 MLK Day (no school)  
1/26 411 Blast & Career Day

February 2024					
Mo	Tu	We	Th	Fr	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

2/19 Presidents' Day (no school)

March 2024						
Mo	Tu	We	Th	Fr	Sa	Su
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	30	31

3/28 - 4/1 Easter Break (no school)

April 2024						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					

4/8 Staff in-service  
4/11 ApolloPalooza (3:45-7 p.m.)

May 2024						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

5/22 Last day for seniors  
5/22 Senior Honors Night  
5/24 Last day for Juniors & teachers  
5/27 Memorial Day

- no school for students

- no school for students or teachers

**Calamity Make-up Days:**

Feb. 19, March 28, May 28,  
May 29, May 30, May 31

### Bell Schedule

<b>Regular Bell Schedule</b>	<b>Regular Bell Lunch Schedule</b>	<b>Two Hour Delay Schedule</b>
<b>1st</b> - 8:00-8:45 (45)		<b>1st</b> - 10:00-10:30 (30)
<b>2nd</b> - 8:48-9:33 (45)		<b>2nd</b> - 10:33-11:03 (30)
<b>3rd</b> - 9:36-10:21 (45)		<b>3rd</b> - 11:06-11:36 <b>Lunch C</b> (30)
<b>4th</b> - 10:24-11:09 (45)	<b>Lunch A</b> 10:44 - 11:09	<b>4th</b> - 11:39-12:09 <b>Lunch A</b> (30)
<b>4A</b> - 10:47-11:34 (47)	<b>Lunch B</b> 11:09 - 11:34	<b>4A</b> - 12:12-12:42 <b>Lunch B</b> (30)
<b>5th</b> - 11:12-12:01 (49)	<b>Lunch C</b> 11:34 - 12:01	<b>5th</b> - 12:12-12:42 <b>Lunch B</b> (30)
<b>6th</b> - 12:04-12:49 (45)	<b>Lunch D</b> 12:01 - 12:29	<b>6th</b> - 12:45-1:15 <b>Lunch D</b> (30)
<b>7th</b> - 12:52-1:37 (45)		<b>7th</b> - 1:18-1:48 (30)
<b>8th</b> - 1:40-2:25 (45)		<b>8th</b> - 1:51-2:25 (34)

**Bus Riders Dismissal: 2:20pm**

**Drivers Dismissal: 2:25pm**

### VISITORS/GUESTS

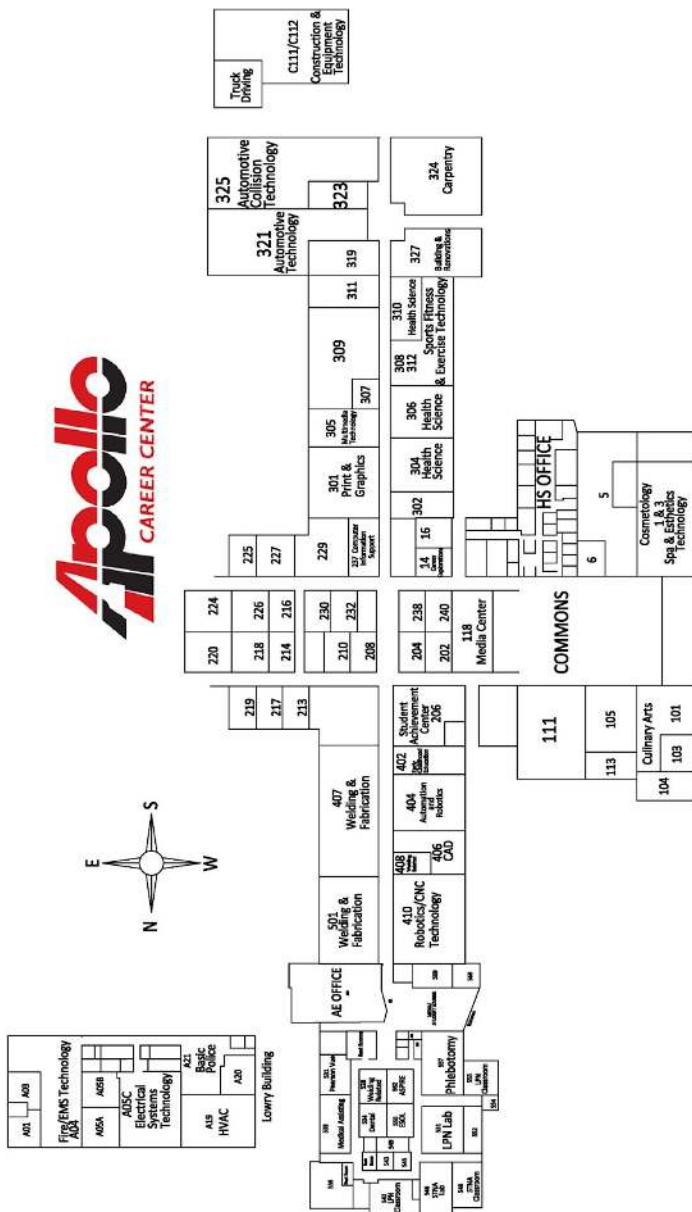
Apollo Career Center encourages past graduates and community members to visit the campus. **All visitors must register and be pre-approved in the Office. Be sure to have permission from any teacher or program instructor, prior to arrival.** There is a sign in clipboard and a visitor badge **must** be worn while in the building. Those uninvited visitors who refuse to leave or continually reappear will be charged with trespassing. Any visitors whose sole purpose is a social visit will not be permitted in the building. Students are not to be in the high school building unsupervised. Students are considered visitors when in the building outside of regular school hours unless they are involved in a supervised and approved school or community activity.

### GRADING PERIOD START/END DATES

<b>1st Grading Period</b>	<b>2nd Grading Period</b>	<b>3rd Grading Period</b>	<b>4th Grading Period</b>
August 23, 2023 - October 20, 2023	October 23, 2022 - January 12, 2024	January 15, 2024 - March 15, 2024	March 18, 2024 - May 24, 2024



## Apollo Campus Map



## Campus Parking Map

(No Parking: Adult Ed and Front of School)



## **NONDISCRIMINATION**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, age, disability, military status or other legally protected classes. The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

**The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:**

**Title:** Sarah Jamison, Asst. ,Principal/Spec. Ed. Director

**Address:** Apollo Career Center  
3325 Shawnee Rd  
Lima, OH, 45806

**Phone:** 567-940-3882

**Email:** sarah.jamison@apollocc.org

## **NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT**

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title IX of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

All persons associated with the District, including, but not limited to, the Board, administration, staff, students, and third parties are expected to conduct themselves at all times so as to provide an atmosphere free from sex discrimination and sexual harassment. Sex discrimination and sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District owned properties or at school-sponsored events/activities, is illegal and unacceptable and will not be tolerated. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting. Sexual harassment is strictly prohibited by this policy.

The District takes measures to eliminate harassment, prevent its recurrence and remedy its effects, and will implement interim measures as deemed necessary.

**Definition of Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conducts of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly a term or condition of a person's employment or status in a class; educational program or activity;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or;
3. Such conduct is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile or abusive working environment, or by interfering with one's ability to participate in or benefit from a class or educational program or activity.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Examples of sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual harassment includes gender-based harassment, which refers to unwelcome conduct based on an individual's actual or perceived sex (including harassment based on gender identity and nonconformity with sex stereotypes), and not necessarily involving conduct of a sexual nature.

Examples of sexual harassment type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; grooming; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the work place of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment type conduct is often dependent on the individual recipient.

All of these types of harassment are considered forms of sex discrimination prohibited by Title IX.

The Board has developed informal and formal discrimination and harassment complaint procedures. The procedures provide for a prompt and equitable investigation and resolution of complaints of sex discrimination, including sexual misconduct. The Board also has identified disciplinary measures that may be imposed upon the offender. Nothing in this policy or procedure prevents an individual from pursuing action through State and/or Federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office of Civil Rights Commission or the Equal Employment Opportunity Commission.

**The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:**

**Title:** **Sarah Jamison, Asst. Principal/Spec. Ed. Director**

**Address:** **Apollo Career Center**  
**3325 Shawnee Rd**  
**Lima, OH, 45806**

**Phone:** **567-940-3882**

**Email:** **sarah.jamison@apollocc.org**

The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry responsibilities under the Title IX, including any complaint under Title IX. The Coordinator is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and in staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in Title IX compliance and procedures.

**Confidentiality/Retaliation:** Sexual harassment matters, including the identity of both the reporting party and the responding party, and are kept confidential to the extent possible, consistent with the Board's legal obligations to investigate. Although discipline may be imposed against the responding party upon a finding of guilt, the District prohibits retaliation for an individual's participation in, and /or initiation of a sex discrimination/sexual harassment complaint investigation, including instances where the complaint is not substantiated. The District takes reasonable steps to prevent retaliation and takes strong responsive action if retaliation occurs.

## **FERPA / STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) has been part of federal law since 1974. In accordance with the law and its amendments, parents have the right to:

- 1.)** Inspect and review the student's education records; within forty-five (45) days after the receipt of the request. The school has a form to be used to submit the request. The custodian of records will notify the parent or adult student of the time/place the records can be inspected.
- 2.)** Request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- 3.)** Consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent). The school's administrative guideline (Apollo Board Policy, Section J (Student): JO & JO-R) describes those exceptions and is available upon request.
- 4.)** File a complaint with the U. S. Department of Education that the district is not complying with the FERPA law;
- 5.)** Obtain a copy of the District's policy and administrative guidelines on student records.
- 6.)** PIRCs (Parent Information and Resource Centers) are part of the No Child Left Behind Act. It is a school linked resource serving parents, schools and community organizations throughout the state. PIRCs serve a culturally and economically diverse population; focused on low-income, minority, and limited-English proficient families. To access the PIRC website go to **[www.ohiopirc.org](http://www.ohiopirc.org)**.

**7.)** Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian or Records decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

**8.)** Students with split families must provide custody papers to be kept in their school file.

The Apollo School District will make available, upon request, certain information known as "directory information". The Apollo Board of Education designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes. Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District. In the case of adult students eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the district. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

"Legitimate educational interest" shall be defined as a "direct or delegated

responsibility for helping the student achieve one (1) or more of the educational goals of the District” including, but not limited to, those officials with legitimate educational interests as defined in district administrative guidelines.

The Apollo High School administration is authorized to:

- 1.)** Forward education records on request to a school in which a student of this district seeks or intends to enroll;
- 2.)** Provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- 3.)** Request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling the reproduction.

Parents can inspect and review educational records, as well as request an amendment of the student records, by utilizing the following procedure:

Report to the Apollo High School office and request to sign-out the student file. The information from the file must be viewed in the presence of Apollo High School office personnel. When finished, the file and all of its original contents must be returned. If an amendment is requested, the request must be made in writing to the building principal. Following a review, the principal has the right to grant or deny the amendment request.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Other information concerning student records access can be found in the Bylaws and Policies of the Apollo Board of Education, Policy Section J (Student): JO & JO-R.

This annual notice will be transmitted to disabled parents and eligible students in a format designed to accommodate their disability.



## **HEALTH SERVICES**

Low-cost student health insurance may be obtained by securing forms from the high school office. Apollo Career Center is not responsible for medical costs resulting from student accidents that occur during school time, or school related events/field trips.

The school clinic is equipped to provide for emergency treatment of injury or illness, which occur during the school day. **All feminine hygiene product(s) need to be provided by the student. A dispenser for feminine hygiene products is located in the female restroom near the Cafeteria.**

When necessary, a student's prescription medicine may be locked in the clinic in the original prescription bottle along with the "Authorization for Medication or Treatment" form signed by the parent and the physician. A parental signature is required on the "Authorization for Medication or Treatment" form for non-prescribed medications and only the recommended dosage will be given.

All students in the eleventh grade will receive a hearing and vision screening per the requirements set forth by the Ohio Department of Health (Section 3313.69 of Ohio Revised).

All students in the twelfth grade will be required to receive and provide proof of the Meningococcal vaccine and/or booster within the first 14 days of school per the requirements set forth by the Ohio Department of Health (Ohio Revised Code 3313.671).

During the school day/once arrived at the school, should a student feel sick, they are to come to the Clinic hallway door, to check in with the School Nurse. The School Nurse will be the one to determine a call to action and be the person to contact the parent/guardian. Permission will be obtained from the parent/guardian by the School Nurse that the student will be allowed to leave school from not feeling well, and given an exit pass to be allowed to sign out with. Student messaging parent/guardian directly without permission from school personnel may result in school discipline.

**Leaving ill from the Clinic does not make it an Excused Absence. A medical slip will still need to be provided from a doctor's office, urgent care center, or hospital for an Excused Absence.**

## **STUDENT SERVICES**

The student services office is staffed by school counselors who have had additional, specific training in the field of career technical counseling. In addition, there is a school social worker/mental health coordinator on staff. These counselors are ready to assist with any problems or concerns which may arise. They have information on apprenticeships, colleges, and technical schools, as well as military service organizations.

Apollo counselors will grant permission for college visitations when the student has qualified for the days (dictated by school policy) and completed the forms in a timely manner. College visitation day procedures are posted in the student services office.

Often the counselor is the best source of communication with the student's home school. The counselor can help you find the answer to your status at the home school regarding graduation or other related matters. The counselors want your experience at Apollo Career Center to be a pleasant, valuable, and rewarding one. Each counselor will strive to work with you to achieve this goal. You can make arrangements to see a counselor through the electronic sign-in, located in the office, or by making an appointment with the student services administrative assistant.

### **CHANGES IN ENROLLMENT DURING THE YEAR**

#### **1. Transfer from the Member District to the Apollo Career Center Campus:**

Every effort shall be made to complete the admission, registration, and transfer procedures prior to the beginning of the school year. However, a student may be accepted at Apollo at any time prior to the end of the second week of the school year if the student meets the minimum admission criteria, and if an opening exists in the program in which the student is applying for admission. Transfers from the member districts to Apollo after the end of the second week of the school year will be approved only by mutual agreement of the Apollo Principal and member district high school Principal.

#### **2. Transfer from the Apollo Career Center campus to the Member District:**

Any student who is enrolled and in attendance at Apollo may, upon request, transfer back to their member district school at the end of the second week of the school year as established by the Board adopted Apollo high school calendar. Transfers after the second week from Apollo to the member district will be approved only by the mutual agreement of the Apollo Principal and the member district high school Principal.

### **3. Course Withdrawal Policy:**

Once Scheduling is complete, it is the understanding there should be no adjustments.

- I. Students who are achieving a “C” or better academically may not withdraw from a course.
- II. Students withdrawing from a course who do not meet the following guidelines may have an “F” placed on their transcripts:
- III. Students should follow this procedure prior to attempting to drop a course:
  - A. Complete documentation showing that the student contacted the teacher for additional support
  - B. Complete documentation showing that the student attained the additional support for at least one grading period
  - C. Request their school counselor contact the teacher to inquire regarding academic placement
  - D. The school counselor must have communication with the parent/guardian and the associate district counselor
  - E. The school counselor will contact the Principal regarding the academic placement
- IV. Exceptions to these rules may be considered by administration.

### **COUNSELING AND COMMUNITY RESOURCES**

In keeping with the concern for the safety and well being of both students and staff, and for maintaining a school environment that is conducive to learning, the Apollo Board of Education has adopted policies related to student conduct in the school setting and has authorized discipline measures for the violations of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from, or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to assist students and staff in dealing with various difficult situations.

The following community resources listed will be contacted by the Mental Health Coordinator/School Social Worker, as needed. These resources are available to the student, parent/guardian to contact outside of school hours.

#### **AA Mental Health & Recovery Services**

529 Elizabeth St.  
Lima, OH 45804  
419-222-5120

#### **Allen County DJFS**

1501 S. Dixie Hwy  
Lima, OH 45804  
419-228-2621

**ASTOP(Substance Abuse Services)**

1519 N. Main St./Suite 6  
Lima, OH 45801  
419-222-4557

**Coleman Professional Services**

799 S. Main St.  
Lima, OH 45804  
419-229-2222  
24 Hour 419-228-4673  
Access: 800-567-4673

**Crime Victim Services**

(Allen County)  
330 N. Elizabeth St.  
419-222-8666 / 877-867-7273  
(Putnam County)  
338 E. 3rd St.  
419-523-1111/877-274-7471

**Crisis Center**

(Allen/Auglaize/Hardin)  
797 S. Main St.  
Lima, OH 45804  
1-800-567-4673 (HOPE)  
TEXT 741741

**Crossroads Crisis Center**

\*no caller ID\*  
419-228-4357 / 877-228-4357

**Family Planning Center**

1644 N. Main St.  
Lima, OH 45801  
419-228-6154

**Family Resource Center**

530 S. Main St.  
Allen: 419-222-1168  
Auglaize: 419-394-7451  
Hardin: 419-679-1219

**Guiding Light**

592 S. Main St.  
Lima, OH 45804  
419-236-7935

**Health Department**

219 E. Market St.  
Lima, OH 45801  
419-228-4636

**Heartbeat of Lima**

3225 W. Elm St.  
Lima, OH 45805  
419-222-7945

**Mercy Medical Center**

Addiction Services  
730 W. Market St.  
Lima, OH 45801  
419-226-9029

**Mercy Medical Center**

Care Health Clinic  
939 W. Market St.  
Lima, OH 45805  
419-996-5077

**SAFY Behavioral Health**

658 E. Market St./Suite 101  
Lima, OH 45801  
419-222-1527/1-877-822-0556

**Samaritan Counseling Center**

1130 W. Market St.  
Lima, OH 45805  
419-228-2070

**TEEN LINE**

1-877-419-7233 (SAFE)  
Text 419SAFE to 898211

**West Ohio Food Bank**

1380 E. Kibby St.  
Lima, OH 45805

## **STUDENT COMMUNICATIONS**

Students are encouraged to develop excellent communication skills. An Apollo yearbook is published each year. Youth club members may also write press releases, PSAs, podcasts and other digital media. Academic classes may conduct surveys, prepare brochures, newsletters, or newspapers. All communication activities are subject to direction and approval by teachers, club advisors, and administration. Students will use Schoology as part of their correspondence.

## **LOCKERS**

Lockers are the property of the Apollo Board of Education. Each **full time** student will be assigned a locker. **Part time** students will be issued a locker, upon availability. Locker assignments will be made by the office and noted on the student's schedule. For your own protection you should maintain close security of the locker combination. Random searches of lockers and contents may be done at any time by an administrator/designee. There is no expectation of any privacy in a school locker.

## **SEARCH AND SEIZURE**

The 4th and 14th Amendments of the U.S. Constitution together with the statutes the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to adhere to these procedures. Great care must be exercised in searching for the persons and effects of students. The following should be observed:

- A.** When search of the student's person or personal effects is for evidence of a violation of school regulations and not for evidence of a crime per se, such search is permissible without consent, under the theory that the 4th Amendment applies only to evidence of a criminal offense.
- B.** First and foremost in the thinking of school officials must be the protection and safety of the entire student body. Prudence requires that an immediate response be made to seriously threatening and explosive situations.

The search of a student and his/her possessions, including vehicles and electronic devices, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a **reasonable suspicion** that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking any means of transportation on school grounds shall be considered to have given implied consent to a search of that transportation at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and

may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

## **CAFETERIA AND MEALS**

We strive to provide your student(s) with a variety of nutritious school meals. Apollo Career Center offers breakfast 7:15 a.m. - 7:55 a.m. Breakfast is not offered on the first day of school or on a 2 hour delay. Each student will have a lunch period. Lunch times vary depending on the student's schedule. The monthly menu, Free & Reduced meal application, and a link to the online payment are at [www.apollocareercenterhs.com](http://www.apollocareercenterhs.com). If you qualify for free or reduced breakfast or lunch on the basis of your family's financial situation, contact Apollo's Cafeteria Manager.

Apollo Career Center will not allow charging of meals (breakfast and lunch) and an alternative meal with the required nutritional values will be provided. Nutrition Services staff will take every step to inform parents and students of account balances. These steps include phone calls, email, and notifying your student daily through the service line. All unpaid balances may result in loss of Senior Honors Night/Graduation Ceremony, extra curricular activities, CTSO events, field trips, and other activities. Unpaid balances will carry from the student's junior year to their senior year.

- No commercially (McDonalds, Subway, Jalapenos, etc.) prepared food/drink may be brought in without prior approval from Administration.
- Each student is responsible to place disposable products in the containers provided.
- All students will remain in the commons area during the lunch period.
- Students are not permitted to leave school grounds, nor are they allowed to be in the parking areas, during lunch periods.

## **FOOD AND DRINK IN THE CLASSROOM**

No food or drink is to be taken, or eaten, outside of the Commons, unless prior approval is given by an Administrator. Only water is permitted in the classroom, in a clear plastic container.

## **SAFETY AND EMERGENCY PROCEDURES**

Development of good safety attitudes promotes good safety habits that reduce or eliminate on-the-job accidents. Uniforms that meet safety standards are specified and required for all programs. Purposeful unsafe acts and/or ignorance of safety procedures are unacceptable in the workplace at Apollo Career Center. Apollo's utmost goal is to establish a safe environment in which to work and learn. Students are responsible to follow the instructor's safety requirements.

**Emergency procedures and safety protocols are posted in every classroom and program lab.**

- **Lockdown Drill:** This school safety drill will provide students with procedures to follow in situations when students must be secured in the school building. When a lockdown is announced, students must follow the directions of the classroom teacher, and must remain in the classroom until the drill is completed, unless given further directions. No hall passes will be issued.
- **Fire / Rapid Evacuation Drill:** Fire drills will be held periodically throughout the school year. Directions for exiting the building will be posted in each lab and classroom, and further instructions will be given by your teacher. Leave the building quickly and quietly. **DO NOT RUN!** Wait until a signal is given to re-enter the building and return directly to your classroom or program lab.
- **Severe Weather Drill:**  
In case of a tornado warning or severe weather, a wailing alarm will be sounded over the P.A. system. Students must follow the directions of their teacher and move quickly to their assigned area. The assigned area will be announced at the beginning of the year. It is important to remain quiet so instructions may be given and proper precautions taken.

### **NON INCLEMENT WEATHER DAYS FOR HOME SCHOOLS**

Home schools schedule Teacher In-Service days/delays and other events which are considered a non-school day for their regular attending students. Apollo students are expected to report to Apollo on those days. Non-attendance on those days will be considered an unexcused absence. Only inclement weather cancellations or delays are considered excused. **Please be sure to check with the Transportation Department of your home school to understand their bussing policy on non-school days in the district. Students may need to arrange their own transportation to Apollo on those days.**

### **SCHOOL DELAYS / CANCELLATIONS**

In the event of inclement weather (e.g. fog, ice, snow), Apollo students are permitted to follow the delay or cancellation of the HOME SCHOOL. This is due to transportation being provided by the HOME SCHOOL. For any further questions about transportation during inclement weather, contact the HOME SCHOOL'S TRANSPORTATION office.

- If a **Home School** delays or cancels, and Apollo does not, the student will follow the **Home School's** delay time or cancellation. The tardy or absence will not count against the student's attendance.
- If **Apollo** delays or cancels, and the HOME SCHOOL does not, the student will follow **Apollo's** schedule.

If it becomes necessary to close Apollo because of weather conditions, an

announcement will be made on WLIO TV broadcasts in the morning (First Edition), on WLIO's website, and across all APOLLO social media platforms. You will also receive an automated call by SchoolMessenger, the alert system used to make school wide announcements. The number provided on the Student's Emergency Medical Form will be used for these calls.

### **CLOSING SCHOOL DURING EMERGENCIES**

The Superintendent may close the school, dismiss students early, or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members, law enforcement emergencies, or other circumstances where the Superintendent determines a closure, dismissal, or delay is necessary. It is understood that the Superintendent takes such action only after consultation with the transportation and other necessary authorities.

Often home schools will be closed due to inclement weather conditions. If your home school is closed due to inclement weather and Apollo is in session, you will not be expected to come to Apollo. However, if your home school is closed for any other reason and Apollo is open, you are expected to be at Apollo.

### **SCHOOL MESSENGER**

SchoolMessenger is our automated communication system. It allows us to send messages to the phone number provided on the Emergency Medical Form, within a matter of minutes. It is used to notify a parent or guardian of student absences, delays and closings due to weather, power outages, security threats, or any other emergency.

### **STUDENT CHANGE OF ADDRESS OR PHONE NUMBER**

Any student who has a change in address or needs to add/remove a telephone number during the year **MUST** immediately notify the Student Services Office about the change(s). It may be necessary for the student to enroll at a new school district, if the address changes. It is important that this information be kept up-to-date for reporting purposes, as well as emergency purposes, and to be contacted by SchoolMessenger.

## **GRADING AND CREDITS**

**Full Year Course:** A separate grade shall be given in lab, related classes, and each academic class at the end of each nine-week grading period. Each of the nine-week grading periods will be weighted at 25%, which includes any exams given within the nine-week grading period. The number of total points needed to pass for the year is 240.

**Semester Course:** A separate grade shall be determined for each semester in a



course. Each of the nine-week grading periods will be weighted at 50%, which includes any exams given. The number of total points needed to pass for each semester is 120. One and one-half credits will be granted at the passage of the semester course.

**First Year Students** need 240 points for the year in order to move on to the second year of their program, or to walk on Senior Honors Night. A student could fail one of the semesters, but if their point total for the year is 240, they could still move on to the second year of the program. They would only receive one and one-half credits for the year.

**Second Year Students** need 240 points **AND** a total of four and a half credits for two years in order to be considered completing a program and to walk on Senior Honors Night. A student could fail one of the semesters, which would result in not earning one and a half credits for the year, but could still walk on Senior Honors Night if they earned 240 points for the year.

**Senior Honors Night** is a privilege. Students must be in good standing academically, financially, and behaviorally.

**Awarded with Distinction:** Students who meet the following criteria as of May 1st of their senior year will receive an honor cord for their academic achievements.

- Minimum of 95% attendance(junior and senior year)
- Minimum of 12 points of industry recognized credentials
- Taken and passed all WebXams
  - 2 passed with an advanced score
- 3.3 GPA or greater at Apollo
- Minimum of 250 Work Based Learning hours submitted

### **GRADING SCALE**

<b><u>Grade (%)</u></b>	<b><u>Letter Grade</u></b>	<b><u>GPA</u></b>
98-100	A+	4.0
93-97	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	0.7
Below 60	F	0.0

An incomplete "I" will be given when a student has not completed classroom requirements by the end of the grading period. Five (5) school days will be given to complete the work before the "I" changes to the current earned grade. Upon completion of the Senior year, academic transcripts will be requested through the students home school.

**Credit Flexibility Plan:** The District's Credit Flexibility Plan offers a variety of learning opportunities to students with a focus on performance while acknowledging individual learning styles and interests. Students must meet prescribed conditions in order to participate in the Credit Flexibility Plan to earn credit towards graduation. For further details, please see the school counselor.

## **HOMEWORK POLICY**

Regular, purposeful homework is an essential component of the instructional process. Apollo recognizes that homework is an integral part of fostering the academic and vocational achievement of students in extending school activities into the home and the community. You may expect your teacher to give homework assignments two or more times **per week**. In general, homework assignments will be completed by the due date assigned by the teacher. Students must meet the following requirements:

- Submit completed assignments on time.
- Submit homework assignments that reflect careful attention to detail and quality of work.

**Late Homework** - The Homework Policy in each class syllabus will determine how late homework is handled.

**Make-Up Work and Absence** - When a student is absent from school his/her previously assigned homework is handled as explained in the Student Handbook under the Attendance Policy.

- **Excused Absence:** the student has the same number of days they are absent to make up the assignments for full credit.
- **Unexcused/Suspension Absence:** the student has the same number of days they are absent to make up the assignments for 60% earned credit.

**Homework and Grades** - Homework that is graded will be factored into a students course grade and will be weighted according to the class syllabus. It is the student's responsibility to log into Schoology when absent and communicate with their teachers and program instructor regarding homework assignments.

## **HONOR ROLL**

To be eligible for the Honor Roll, students must have received a grade of A or B in every course taken during that grading period. The Honor Roll is published in the local newspaper four times a year as "All A's" and "A/B's". Apollo Honor Roll is compiled by letter grades, not the GPA.

## **FIELD TRIPS**

At various times during the year the school may arrange for educational field trips. Students are required to comply with the teacher's rules and guidelines to participate in the field trip experience. These trips are scheduled during the regular school hours, when possible. Field trips are a privilege and may be withheld for disciplinary/behavior reasons or any unpaid balances.

## **JOB SHADOWING / COLLEGE VISITATION**

A student may job shadow with a company for a short period of time to help the student learn more about his/her career areas of interest. The necessary criteria is:

1. Juniors are granted two days of college visits and/or job shadowing opportunities.
2. Seniors are granted up to five days of college visits and/or job shadowing opportunities.
3. Shadowing may be done at any time of the year.
4. The career tech instructor must approve all job shadow placements.
5. Students may not have any unpaid balances to complete a college visitation or job shadow opportunity.

## **SENIOR SCHOOL-TO-WORK OPPORTUNITIES**

### **1. Advanced Placement**

The Advanced Placement program allows students to have an early release each day to report to a work site that aligns with their chosen career tech program at Apollo. Traditionally, students attend academic classes in the morning and are released mid-day. Release time is contingent on the students required academic/ab coursework being completed.

#### **Advanced Placement Qualifications for Students**

- Maintain a letter grade of a C or higher in all classes.
- Must pass all safety tests.
- Obtain recommendations from Career Tech Instructor(s).
- Students must maintain a 92% attendance requirement.
- Must have a valid Driver's License and their own transportation.
- Be on track to graduate, including: passing of WebXams, and/or passing the industry credentials within their career tech program.
- Successfully pass EOC's unless exempt.
- Student activity dues and all other outstanding balances are paid.
- All APEX (online classes) will need to be completed before students will be released for advanced placement

## **2. Senior Apprenticeship Program**

This is the opportunity to work in an approved pre-apprenticeship work placement. All students who meet the eligibility criteria and who are enrolled in Apollo Career Center technical programs that can be certified apprenticeship trades, may request consideration for pre-apprenticeship status for their Senior year. For more information on this career path, a student should contact his/her Apollo Career Center Work Based Learning Coordinator. Students in Building and Renovations, Carpentry, Construction Equipment Technology, Electrical Systems Technology, HVAC, Robotics and CNC technology, and Welding/Fabrication are eligible for a 12-point Pre-Apprenticeship credential.

- Students who meet the eligibility requirements may begin work the summer before their Senior year and continue to work during the course of their Senior year as long as they are meeting the Ohio graduation requirements. This option is for those students who have met all of their academic requirements, or are meeting them outside the normal school day.
- Students attend school on a two-week rotating schedule. The schedule requires students to attend school for two weeks on a full-time schedule, followed by two weeks that the student reports to work on a full-time schedule.

### **Pre-apprenticeship Eligibility Requirements (Seniors Only):**

- Maintain 95% attendance while enrolled in a pre-approved career technical education program. Students may not miss more than 9 days of school.
- "B" or better in their career technical education program and academics.
- Pass all required career center testing (industry credentials, WebXams, etc.).
- Have parent/guardian support and signed approval.
- Demonstrate appropriate moral characteristics and professional appearance.
- Receive a positive recommendation from their career technical educational instructor.
- Have reliable transportation, a valid driver's license, and current auto insurance.
- Students must have all school activity dues and outstanding balances paid.
- Students must be on track for graduation.
- Successfully passed EOC's, unless exempt.
- All APEX (online classes) will need to be completed by the end of 1st semester.
- Administration will review case by case

**If a student fails to meet any of the eligibility requirements while they are in the Two-Week Rotating Program (Pre-apprenticeship), they may be removed from the program.**

## **WORK AGREEMENT**

A student placed on a job through an Advanced Placement or Pre-apprenticeship program, enters a voluntary but binding work agreement with a school approved

employer. The agreement must be honored unless a problem occurs. In that case, the Work Based Learning Coordinator will investigate the situation and make a recommendation.

Students and employers will be required to complete required documentation on a regular basis to assist in progress monitoring. Failure to complete and submit documentation may result in the student's dismissal from the Advanced Placement or Pre-Apprenticeship program. Advanced Placement requires a minimum of 15 hours of work, per week and Pre-Apprenticeship requires a minimum of 30 hours of work, per week.

A student who quits their job without prior approval or who is fired from his/her job will receive an "F" in their career technical lab course for the quarter the incident occurred. The student will then be reassigned to classes and lose the advanced placement or pre-apprenticeship program privilege until further notice by the Work Based Learning Coordinator. A student may be removed from a work program at any time if the Work Based Learning Coordinator deems it appropriate.

## **STUDENT ORGANIZATIONS**

All Apollo students may have the opportunity to belong to a Career and Technical Student Organization (CTSO), where they have the opportunity to expand their technical knowledge and professionalism in the workplace. Participation in extracurricular activities are a privilege and may be withheld for disciplinary reasons, behavior, attendance, unpaid balances, and/or grades. Apollo has the following CTSO Organizations available:

### **NTHS** **(National Technical Honor Society)**

Apollo is chartered with the National Technical Honor Society (NTHS). Students nominated to the Honor Society must meet all criteria for membership, including to be recommended by their teachers, program instructor, and administrators that have worked closely with the student. Other criteria considered is: attendance, discipline, student participation, and career technical student organization involvement.

Membership is limited to Seniors that have three semesters in a career technical program and have held a minimum GPA of 3.7, based on a 4.0 grading scale.

### **APOLLO FUSION**

Apollo FUSION is a student group designed to promote a positive school culture at Apollo by sponsoring fun, engaging activities. Some of the activities include a talent show, games/music during lunch periods, and a cornhole tournament.

## **APOLLO P.E.A.C.E.**

**(Peers Encouraging Acceptance and Care for Everyone)**

The mental health awareness group at Apollo. We host a monthly coffee and hot chocolate bar, help organize and promote the “Giving” Closet, hold scavenger hunts with mental health facts, and several other awareness activities throughout the school year.

**In addition, the following organizations are available to join: BPA, DECA, FFA, FCCLA, SkillsUSA, and HOSA.**

## **ATTENDANCE POLICY**

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy, the link provided details Ohio’s Attendance Laws and can be found at <https://education.ohio.gov>.

### **Examples of Excused Absences**

Personal illness, medical appointments, death/funeral of close friend/family member, family emergency (reviewed by Asst. Principal), vacation, home school event (confirmation from home school), college visit.

### **Examples of Unexcused Absences**

Oversleeping, alarm didn’t work, car trouble, appointments that can be made for after school (senior pictures, etc.), stopped trains on the railroad tracks, students sent home for dress code violations.

### **Definition of Truancy and Excessive Absences**

#### **1. “Habitual Truant”**

- 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.
- c. Absent 72 or more hours in one school year without a legitimate excuse.

#### **2. “Excessive Absences”**

- a. Absent 38 or more hours in one school month with or without a legitimate excuse.
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### **Driver’s License Revocation Due to Truancy**

Any student who is habitually truant as well as students who are suspended for any drug related or alcohol related violation may have their name turned over to the Registrar of Motor Vehicles. The consequence is the suspension of a

permit/license, or a student being denied either one.

Other disciplinary actions may be taken if more than 72 unexcused hours occur for the year, at the discretion of the Administration.

**Parents/Guardians are allowed 16 illness hours of call-ins or written notes per quarter. All other illness hours must be medical in order to be excused.**

### **To Report an Absence or Early Dismissal**

If a student is absent, only a parent/guardian from the student's Emergency Medical form can call the **Attendance Voicemail at 419-998-2900 or 1-800-992-2913** before 8:00 a.m. the day the student is absent. However, a phone call or a written note will be accepted up to three (3) days following a student's absence. The Attendance Office may make follow up calls to verify a student's absence to have all the information needed to verify written excuses.

**\*One day of absence equals six (6) hours.\***

### **Tardy Procedure**

If a student is arriving at school after 8:00 a.m., they must report to the Attendance window hallway access to sign in and receive an admit pass to school to present to their teacher. Students who do not report to the office for an admit pass will remain unexcused for the entire day.

**When a student signs in late or leaves early for any reason not approved by administration, the time will be logged and the hours missed will be added to the total time missed for the month, quarter, and year.**

### **Tardy Disciplinary Actions**

**4-6 Tardy Occurrences:** Lunch Detention

**7-9 Tardy Occurrences:** After School Detention

**10 or more Tardy Occurrences:** In School Remediation with the possibility of losing driving privileges (see below).

**Other disciplinary actions are listed below, but not limited to:**

School conferences with the student and/or parent/guardian, ISR, Action Intervention meeting, a referral of the student to Children's Services, a referral of the student to the Juvenile Courts.

### **Early Dismissal Request**

If a student needs to be dismissed for any reason, they need to turn in a written request to the Attendance desk or call the school at 419-998-2908. Any written request may need further verification, resulting in a phone call to the parent/guardian listed on the student's Emergency Medical Form. Please do not

leave a message for an early dismissal on the Attendance Voicemail, as it is only checked in the morning. Any student with an early dismissal will have a pink slip at the Attendance window with the time/date they need to leave.

### **Vacation Request**

A student going on vacation is required to complete a vacation contract one week prior to their trip. It is the student's responsibility to collect homework and complete any missed work. All work missed must be completed and submitted within three days of the students return to receive full credit.

- Any work that is assigned prior to the vacation dates that is due during the approved vacation leave must be completed and submitted **before** leaving.
- Any work that is assigned during the vacation that wasn't given to the student ahead of time still needs to be completed and submitted within three (3) days of the student's return to receive full credit.

**For any questions regarding the Attendance Policy, call the Attendance Principal at 419-998-2991, or the Attendance Administrative Assistant at 419-998-2917.**

## **STUDENT CODE OF CONDUCT**

Students shall be expected to observe and comply with the policies, rules, and regulations of the Board of Education and its employees. Apollo Career Center will honor all disciplinary consequences that occur at home schools, such as sporting events, buses, and/or other co-curricular activities. Being responsible, courteous, honest, and cooperative are expected behaviors. Apollo Career Center is concerned with developing values and attitudes that are vital in the workplace. Apollo places emphasis on the need to take ownership and responsibility, developing self control for one's own actions and behavior. Failure to comply with policies, rules, and regulations may be considered by school authorities as just cause for disciplinary action deemed appropriate by school authorities. The Principal/Assistant Principals may suspend and/or recommend expulsion. The most effective way for parents to address problems and concerns about their students and/or the instructional or extracurricular programs is by following the chain of command, as stated in the following.

### **Chain of Command - Parent / Student Concerns**

- 1st** - Teacher, program instructor, or club advisor to discuss concerns/make attempt to resolve
- 2nd** - Supervisor of the teacher, program instructor, or club advisor
- 3rd** - Principal of Apollo
- 4th** - Superintendent
- 5th** - Apollo's Board of Education



### **Scope of Jurisdiction**

This code of conduct and handbook is in effect:

- On school grounds before, during, and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school;
- At all times whenever a student conduct is related to school or school activities or has a significant and substantial impact on a student's educational opportunities, and the daily routine of the school day.

### **Public Displays of Affection (PDA)**

Students are not to engage in kissing, embracing, or any sexual acts. Such public displays of affection in excess of normally accepted behavior in public, school, or business settings is not allowed. **Failure to comply may be due cause for a parent/student conference with Administrators.** Teachers will write and forward a referral for such violations, as a Disruption of Activities.

### **Teacher/Staff Authority**

Every student is under the jurisdiction of all staff (on school property/during school events at all times) regardless of whether or not the staff member has the student in class.

This Student Code of Conduct also includes: Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of an official or employee, along with the following instances, yet not limited to:

#### **A. DISOBEYING A REASONABLE REQUEST/INSUBORDINATION:**

A student will be respectful and obey a reasonable request, instruction or demand by a teacher, administrator, or other school employee while under the jurisdiction of the school.

#### **B. DEFACE PROPERTY:**

A student will respect and care for the property of the school. Defacing, damaging, destroying, or vandalizing school property or the personal property of another student, school employee, or other person will not be tolerated.

#### **C. THEFT:**

A student will respect others' property. No student will have unauthorized possession of another's property while on school property or remove it from school property.

#### **D. DISRUPTION OF ACTIVITIES, HORSEPLAY, AND DISRESPECT TO PEERS:**

Students will respect the rights of others. Disruptive behavior and behavior that interferes with classroom learning, or during extracurricular activities takes educational opportunities away from other students and will not be tolerated.

#### **E. TOBACCO, VAPES, E-CIGS, AND LIKE PRODUCTS:**

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, e-cigs, vaping products, and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conducts is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

#### **F. DRUGS, NARCOTICS, ALCOHOL, DAB PENS, THC/CBD, AND PARAPHERNALIA:**

Students will be drug/alcohol free and assist in keeping a drug free campus. Be advised that drug dogs are used to maintain a drug free campus. A student who is suspected of drug use may be removed from school that day. The mere odor of alcohol/drugs is sufficient for disciplinary purposes. Use or possession of drugs and/or paraphernalia, may result in a ten (10) day suspension and the recommendation for expulsion. A student will not knowingly possess, use, transmit, conceal, or show evidence of any alcoholic beverage, controlled substance or look alike drugs and/or alcohol. The student's driver's license may be revoked. Students may be required to take a breathalyzer test for suspected alcohol. Refusal to take the breathalyzer will result in suspension/expulsion.

#### **G. TRAFFIC/BUS/PARKING REGULATIONS:**

The administration of Apollo Career Center urges whenever possible that students use their home school bus for transportation; however, if driving to and from Apollo is absolutely essential in your case, **you must display an Apollo Career Center parking pass any time your vehicle is on campus.** The parking pass is to be hung on the automobile's rearview mirror. If a vehicle is found on the premises without a parking pass, the driver will be subject to

disciplinary action and/or the vehicle towed. The use of the parking pass is for everyone's protection in order for the staff and administration to have the ability to identify and contact the owner of a vehicle in case of vandalism or damage.

A student will not violate traffic and parking regulations, regulations governing students use of automobiles or recklessly operate a vehicle on school property or while under the jurisdiction of school authorities.

No cars are to be driven during the school day unless the student is leaving to report to a job training station, early dismissal of the student's home school, a pre-approved early dismissal from the Attendance Administrative Assistant/Assistant Principal in order to keep an emergency appointment, or for educational purposes under the direction or supervision of an instructor. When arriving on school property, students are required to park their vehicles in the student designated parking area at the rear of Apollo and to enter the school building. **No loitering in the car is permitted.** If any student's vehicle is parked in any other area without permission, that student driver will be subject to disciplinary action.

Speed limit on school property is 15 mph. Reckless operation, speeding, and other unnecessary activities with a vehicle will not be tolerated. Violation of the preceding regulations may result in the following consequences:

Consequences may include the Driving Privilege being **revoked from 5 days up to the remainder of your time as a student at Apollo Career Center** at the discretion of the administration. Additionally administration may limit students ability to ride to school with other Apollo students during the disciplinary period.

#### **Bus/Transportation Discipline:**

For all general discipline offenses that violate the school conduct code, the following actions may be taken: **Warning, Bus/Transportation Removal, Permanent Bus/Transportation Removal** (at the discretion of administration).

\*\*\*Fighting, assault, profanity, disrespect, or threatening behavior directed toward a bus/transportation driver, as well as having drugs, weapons, tobacco, electronic cigarettes/vape pens, damage to school property, etc. will result in automatic bus/transportation removals.

#### **H. CELL PHONE/SMART WATCH/OTHER ELECTRONIC DEVICE POLICY:**

Apollo Career Center is a "No Phone Zone" during the school day, with the exception of a student's lunch period. Smart watches are considered the same as a cell phone. Cell phones must be turned off and placed in the student's locker during classes.

At lunch time, the student may retrieve their phone and use it during lunch.

**WHEN THEIR LUNCH IS OVER THE PHONE MUST BE RETURNED TO THE STUDENT'S LOCKER BEFORE THEIR NEXT CLASS/LAB.**

If a student is caught with a cell phone, they must turn it over to the staff member immediately. Refusal to do this could result in further disciplinary action. It should be understood that the use of student owned electronic devices at school is a privilege, **not** a right. If at any point during the school year, it becomes clear to administration that the good faith this privilege is extended has been violated by misuse which causes disruption to the educational process, or the normal activity of the school; or if it contributes to any situation violating school rules or policy, the result will be the loss of this privilege, to an individual student or the student body as a whole.

Tablets, iPods, bluetooth/wired/wireless earbuds or headphones and MP3 players may be used on school grounds as follows:

- Prior to 7:55 a.m., the first bell to report to class. All electronic devices will be turned off and secured out of sight prior to entering the first period classroom/lab program. Storing them in the locker is the best option.
- Students may use their electronic devices during their lunch period in the Commons area, not in the restrooms.
- Any time after the 2:25 p.m./end of the last period dismissal bell.

The possession or use of laser pointers is prohibited at any time while on school property. Any personal electronic devices not listed in the Student Handbook should be approved by school administration prior to use in the building. Possession and/or use, other than those described above, may result in confiscation of the device in its entirety, disciplinary action, and parent pick up of the item, at the sole discretion of the administration. The use of electronic devices for illicit or harassing purposes is a serious violation of school rules and state laws, and may be handled accordingly. The Apollo Career Center does not assume any responsibility for any electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged, or stolen.

**Penalties for having a cell phone/smart watch/other bluetooth devices for each offense:**

- 1st:** Student turns in device immediately, picks up device at the last bell.
- 2nd:** Student turns in device for five consecutive days at the start of the day, picks up at the last bell.
- 3rd:** Student turns in device immediately and is issued an after school detention on the next available day. Student's parent/guardian picks the device up at their convenience.
- 4th:** Three (3) days In School Remediation (ISR), turns in the device each day, picks it up at the last bell.
- 5th (+):** Three (3) days Out of School Suspension (OSS).

## **I. MISUSE OF COMPUTER, TABLET, COPIER, AND INTERNET:**

Students must observe the following guidelines. All devices are to be used for their intended purposes ONLY, not as a charging station for personal use of non-classroom approved devices. Failure to follow these guidelines will result in penalties as determined by the teaching staff or school or school administrators.

1. Files stored on school computers are restricted to school related assignments **only**. Personal files may **not** be stored.
2. Network password security is the responsibility of the student. Students may not reveal passwords to other persons.
3. Students will not copy (without authorization), damage, or alter any hardware or software. Students will not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students will **not** use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. Any non-school devices or storage media (CDs, iPods, USB devices, etc.) must be checked for viruses, games, or other non-approved items and approved for use by a network.
6. Students may not attach any device (personal computer, wireless device, network equipment, etc.) to the school network unless authorized by an Administrator.
7. Use of all telecommunications is restricted to school related projects/activities and must be supervised by the teacher or network administrator. Internet users must complete a Student Network and Internet Acceptable Use Consent Form, which must be approved before using the Internet and network privileges.
8. No students will attempt to establish computer contact into any school district restricted computer networks or any other unauthorized databases.
9. The use of abusive or otherwise inappropriate language in either public or private messages may result in the loss of recipient's work and/or disciplinary action.
10. Students may not download files/programs from the Internet to a hard drive unless authorized by a teacher or network administrator.

## **J. BLANKET, BOOK BAG, COAT, UNIFORM AND SAFETY/ SANITATION:**

Blankets, book bags, and coats of any kind will not be permitted in classrooms/labs at Apollo Career Center. These items may be brought to school and placed in the student's locker for safe keeping during the day. Students will, at the end of the day, load their book bags and take them home. Each student will be assigned a hall locker, **no excuses** will be accepted for carrying a book bag during school hours.

Students will not violate safety, sanitation, or requirements for grooming and

attire as established by the school for the operation of machines, appliances, vehicles, and equipment used in curricular or extracurricular activities or while providing personal services or preparing, dispensing, or serving food/edible products to patrons, or others. Safety violations will result in disciplinary action, up to suspension/expulsion, at the discretion of the administration.

#### **K. ASSAULT, FIGHTING, PHYSICAL AND VERBAL MENACING:**

Students will treat others with respect. A student will not threaten, assault, physically harm, harass, abuse, or indicate intent to do physical harm to a school employee, another student or person while under the jurisdiction of school authorities. This includes threats that are verbal, written, or through electronic devices or social media platforms.

#### **L. DANGEROUS WEAPONS AND INSTRUMENTS:**

Students will be safe, respecting the safety of others. A student will not knowingly possess, use, or threaten to use look alike/counterfeit weapons, firearms, explosives, or dangerous devices on school premises or while under the jurisdiction of school authorities. A student may not use fire in an unauthorized manner. Students may need to use knives within the lab setting, but their use/possession outside of the lab is prohibited. It is every student's responsibility to inform any school employee of another student's possession of a dangerous weapon or activity. Security devices may be used to aid in providing a safe school environment.

#### **M. BULLYING, INTIMIDATION, HARASSMENT, HAZING, DATING VIOLENCE AND SEXUAL HARASSMENT:**

Harassment, intimidation, sexual harassment, hazing, dating violence, or bullying behavior by any student/school employee in the Apollo Career Center School District is strictly prohibited, and such conduct will result in disciplinary action, including suspension and/or expulsion from the school. Harassment, intimidation, sexual harassment, hazing, dating violence, or bullying, in accordance with House Bill 276. This means any intentional written, verbal, graphic, or physical act including electronically transmitted acts (i.e. internet, cell phone, computer, or other wireless device) either overt or covert, by a student or group of students towards other students/school staff with the intent to harass, intimidate, sexual harass, show dating violence, injure, threaten ridicule, or humiliate. Students found responsible for any type of harassment, intimidation, or bullying by an electronic act may be suspended. Such behaviors are prohibited on or immediately adjacent to school property, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school staff including placing an individual in reasonable fear of physical harm and/or damaging of students personal property.
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school staff.
- Dating Violence: a form of bullying, harassment, or intimidation which will not be tolerated at Apollo. Apollo's staff is trained on dating violence by the Public School Works. Apollo staff will meet all requirements of HB19.

Apollo Career Center recognizes every student equal on the basis of race, color, gender, religion, age, ancestry, disability, national origin, social/economic background. Therefore, sexual or other forms of harassment will not be tolerated during the school day or under the supervision of school staff while the student is involved in any school related activity. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the bases of gender, religion, race, color, ethnicity, age, and/or disability and/or any other characteristic.

The harassment by a student or a staff member of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with the law and the Code of Conduct. Harassment may include threats made verbally, in writing, or through electronic means.

When a student feels some sort of harassment is being practiced by an employee of the school district, guest of the school, and/or fellow student, he/she will express their concerns to any staff member of Apollo Career Center; or file a grievance with the District Compliance Officer/Civil Rights Coordinator/Title IX Coordinator/Special Education Coordinator, Federal Section 504 Compliance Officer for the school. The office for the District Compliance Officer/Civil Rights Coordinator/Title IX Coordinator/Special Education Coordinator, Federal Section 504 Compliance Officer for the school is located in the main office of Apollo Career Center.

Complaints will be acted on with an investigation conducted by the compliance officer and one other administrator of the district in a timely manner after the signed complaint has been filed. If harassment charges are established, disciplinary action will be taken. Penalties for infractions may include suspension and recommendation for expulsion, if warranted. Copies of the complaint will be filed in the administrative office. **Any student involved in violation of "Section M", can be suspended and/or expelled from Apollo Career Center.**

#### **N. GANG RELATED DRESS/ACTIVITIES:**

Apollo will not tolerate any gang related activities or dress. This could result in suspension or expulsion.

#### **O. CONTRIBUTING TO ANOTHER STUDENT'S MISCONDUCT/BEING AN ACCOMPLICE:**

All Offenses - Administrative discretion.

#### **P. OTHER SCHOOL VIOLATIONS AND REPEATED SCHOOL VIOLATIONS:**

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also serve as grounds for suspension or expulsion as provided by law.

A student may not repeatedly fail to comply with the directions of any authorized school district staff member during the period of time when the student is properly under the authority of school staff. This includes failure to attend school as outlined in the district attendance policy.

#### **Student Code of Conduct, In Summary:**

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with School Board policy. This also means that the administration may develop appropriate rules and regulations, as called for, by various situations. It also means that the administration may, in severe or unusual circumstances, discipline students in ways other than stated in the handbook. Students who are suspended or expelled will not be permitted to participate in any school related activity during the period of the suspension or expulsion. Students who violate city, county, state, or federal laws will be referred to the SRO/proper legal authorities.

Due process in dealing with disciplinary actions carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally fair rules of procedures must govern disciplinary actions taken by school administrators.

**For any policy not specifically covered in this handbook, the Apollo staff/administration will make final judgment on whether any action is school appropriate.**

#### **PBIS**

Apollo participates in a Positive Behavior Interventions and Supports (PBIS) program that helps to reinforce positive expected behaviors in students while in



the building. Students can earn a variety of incentives by exhibiting positive behaviors on the Apollo campus.

### **PROPER COMMUNICATION PROCEDURES**

Calls made during the school day to a parent or guardian must be made from a school phone, authorized by an Apollo staff member. This includes family emergencies. A call can be made from the office to an authorized contact from the student's Emergency Medical Form, to have a message relayed. An authorized contact can also call the High School Office and relay a message/early dismissal to the student needed. Cell phones are only allowed in the Commons, during Lunch period. Cell phones are to remain in the students locker at all other times, during Lab and academic classes. Students are not to be using smart watches for anything other than checking the time, not for texting or listening to music.

Bluetooth earbuds are **not** permitted outside of the Commons during Lunch.

If a student is feeling unwell, they must report to the Clinic and see the School Nurse. The School Nurse will evaluate the student and be the one to call the parent or guardian, to discuss their symptoms and have permission to send the student home. Students that call/text a parent or guardian from their cell phone, will be sent to the Clinic to see the School Nurse, so that they can be assessed and the School Nurse will contact the parent or guardian, to gain permission for the student to leave school. This is all to ensure that only those contacts listed on a student's Emergency Medical form are giving permission for the student to leave, ensuring their safety.

### **DISCIPLINE OPTIONS**

Consequences may include, but are not limited to those listed below:

#### **LUNCH DETENTION**

Lunch detention is served during the student's designated lunch period. The student reports to the lunch detention room with the detention monitor, at the start of their lunch period. Lunch will be delivered to the detention room, so the student does not go to the Commons. The student must report for lunch detention to be counted towards serving the detention. There are instances the location could change and that will be communicated to the student.

#### **DETENTION**

Detention will be assigned to a student who fails to use appropriate behavior during school hours. This assignment may be made by any staff member. The student is expected to attend the day and time assigned to them. An unexcused absence from school will extend/reschedule the detention time, or could result in

suspension from school, at the administrators discretion.

A student assigned detention must comply with the following rules:

- Student must be seated on time, bring assignments for classes missed, work on assigned work, and remain quiet for the duration of the detention.
- Failure to remain on task could result in further disciplinary action.
- No cell phone privileges will be given.
- Student will be given an opportunity to eat lunch during assigned lunch detention.

Upon violation of detention rules, the student will be referred to an administrator for further disciplinary action.

### **IN SCHOOL REMEDIATION (ISR)**

In School Remediation (ISR) will be assigned to a student who fails to use appropriate behavior during school hours. This assignment will be made by administration. The student is expected to attend the day of ISR assigned to them. An unexcused absence from school will extend and/or reschedule the ISR time, or result in alternative school or possible suspension from school, at the administrators discretion.

A student assigned an ISR must comply with the following rules:

- The door is closed at 8:00 a.m. Student must be in their seat, bring assignments for classes missed, work on assigned work, and remain quiet for the duration of the ISR.
- Failure to complete a Character Assessment assignment could result in further discipline.
- A student will receive 100% earned credit for work satisfactorily completed during ISR.
- One restroom break in the morning and one in the afternoon will be given, under the supervision of the ISR instructor.
- A lunch period will be given.
- No cell phone privileges will be given.

Upon violation of ISR rules, the student will be referred to an administrator for further disciplinary action.

### **OUT OF SCHOOL SUSPENSION**

Any student suspended from school is considered to have an unexcused absence(s). Students who are suspended are unexcused, except in very rare circumstances. All returned school assignments will receive 60% of the earned credit for a grade. Students have the same number of days they were out on suspension to make up the work. The classroom late work policy should be enforced if students go beyond the number of allowed days to make up the

assignments.

### **ALTERNATIVE SCHOOL**

Alternative school is placement of a student in a county designated school for either short-term or long-term schooling. A short-term placement is when a student is suspended and Apollo places the student in Alternative School. Attendance is mandatory in order to receive credit for any work completed during the short-term placement. Short-term placement is determined by the administration.

A long-term placement is for students who have been determined not to be successful at Apollo's program. The student could be placed in the long-term placement program, at Apollo's discretion, or be expelled. Students who are on probation are typically court ordered to attend an alternative school.

### **EXPULSION**

If a student has a recommendation for expulsion, the parent/guardian will receive a notification both verbally and in writing. A hearing will be scheduled with the administrator, the Superintendent/designee, and the student to attend with their parent/guardian. The Superintendent/designee will make the decision to expel or not.

## **DRESS, SAFETY, AND GROOMING CODE**

### **UNIFORMS**

Apollo students wear uniforms as part of the professionalism component of their career technical program. Wearing a uniform is meant to simulate real world work experiences as well as serve as a safety precaution. Uniforms are ordered from a digital online portal, through the Apollo website.

**The standard Apollo uniform is blue/black jeans, or khaki pants and sneakers/tennis shoes or work boots with the approved Apollo uniform top for your program.**

Students who are not in uniform by October 1st may be sent home, have daily grade reductions, and/or be placed in ISR.

## **PROFESSIONAL DRESS / SPIRIT WEAR DAYS**

As a privilege students may be allowed to wear professional dress or spirit wear on the days specified below. This privilege may be revoked by the administration at any time.

**First Friday of every month:** Students may wear professional attire or their Apollo uniform.

**Females:** this means a business suit or pant suit, or dress and jacket.

**Males:** professional dress means a business suit or a blazer, dress pants and a tie.

**Every other Friday of the month:** Students may choose to wear their Apollo uniform or an Apollo spirit wear top with blue/black jeans or khaki pants. In season, student athletes may wear sport specific appropriate uniform tops with blue/black jeans or khaki pants.

## **GENERAL DRESS GUIDELINES**

Students are expected to dress in a neat manner and observe prevailing rules of modesty and decency. Student dress/hair that is offensive to others and/or distracting will be regulated by the school.

1. Hair should be neat, clean, and styled so it does **not obstruct vision at any time** and must be confined close to the head while working around hazardous areas.
2. Proper footwear should be worn at all times (**sneakers/tennis shoes or work boots**).
3. All clothing must be **fingertip length or longer**.

**With the above statements in mind, the following are examples of UNACCEPTABLE items for school:**

- Holes, rips, tears, frays, or patches.
- Hats, bandanas, head scarves, sweatbands, curlers, or the hood up on a sweatshirt or jacket.
- Tank tops, fishnet shirts, bare midriffs, or halter tops.
- Leggings, jeggings, etc.
- Bare feet, flip flops, slippers, or slides.
- Wallet chains and fobs hanging loose.
- Writing on patches and clothing which promote drugs/alcohol, contain suggestive dual meanings, or contain vulgar slogans/language.
- Coats and outside jackets, both long and short, are to be kept in a locker.
- Pants and jeans are not to be worn below the hips, must have a belt or cord if sagging.
- Any gang related symbols, writing, or colors.

- Facial coverings worn for health or safety must be approved by the school nurse for its use and school appropriate.
- Other items deemed inappropriate by the administration of the school.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is available for students to check out books/periodicals for research purposes, as well as for casual reading. It is open from 7:30 a.m. - 2:25 p.m. During the school day, students must bring a pass from a teacher. All materials must be checked out by the Library/Media Center staff member in charge. Books may be checked out for a three week period and may be renewed twice. Periodicals can be checked out overnight and must be returned the next day. Late charges are not assessed, however, any lost book/periodical is to be paid for by the individual who last checked it out. Items that are over one month **overdue** will be considered lost, and the replacement cost will be billed to the student who last checked it out. Apollo has an online card catalog which students can search from any computer with internet access, as well as other electronic resources provided by the INFOhio, such as Britannica Online and Ebsco (electronic periodical database).

### **LIBRARY RESOURCES**

To access go to Apollo's website and click High School > Current Students > Student Links > Library

#### **Resources include:**

- Apollo's Online Catalog
- OverDrive (ebooks and audiobooks)
- Gale Virtual Reference Library
- TumbleBookCloud (enhanced audiobooks and ebooks)
- FollettShelf (ebooks and audiobooks)
- INFOhio
  - Click 9-12 High School or ALL INFOhio Resources
  - Includes iSearch to search multiple resources at once: Ancestry Library Edition, EBSCOhost Multi-Database Search, Points of View Reference Center, Science Online, and World Book.
  - Includes resources for doing research and writing reports.
- Ohio Means Jobs
  - Free resources for career exploration, career planning, information on colleges and universities, and an extensive database of job searching.

\*See the Library/Media Center staff member for usernames and passwords for access to the above resources.

## **COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDELINES**

Technology use at Apollo Career Center is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Email, internet history, and information created and communicated on school equipment and/or software is **not** private, and will be monitored periodically. The use of the network is a privilege, not a right. The privilege may be revoked at any time for abusive conduct.

# CAMPUS

## BE RESPECTFUL

BE AWARE OF PERSONAL SPACE AND BOUNDARIES  
TREAT SCHOOL AND PERSONAL PROPERTY WITH CARE  
EMBRACE DIVERSITY

## BE RESPONSIBLE

SEE SOMETHING, SAY SOMETHING  
CONVERSATIONS, LANGUAGE, AND ACTIONS ARE APPROPRIATE  
UTILIZE LOCKERS

## BE NEXT READY

KEEP CAMPUS CLEAN  
BE IN UNIFORM  
FOLLOW DISTRICT POLICIES AND PROCEDURES  
FOLLOW STAFF INSTRUCTIONS



#DOTHERIGHTTHING  
#BENEXTREADY

# CLASSROOM & LAB

## BE RESPECTFUL

BE POLITE AND APPROPRIATELY ENGAGED  
USE EQUIPMENT AND MATERIALS FOR INTENDED PURPOSE  
BE PRODUCTIVE

## BE RESPONSIBLE

CLEAN UP MATERIALS AT THE END OF CLASS  
CONVERSATIONS, LANGUAGE, AND ACTIONS ARE APPROPRIATE  
TAKE OWNERSHIP FOR YOUR LEARNING

## BE NEXT READY

BE ON TIME AND PREPARED  
FOLLOW SAFETY RULES AND PROCEDURES  
FOLLOW STAFF INSTRUCTIONS



#DOTHERIGHTTHING  
#BENEXTREADY



# COMMONS

## BE RESPECTFUL

USE AREA FOR INTENDED PURPOSE  
BE POLITE AND GRATEFUL  
WAIT YOUR TURN

## BE RESPONSIBLE

REPORT OR CLEAN UP SPILLS  
CONVERSATIONS AND LANGUAGE ARE APPROPRIATE  
FOOD AND DRINK KEPT IN THIS AREA

## BE NEXT READY

KEEP AREA CLEAN  
KNOW ACCOUNT NUMBER  
BE MINDFUL OF YOUR TIME



#DOTHERIGHTTHING  
#BENEXTREADY

# HALLWAYS

## BE RESPECTFUL

BE POLITE AND USE INSIDE VOICES  
BE AWARE OF PERSONAL SPACE AND BOUNDARIES  
MAINTAIN APPROPRIATE TRAFFIC FLOW - WALK ON RIGHT SIDE

## BE RESPONSIBLE

MOVE WITH PURPOSE  
CONVERSATIONS AND LANGUAGE ARE APPROPRIATE  
PAY ATTENTION TO YOUR SURROUNDINGS

## BE NEXT READY

KEEP HALLWAYS CLEAN AND SAFE  
HAVE A HALL PASS DURING APPROPRIATE TIMES  
ARRIVE TO CLASS ON TIME



#DOTHERIGHTTHING  
#BENEXTREADY

# OFFICE

## BE RESPECTFUL

BE POLITE AND GRATEFUL  
GIVE PRIVACY TO STAFF, STUDENTS, AND VISITORS

## BE RESPONSIBLE

STATE REASON FOR YOUR VISIT  
COMMUNICATE APPROPRIATELY AND MAINTAIN CONFIDENTIALITY

## BE NEXT READY

TAKE SIGNED HALL PASS BACK TO CLASS  
VISIT AT APPROPRIATE TIME  
FOLLOW STAFF INSTRUCTIONS



#DOTHERIGHTTHING  
#BENEXTREADY

# PARKING LOT

## BE RESPECTFUL

KEEP PARKING LOTS CLEAN  
BE POLITE AND MAINTAIN APPROPRIATE COMMUNICATION  
ENTER AND EXIT SAFELY

## BE RESPONSIBLE

FOLLOW TRAFFIC AND PARKING REGULATIONS  
PARK IN APPROPRIATE SPACES  
BE AWARE OF YOUR SURROUNDINGS

## BE NEXT READY

DISPLAY PARKING PASS  
ENTER BUILDING PROMPTLY AFTER ARRIVING  
BRING ALL ITEMS NEEDED FOR THE SCHOOL DAY



#DOTHERIGHTTHING  
#BENEXTREADY

# RESTROOM

## BE RESPECTFUL

GET IN AND GET OUT  
GIVE PRIVACY TO OTHERS  
USE FACILITIES FOR INTENDED PURPOSE

## BE RESPONSIBLE

REPORT ISSUES TO A STAFF MEMBER  
CONVERSATIONS AND LANGUAGE ARE APPROPRIATE  
FOLLOW GOOD HYGIENE PROCEDURES

## BE NEXT READY

CLEAN UP AREA  
KEEP FREE OF VANDALISM  
USE BETWEEN CLASSES OR AT LUNCH



#DOTHERIGHTTHING  
#BENEXTREADY

# TECHNOLOGY/ SOCIAL MEDIA

## BE RESPECTFUL

PROTECT PRIVACY/PASSWORDS AND PERSONAL INFORMATION  
KEEP DEVICES CHARGED AND READY FOR CLASS  
ONLY USE TECHNOLOGY DURING DESIGNATED TIMES

## BE RESPONSIBLE

REPORT TECHNICAL ISSUES OR BROKEN EQUIPMENT  
COMMUNICATE APPROPRIATELY  
TREAT DEVICES WITH CARE

## BE NEXT READY

USE DEVICE FOR DISTRICT APPROVED PURPOSES  
FOLLOW DISTRICT PERSONAL DEVICE POLICY  
THINK BEFORE YOU POST



#DOTHERIGHTTHING  
#BENEXTREADY