

STUDENT HANDBOOK

2026 - 2027



Apollo Career Center will prepare students to be **NEXT READY** to make a positive impact in our community

Responsible | Respectful | Next Ready





2026 - 2027

Vision Statement

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

Student Name: _____

Apollo Technology User Information

Username: _____

Password: _____

Locker #: _____ **Locker Combo.:** _____

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>

General Information

High School Office: 419-998-2908
High School Fax: 419-998-2929
Attendance Line: 419-998-2900
Nurse/Clinic: 419-998-2904

Directory

Superintendent

Keith Horner

High School Administration

Principal

Nick Sammetinger

Assistant Principal / Discipline

Josh Clune

Assistant Principal / Attendance

Michael Ward

Assistant Principal / Special Education

Dave Howard

Assistant Principal / Satellite Programs

Toby Prinsen

Student Services

School Counselor

Kristie Solomon

School Counselor

Alyson Harruff

School Counselor

Serena Davis

Mental Health Coordinator

Crystal Pyles

Curriculum & Student Services Advisor

Hannah Dickey

Nurse / Clinic

Sheryl Diglia

School Resource Officer

Troy Stevenson

Administrative Assistants

Attendance

Dawn Lambert

Principals

Sara Stemen

Special Education

Brittney Redding

Student Services

Mallory Cox

Superintendent

Joan Barton

Apollo Career Center Security

Apollo Career Center promotes safety and security 24 hours a day through the use of electronic surveillance, license plate readers, and visitor registration. Visitors must register in the High School Office. A visitor badge **must** be worn while in the building. 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.

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Welcome Apollo Students,

At Apollo Career Center, our vision is to prepare students to be next ready to have a positive impact in our community. By choosing Apollo, you've already taken that first important step.

Your time here will challenge you both academically and professionally. You will gain hands-on experience in your chosen career field, guided by staff who are seasoned professionals and genuinely invested in your success. Each day, you will be encouraged to reflect on your growth, transform your thinking, and lead as an individual, professional, and active member in your community.

Apollo holds every student to a high standard. Whether you are on campus or representing Apollo Career Center in the community, we expect you to:

- **Be Respectful** toward peers, staff, and your environment
- **Be Responsible** for your actions, your learning, and your future
- **Be Next Ready** by being prepared, professional, and purposeful in all that you do.

This handbook outlines the policies and procedures designed to support your success at Apollo Career Center. Please read it carefully and refer to it throughout the year.

Above all, remember your “why” and the reason you chose this path. Let it drive you to exceed every goal you set for yourself.

Have a great school year,

A handwritten signature in black ink, appearing to read "Nicholas Sammetinger". The signature is fluid and cursive, with a large, sweeping initial "N".

Nicholas Sammetinger,
Principal

Apollo Career Center

2026-27 School Year Calendar

August 2026				
Mo	Tu	We	Th	Fr
	17	18	19	20
24	25	26	27	28
31				

8/24 Staff pre-service
(7:40 a.m.-2:45 p.m.)

8/24 Open House (3:45-7:00 p.m.)

8/25 Staff in-service (9:00-12:15 a.m.)

8/26 First day for 1st year program students

8/27 First day for all students

September 2026				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

9/7 Labor Day (no school)

10/23 2-hour early dismissal for staff in-service

October 2026				
Mo	Tu	We	Th	Fr
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

11/23 411 Blast & Career Exploration Day

11/19 Parent Teacher Conf.
(3:45-7:00 p.m.)

11/25 - 11/27 Thanksgiving Break (no school)

November 2026				
Mo	Tu	We	Th	Fr
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

12/18 CTSO local comp. day

12/18 2-hour early dismissal

12/21 - 1/1 Christmas Break
(no school)

December 2026				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027				
Mo	Tu	We	Th	Fr
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1/4 School reopens for 2027

1/15 2-hour early dismissal for staff in-service

1/18 MLK Day (no school)

February 2027				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

2/12 Regional SkillsUSA @ Apollo & Career Exploration Day (make-up day Feb. 16)

2/15 Presidents' Day (no school)

March 2027				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

3/10 Staff in-service

3/19 2-hour early dismissal for staff in-service

3/26 - 3/29 Easter/Spring Break (no school)

April 2027				
Mo	Tu	We	Th	Fr
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

4/8 ApolloPalooza
(3:45-7:00 p.m.)

May 2027				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

5/26 Last day for seniors

5/26 Senior Honors Night
(4:45-8:00 p.m.)

5/27 Last day for juniors

5/28 Staff in-service
(8:00-11:15 a.m.)

5/31 Memorial Day

- no school for students

- no school for students or teachers

Calamity Make-up Days:

Feb. 15, Mar. 10, Mar. 29, May 28,
June 1, June 2, June 3, June 4

Consistent with Ohio Revised Code 3313.482 C, Apollo Career Center may make up to 12.14 hours with additional online lessons, student competitions and work-based learning opportunities.

General Information

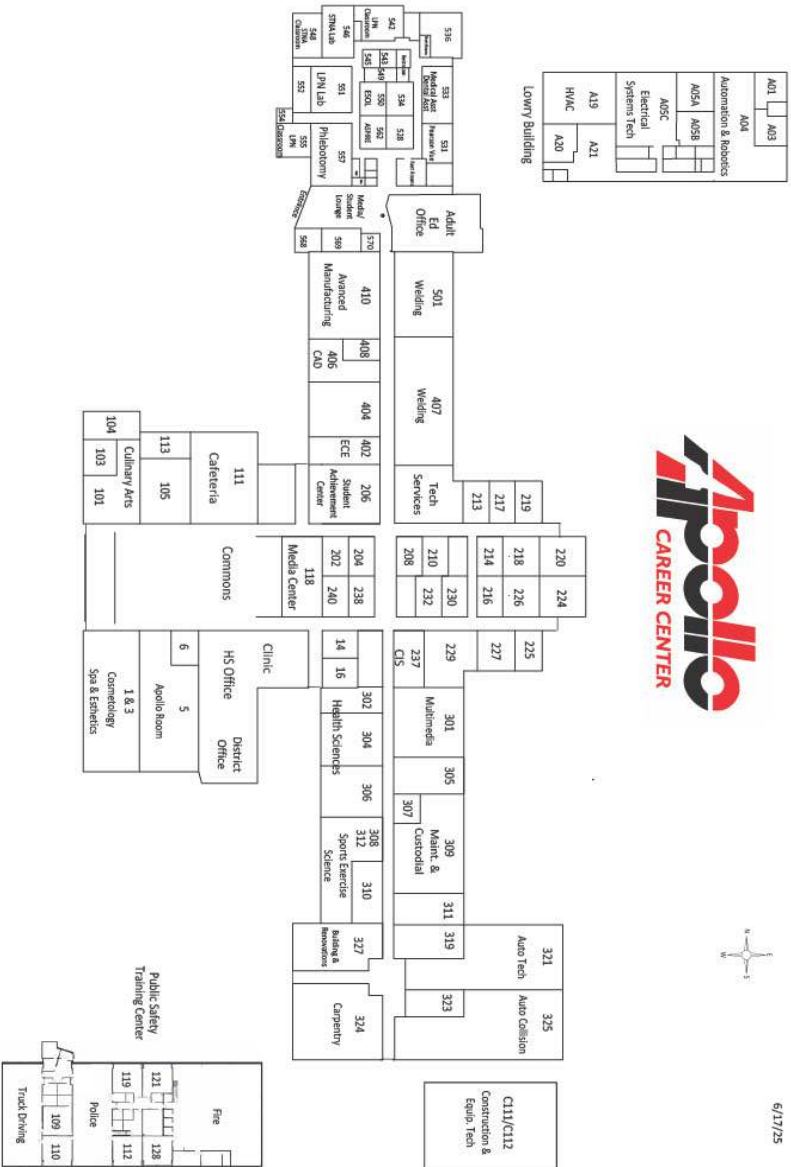
Bell Schedule

Regular Bell Schedule	Regular Bell Lunch Schedule	Two Hour Delay Schedule
1st - 7:55-8:40 (45)		1st - 9:55-10:25 (30)
2nd - 8:43-9:28 (45)		2nd - 10:28-10:58 (30)
3rd - 9:31-10:16 (45)		3rd - 11:01-11:31 Lunch C (30)
4th - 10:19-11:04 (45)	Lunch A 10:39 - 11:04	4th - 11:34-12:04 Lunch A (30)
4A - 10:42-11:29 (47)	Lunch B 11:04 - 11:29	4A - 12:07-12:37 Lunch B (30)
5th - 11:07-11:56 (49)	Lunch C 11:32 - 11:56	5th - 12:07-12:37 Lunch B (30)
6th - 11:59-12:44 (45)	Lunch D 11:59 - 12:24	6th - 12:40-1:10 Lunch D (30)
7th - 12:47-1:32 (45)		7th - 1:13-1:43 (30)
8th - 1:35-2:25 (50)		8th - 1:46-2:25 (39)

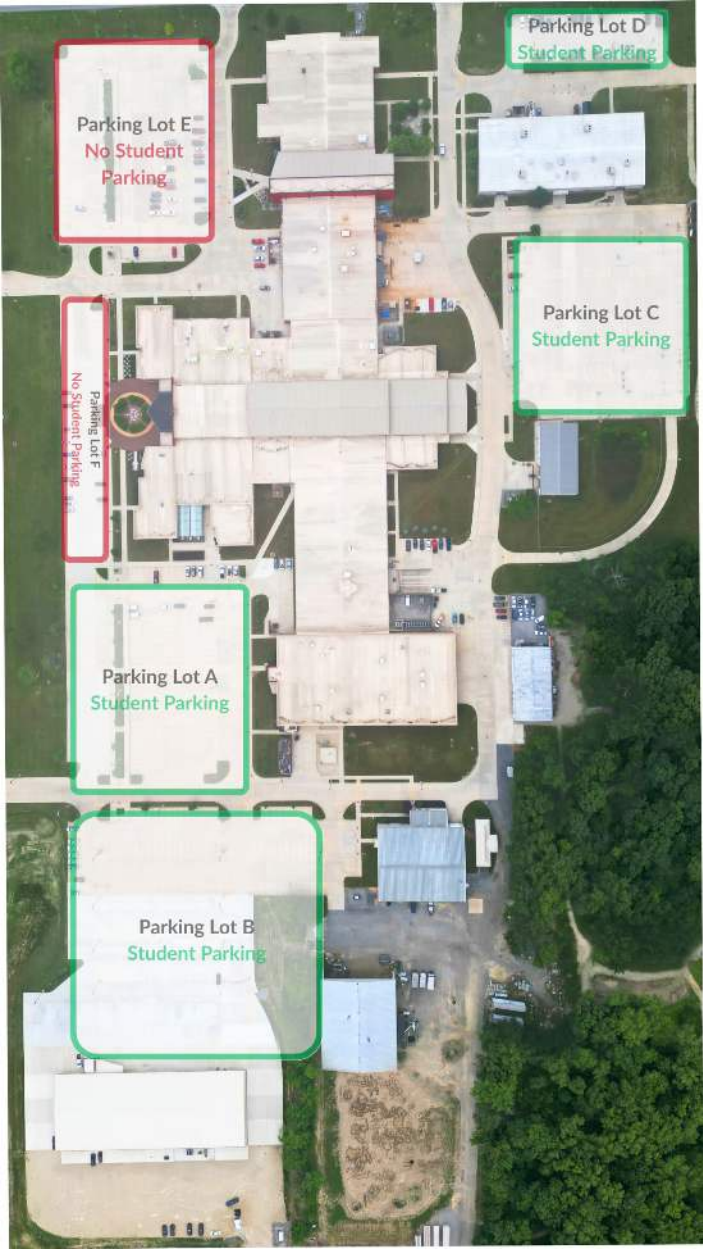
Bus Riders Dismissal: 2:20pm

Drivers Dismissal: 2:25pm

Apollo Campus Map



Campus Parking Map



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: **Dave Howard, Assistant Principal**

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

Phone: **419-998-2983**

Email: **david.howard@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: **Dave Howard, Assistant Principal**

Address: **Apollo Career Center**

3325 Shawnee Rd

Lima, OH, 45806

Phone: **419-998-2983**

Email: **david.howard@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.

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.

When using AI tools students and staff will ensure that no confidential data and other sensitive staff and student information is input into these systems.

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 if not feeling well.

Students using personal electronic devices to contact parents/guardians 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.

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.
 - a.** Students who are achieving a "C" or better academically may not withdraw from a course.
 - b.** In order to attempt to withdraw from a course, students should follow the following guidelines to avoid having an "F" placed on their transcripts:
 - i.** Complete documentation showing that the student

- ii. contacted the teacher for additional support
 - ii. Complete documentation showing that the student attained the additional support for at least one grading period
 - iii. Request their school counselor contact the teacher to inquire regarding academic placement
 - iv. The school counselor must have communication with the parent/guardian and the associate district counselor
 - v. The school counselor will contact the Principal regarding the academic placement
4. In order to drop a CT related course a student must have earned a minimum of 12 points of industry recognized credentials in a single career pathway. CT related courses for the second semester must be dropped no earlier than two weeks before the end of the first semester and the withdrawal must be completed before the second semester begins. Related courses must be attended regardless of earned credentials or school-to-work status.
5. Exceptions to these rules may be considered by administration.

MCKINNEY-VENTO HOMELESS ACT

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness. Children who are identified as meeting the Federal definition of “homeless” will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless Liaison / Mental Health Coordinator

Crystal Pyles
crystal.pyles@apollocc.org
(567) 940-3908

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.

Suicide & Crisis Lifeline

#988

Allen County DJFS

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

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

TEEN LINE

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

Samaritan Counseling Center

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

West Ohio Food Bank

1380 E. Kibby St.
Lima, OH 45805

Student Communications

Apollo Career Center encourages students to develop excellent communication skills through publishing an annual yearbook, writing press releases, PSAs, surveys, brochures, newsletters, newspapers, podcasts, and other digital media. All communication activities are subject to direction and approval by Apollo Staff and Communications Director. Students will use Schoology and Apollo Email as part of their correspondence with Apollo Staff.

Lockers

Lockers are the property of the Apollo Board of Education. Each **full-day** student will be assigned a locker. **Lab-only** 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 of 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 students with a variety of nutritious school meals. Apollo Career Center offers breakfast 7:15 a.m.-7:50 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. The monthly menu, Free & Reduced meal application, and a link to the online payment are at 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. Senior balances over \$10 will be sent out to address on file after July 1st. Any balance under \$10 should ask the treasurer's office for a refund.

- 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.
- Visitors are not permitted to eat lunch on campus with their students.

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.

Safety and Emergency Procedures

Development of good safety attitudes and habits 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 throughout the building.

- **Lockdown Drill:** Apollo Career Center has three lockdown levels that will be used as necessary. The district uses ALICE protocols and during lockdowns students will be instructed by staff accordingly.
- **Fire / Emergency Evacuation Drill:** Fire drills will be held periodically throughout the school year. Directions for exiting the building are posted in each classroom, and further instructions will be given by your teacher.
- **Severe Weather Drill:** In case of a tornado warning or severe weather, an announcement will be made continuously until the threat has subsided. Students must follow the directions of their teacher and move quickly to their assigned area.

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 regularly 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 their **Home School**. This is due to transportation being provided by their home school. For any further questions about transportation during inclement weather, contact the transportation office of your home school.

- 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 you are taking classes at your home school you are still required to attend those classes.

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. Apollo Career Center does not have remote days except for extreme circumstances.

SCHOOL MESSENGER

SchoolMessenger is our automated communication system. It allows us to send messages to the phone number or email 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, emergency purposes, and being contacted by SchoolMessenger.

Grading and Credits

1st Grading Period	2nd Grading Period	3rd Grading Period	4th Grading Period
August 26, 2026 - October 23, 2026	October 26, 2026 - January 15, 2027	January 19, 2027 - March 19, 2027	March 22, 2027 - May 27, 2027

Full Year Course: A separate grade shall be given in lab, related classes, and each academic class at the end of each quarter. Each quarter will be weighted at 25%, including exams. Each course requires 240 points to pass for the year.

Semester Course: A separate grade shall be determined for each quarter of a course. Each quarter will be weighted at 50%, including exams. Each semester course requires 120 points to pass and earn credit. Career Technical program courses will earn 1.5 credits upon completion and 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 1.5 credits for the year.

Second Year Students need 240 points **AND** a total of 4.5 career tech credits during their 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 1.5 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)
- 3.4 GPA or greater at Apollo
- Minimum of 250 Work Based Learning hours submitted & approved

GRADING SCALE

<u>Grade (%)</u>	<u>Letter Grade</u>	<u>GPA</u>
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 student's 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 consistent with board policy IGBM. 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 Attendance Policy.

- **Excused Absence:** the student has the same number of days they are absent to make up the assignments for full credit.
- **Unexcused Absence:** the student has the same number of days they are absent to make up the assignments for 70% earned credit.
- **Suspension Absence:** A student who is suspended shall be permitted to complete all classroom assignments missed because of the suspension and receive up to 70% earned credit. The student must obtain the assignment(s) by contacting their teacher(s) or checking their Schoology class. It is the responsibility of the student to keep up with missed assignments during the suspension and turn them in to the teacher immediately upon return. The student must work with the teacher to schedule missed tests or quizzes the day the student returns.

Homework and Grades - Homework that is graded will be factored into a student's 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. Students are expected to complete missed assignments/assessments immediately upon return. Field trips are a privilege and may be withheld for disciplinary/behavioral 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 are:

1. Forms for Job Shadowing / College Visitation may be picked up in the High School Office and must be completed/approved prior to the visit.
2. Juniors are granted two (2) days of college visits and/or job shadowing opportunities.
3. Seniors are granted up to five (5) days of college visits and/or job shadowing opportunities.
4. Shadowing may be done at any time of the year.
5. The Career Tech Instructor must approve all job shadow placements.
6. Students may not have any unpaid balances to complete a college visitation or job shadow opportunity.
7. In the event Advanced Placement or Apprenticeship placements are revoked, the student may not participate in Job Shadowing/College Visitation opportunities.
8. Job Shadowing opportunities cannot be at the student's current place of employment.
9. All job shadow/college visits are at the discretion of school administration.

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. Release time is contingent on the students required academic/lab 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).
- Must maintain a 92% attendance requirement.
- Must possess a valid Driver's License and their own transportation.
- Be on track to graduate, including: passing of all WebXams and industry credentials within their career tech program.
- Successfully pass End of Course exams, unless exempt.
- Student activity dues paid and all other outstanding balances paid.
- Have all online classes completed before being released for advanced placement.
- Failure to update Work Based Learning hours in EdWise may result in the student being pulled from the program.

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 construction and manufacturing career fields 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 (2) 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% or greater attendance (53.25 hours for a full-day student or 26.75 for a half-day student) both years.
- "B" or better in their career technical education program and academics.
- Pass all required career center testing (industry credentials, WebXams, etc.) by the end of 1st semester of their senior year.

- Have parent/guardian support and signed approval.
- Demonstrate appropriate moral characteristics and professional appearance.
- Receive a positive recommendation from all instructors.
- Have reliable transportation, a valid driver's license, and current auto insurance.
- Have all school activity dues and outstanding balances paid.
- Be on track for graduation.
- Successfully pass End of Course exams, unless exempt.
- Have all online classes completed by the end of 1st semester.
- Administration will review case by case.
- Students must update their Work Based Learning hours each rotation.
- Discipline infractions may result in disqualification for this program.

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 60 hours of work per month.

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.

Industry Recognized Credentials

Each Career Technical program is required to offer students the opportunity to earn a 12 point credential that has been approved by the Ohio Department of Education for that career pathway.

- The Apollo Board of Education has an approved list of credentials for which

Apollo will cover the examination cost for the student's first attempt at that credential test.

- Credentials not board approved, retake examinations, or any other additional credentials cost are the responsibility of the student (including credentials outside the student career technical pathway).
- Should a student fail to attend a scheduled Industry Credential Exam, they will be required to pay for any associated costs.

Student Organizations

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

NTHS

(National Technical Honor Society)

Apollo is chartered with the National Technical Honor Society (NTHS). Students nominated to the Honor Society must meet all the following criteria for membership: obtain recommendations by teachers and administrators, 95% or greater attendance (53.25 hours for a full-day student or 26.75 for a half-day student), a minimum of 10 hours of documented community service, a minimum of a 3.8 G.P.A. on a 4.0 scale, completed three semesters of a Career Tech program, and other requirements such as satisfactory discipline, CTSO participation, and school involvement. Half-day students must submit transcripts with their application for academic classes. All decisions are made at the discretion of the NTHS Advisor or High School Principal.

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 may include for example a talent show, games/music during lunch periods, motivational speakers, coffee bar, senior breakfast, and a cornhole tournament.

APOLLO P.E.A.C.E. & SOURCES OF STRENGTH

(Peers Encouraging Acceptance and Care for Everyone)

Apollo PEACE/Sources of Strength are mental health awareness groups. They also 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 CTSO organizations may be available to join: BPA, DECA, FFA, FCCLA, SkillsUSA, and HOSA.

Attendance Policy

Regular attendance is essential to student success at Apollo Career Center. Ohio law supports a preventative, intervention-based approach to addressing excessive absences and truancy, prioritizing early support and proactive intervention over punitive measures. Apollo's attendance policies are developed in alignment with Ohio's current attendance requirements. For a full overview of Ohio's Attendance Laws, visit the Ohio Department of Education and Workforce website 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 Chronically Absent

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. "Chronically Absent"

- a. Any student missing 10% or more of the school year for **any** reason (Both Excused and Unexcused).

One day of absence equals 6.1 hours

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

Students may be excused for up to 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

Apollo Career Center uses SafeArrival, an automated attendance system, to manage student absences. If your student will be absent, please call (419) 998-2900, log in at go.schoolmessenger.com, or download the SafeArrival app on your Apple or Android device. Absences can be reported any time, 24 hours a day, 7 days a week. If you do not report the absence, you will receive an automated call from the system.

Tardy Procedure

If a student is arriving at school after 7:55 a.m., they must report to the Attendance window to sign in. Students who do not report to the office 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

3-4 Tardy Occurrences: Lunch Detention

5-6 Tardy Occurrences: After School Detention

7-8 Tardy Occurrences: T-School

9 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 receive a pink slip at the Attendance window with the time/date they need to leave.

Vacation Request

Apollo Career Center asks that parents make every effort to schedule vacations in conjunction with the Board-adopted calendar. We do understand some parents cannot control vacation dates. Vacation days still accumulate as excessive absence hours. Students will only be allowed a maximum of five (5) days vacation during the school year which must be approved by school administration at least one (1) week in advance. Vacation requests will not be approved the last two (2) weeks of school and any absences would be unexcused. It is the student's responsibility to collect homework and complete any missed work prior to returning to school. However, any work that is assigned prior to the vacation that is due during the approved leave must be completed and submitted **before** leaving. Students will be given one day upon return from vacation to complete all school work and set up missed tests and quizzes with teachers to earn full credit.

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 an 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 Student 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.
- 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.

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.

Student Code of Conduct Infractions

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

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. DISRESPECT TO PEERS/STAFF:

Students will respect the rights, opinions, space, and property of others.

F. TOBACCO, VAPES, E-CIGS, AND LIKE PRODUCTS:

The Board prohibits smoking, use, transmission, 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. The State of Ohio requires individuals be the age of 21 or older to purchase, possess, or use these products.

G. DRUGS, NARCOTICS, ALCOHOL, DAB PENS, THC/CBD, AND PARAPHERNALIA:

Students will be drug/alcohol free and maintain a drug-free campus. 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 a 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 drug/breathalyzer test for suspected substance abuse and refusal or failing of the test may result in suspension/expulsion.

H. 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 at the direction of an instructor. When arriving on school property, students are required to park their vehicles in the student designated parking area and enter the school building. **No parking in the yellow striped areas. No loitering in the car is permitted.** Student vehicles must be parked only in designated student parking areas. Parking in unauthorized areas—including fire lanes, yellow-striped zones, or spaces designated for Adult Education may result in 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:

Driving privileges may be revoked from 5 days up to the remainder of your time as a student at Apollo Career Center at the discretion of the administration (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.

I. CELL PHONE / ELECTRONIC DEVICE POLICY:

Personal electronic devices are not allowed at Apollo Career Center during the school day. Electronic devices include but are not limited to: cell phones, tablets, laptops, chromebooks, smart watches, headphones, earbuds, electronic glasses, etc. Only Apollo issued devices are allowed. All personal electronic devices must be off and in your locker prior to 7:50 am (warning bell) through 2:25 pm.

Consequences for each electronic devices violation:

- 1st:** Student turns in device(s) immediately
Student picks up device(s) at the last bell
An after-school detention is issued
- 2nd:** Student turns in device(s) immediately
Student turns in device(s) for five consecutive days before 1st period
A T-school is issued
- 3rd:** Student turns in device(s) immediately
Parent/guardian picks the device(s) up at their convenience
Student turns in device(s) for five consecutive days before 1st period
A T-school is issued
- 4th:** Student turns in device(s) immediately
Parent/guardian picks the device(s) up at their convenience
Student turns in device(s) for five consecutive days before 1st period
Three (3) days In School Remediation (ISR) is issued
- 5th (+):** Student turns in device(s) immediately
Parent/guardian picks the device(s) up at their convenience
Student turns in device(s) for five consecutive days before 1st period
Three (3) days Out of School Suspension (OSS) are issued

*Administration reserves the right to implement alternative plans when necessary.

J. 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 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 bring or use personal electronic device(s) or attach any device (personal computer, wireless device, network equipment, etc.) to the school network.
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.
11. Students must adhere to all district policies and procedures regarding the use of Artificial Intelligence.

K. BLANKET, BOOK BAG, BAGS, PURSES, COATS, UNIFORM AND SAFETY/ SANITATION:

Blankets, book bags, bags, purses, **hooded sweatshirts**, 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, bag, or purse 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.

L. 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 any other person while under the jurisdiction of school authorities. This includes threats that are verbal, written, or through electronic devices or social media platforms.

M. 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.

N. PUBLIC DISPLAY(S) 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.

O. BULLYING, CYBERBULLYING, INTIMIDATION, HARASSMENT, HAZING, DATING VIOLENCE AND SEXUAL HARASSMENT:

Bullying, cyberbullying, intimidation, harassment, hazing, dating violence and sexual harassment 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, 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.
- Cyberbullying is the use of any electronic device or digital platform to harass, threaten, humiliate, or harm another student or staff member — including hurtful messages, posts, images, impersonation, or sharing private information without consent.

Apollo Career Center recognizes every student equal on the basis of race, color, gender, religion, age, ancestry, disability, national origin, and 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 basis 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 O" can be suspended and/or expelled from Apollo Career Center.**

P. GANG-RELATED DRESS/ACTIVITIES:

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

Q. SKIPPING CLASS / LEAVING CAMPUS WITHOUT AUTHORIZATION:

Regular attendance in every scheduled class is required. Skipping class, defined as being absent from a scheduled class without an authorized excuse, and leaving campus without prior administrative approval are violations of school policy and will result in disciplinary action.

R. CONTRIBUTING TO ANOTHER STUDENT'S MISCONDUCT/BEING AN ACCOMPLICE:

All Offenses - Administrative discretion.

S. 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 or behavior not specifically covered in this handbook, the Apollo staff/administration will make final judgment on whether any action is school appropriate and if/what disciplinary action is necessary.

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, and 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.

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. 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

Detentions are served outside of normal school hours for 45 minutes. Detention will be assigned to a student who fails to adhere to the Student Code of Conduct. 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 may result in additional detention time, ISR, or could result in suspension from school at the discretion of administration.

A student assigned detention must comply with the following rules:

- Students 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.

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

T-SCHOOL

T-Schools are served outside of normal school hours for 1 hour and 30 minutes. T-Schools will be assigned to a student who fails to adhere to the Student Code of Conduct. 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 may result in additional T-School time, ISR, or could result in suspension from school at the discretion of administration.

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 may result in additional time in ISR, alternative school, or possible suspension from school at the discretion of administration.

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

- The door is closed at 7:55 a.m. Students must be in their seats, 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 may 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 may receive 70% of the earned credit for a grade. A student who is suspended shall be permitted to complete all classroom assignments missed because of the suspension and receive up to 70% earned credit. The student must obtain the assignment(s) by contacting their teacher(s) or checking their Schoology class. It is the responsibility of the student to keep up with missed assignments during the suspension and turn

them in to the teacher immediately upon return. The student must work with the teacher to schedule missed tests or quizzes the day the student returns.

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

When a student is recommended for expulsion, the parent/guardian will receive a verbal and written notification. A hearing will be scheduled with the administrator, Superintendent/designee, and the student to attend with their parent/guardian. The Superintendent/designee will make the decision to expel or not.

RECIPROCAL DISCIPLINE

Apollo Career Center maintains a reciprocal discipline agreement with all associate school districts. This means that disciplinary actions, including suspensions and expulsions, may be shared between Apollo Career Center and a student's home district. A student who is suspended or expelled by their home district may be denied attendance at Apollo for the duration of that consequence, and likewise, disciplinary action taken at Apollo may be reported to and honored by the student's home district. Students are expected to uphold the behavioral standards of both institutions at all times, as misconduct at either location may carry consequences at both.

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 tan 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 have daily grade reductions and/or be placed in In-School Remediation (ISR).

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 **knee length or longer**.

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

- | | |
|--|--|
| ● Holes, rips, tears, frays, or patches | slogans/language |
| ● Hats, bandanas, head scarves, sweatbands, and curlers | ● Coats and outside jackets, both long and short, are to be kept in a locker |
| ● Hooded sweatshirt , tank tops, bare midriffs, or halter tops | ● Pants and jeans are not to be worn below the hips, must have a belt or cord if sagging |
| ● Leggings, jeggings, etc | ● Any gang related symbols, writing, or colors |
| ● Bare feet, flip flops/slides, slippers, Crocs, or Hey Dudes | ● Facial coverings worn for health or safety must be approved by the school nurse |
| ● Wallet chains and fobs hanging loose | ● Other items deemed inappropriate by school administration |
| ● Writing on patches and clothing which promote drugs/alcohol, contain suggestive dual meanings, or contain vulgar | |

SPIRIT WEAR DAYS

As a privilege, students may be allowed to spirit wear on Fridays. This privilege may be revoked by the administration at any time.

Every Friday: Students may choose to wear their Apollo uniform, Apollo/Home School/CTSO spirit wear top (no hoodies/jackets), with blue/black jeans or tan khaki pants with tennis shoes/work boots.

Penalties for each offense of being out of uniform:

- 1st:** Student reports to the office to get school issued uniform top, pants, or shoes (if available, if not student will be placed in ISR for the remainder of the day).

- 2nd:** Student reports to the office to get school issued uniform top, pants, or shoes (if available, if not student will be placed in ISR for the remainder of the day). Student is issued a lunch detention.
- 3rd:** Student reports to the office to get school issued uniform top, pants, or shoes (if available, if not student will be placed in ISR for the remainder of the day). Student is issued an after school detention for the next available date.
- 4th-6th:** Student spends that day in ISR.
- 7th (+):** Three (3) days Out-of-School Suspension (OSS).

Borrowed uniforms must be returned to the office by the end of the school day. Students who fail to return a garment, or who return it damaged, will be charged the replacement cost of the item.

Media Center

The Media Center is available for students to check out books/periodicals for research purposes, as well as for casual reading. It is open from 7:55 a.m. - 2:00 p.m. During the school day, students must bring a pass from a teacher. All materials must be checked out by the 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.

AVAILABLE RESOURCES

- Apollo's Online Catalog
- OverDrive (ebooks and audiobooks)
- Gale Virtual Reference Library
- INFOhio
- Ohio Means Jobs

Computer Technology and Network 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.

ARTIFICIAL INTELLIGENCE

"AI tool" is defined as AI applications, algorithms or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI. The use of AI tools must be consistent with the district policy on Artificial Intelligence. When using AI tools, students and staff will ensure that no confidential data and other sensitive staff and student information is input into these systems. All AI tools must be vetted and approved before being used by staff and students. At no time should students or staff represent AI generated content as their own work product. Staff and students may be disciplined for use of AI and AI tools inconsistent with District policies and procedures. See Apollo Board of Education Policy on Artificial Intelligence for any additional information about the District's AI Policy.

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



#DOOTHERIGHTTHING
#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



#DOOTHERIGHTTHING
#BENEXTREADY