

# E .L. Bowsher High School



## 2018-2019 Student Handbook



E.L. Bowsher High School



@BowsherRebels

### **Toledo Public Schools Strategic Goals**

- 1) Increase Student Achievement and Growth
- 2) Focus on District Accountability, Quality Assessment, and a District-Wide Instructional Plan
- 3) Provide a Safe Environment for Students, Staff, and Stakeholders
- 4) Attract and Retain Highly Skilled and High-Performing Staff
- 5) Continue to Improve Public Confidence, Support, and Invest in TPS Students, Schools, and Staff
- 6) Ensure Efficient and Effective District Operations and Appropriately Manage District Assets

### **Toledo Public Schools Mission Statement**

Toledo Public Schools mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing the Ohio's New Learning Standards with fidelity.

### **Vision Statement**

Toledo Public Schools strives to be an "A-rated" school district whose graduates are college and career ready.

### **Core Commitments**

Student-Centered  
Accountability-Based Management  
Building Stronger Relationships  
Technology Oriented  
Rigorous Curriculum  
Develop a District-wide Culture of High Expectations

### **BOWSHER ALMA MATER**

With loyal hearts, O Bowsher High, we sing to you today.  
Our praises firm with love and pride and lasting friendships here abide;  
With faithful hearts, O Bowsher High, we honor you today  
With voices raised in grateful song –  
We will be ever strong.

## High School Dress Code

The following items are **NOT** appropriate:

- Clothing/grooming that illustrates or promotes drugs, alcohol, tobacco and/or sex and that could be considered offensive or degrading to others; have symbols of hate or oppression; reference gang membership or present a hazard to an individual or other people.
- Clothing/grooming that is disruptive to the educational process:
  - a. Undergarments should not be visible at any time (this includes underwear, bras, etc.)
  - b. Skirts or shorts must be no higher than just above the knee.
  - c. Spaghetti straps, halter tops, tube tops or tank tops are not allowed.
  - d. Cleavage should not be visible at any time.
  - e. Holes/tears in jeans are **not** permitted.
  - f. Tight, form-fitting clothing is not permitted. Tights and leggings are allowed if the front and back are covered by a long shirt, skirt or dress.
    - Clothing/grooming that is deemed **unsafe** for the classroom or school environment, including but not limited to hats/coats/outerwear/gloves, etc.
    - Clothing/grooming that does not reflect good personal hygiene.
    - Tops and bottoms that do not overlap while standing or seated (i.e. no midriffs).
    - Pajama pants, including pants made of flannel or fleece.

Additional guidelines:

- Hooded sweatshirts are permitted as long as hoods are not worn or do not cover the head.
- Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with heels no higher than two inches.
- Slippers, shoes with retractable skates, cleats, or footwear with flexible, soft soles (flip flops, beach shoes, etc.) are not permitted.
- Shoes that expose the feet or toes are not allowed in shop areas or in science classes when chemicals are being used.
- Hair curlers/rollers/bonnets/wraps/bandanas/hair pics are not permitted. Sunglasses are not to be worn inside schools/buildings.

These guidelines are to be followed on all days when school is in session and for school sponsored events where students are actively participating and/or representing Toledo Public Schools.

The school administration shall determine the appropriateness of student dress and grooming, acting in the best interests of establishing and maintaining a safe and effective learning environment for the benefit of the school.

## **Important Dates & Events**

Aug. 20	Freshmen first day
Aug. 21	Upperclassmen first day
Aug. 22	EHSO, EMRP, Gifted classes begin
Sept. 3	Labor Day holiday, school closed
Sept. 5	Open House; 5:30
Sept. 10	School pictures taken
Oct. 12	End of 1 <sup>st</sup> quarter
Oct. 15	Picture retakes
Oct. 20	Homecoming dance
Nov. 6	Professional development day for staff, no school for students
Nov. 14	Bowsher parent conferences in evening
Nov. 20	Bowsher; half day of school for students
Nov. 21-23	Thanksgiving holiday, school closed
Dec. 17-20	Exams
Dec. 20	End of 2 <sup>nd</sup> quarter
Dec. 21-Jan. 7	Winter holiday, no school for students
Jan. 21	M.L. King holiday, school closed
Feb. 15	Professional development day for staff, no school for students
Feb. 18	President's Day holiday, school closed
Mar. 15	End of 3 <sup>rd</sup> quarter
Apr. 15-22	Spring holiday, school closed
May 11	Prom
May 21-24	Exams
May 24	Last day of school, end of 4 <sup>th</sup> quarter
May 28	Graduation, 10:00 AM

### **Important Numbers**

Main Office:	(419) 671-2000
● Principal:	Ms. Teri Sherwood
● A.P. Curriculum:	Ms. Michelle Guitteau
● Head Secretary	Mrs. Sue Hafner
● Secretary	Ms. Shelly Veronica
● Cashier:	Mrs. Marni Serrao
Guidance Office:	(419) 671- 2002
● Freshmen	Ms. Melisa Welch

- Sophomores Mr. Matt Krueger
- Juniors Mrs. Althea Dorn
- Seniors Mrs. Jen Keys
- Secretary: Ms. Kim Rose

- Deans Office: (419) 671-2001
- AP Pupil Personnel: Mr. Jesse Duckworth
  - A-K: Mrs. Meghann Barnum
  - L-Z: Mr. John Pearce
  - Secretary: Mrs. Joyce Millimen

Librarian: Mrs. Jackie Tapper

- Nurse's Office (419) 671-2167
- Nurse: Mrs. Laurie Gladieux
  - Secretary:

- Athletics (419) 671-2100
- Athletic Director Bear (Mr. Terry Reeves)

- Campus Protection (419) 671-2168
- TPD Officer Jeron Ellis

**Where to go**

Lost & Found .....	Cafeteria
Free/reduced lunch forms .....	Cafeteria
Request a PA announcement.....	Main Office
Poster approval.....	Main Office
Obtain a work permit.....	Main Office
Request a transcript.....	Guidance Office
Obtain a grade appeal form.....	Main Office
Inquire about scholarships.....	Guidance Office
Schedule a class.....	Guidance Office
ID cards.....	Attendance/Dean's Office
Obtain a lock or locker.....	Attendance/Dean's Office
Get a building permit.....	Attendance Office/Nurse's Office
Get an excuse for absence.....	Attendance/Dean's Office
Changed address/phone #.....	Guidance Office
Withdraw from school.....	Guidance Office
Register to vote.....	Main Office
Register your car.....	Attendance/Dean's Office
Make a police report.....	Attendance/Dean's Office
Pay a fee or fine.....	Cashier - Main Office

<b>Daily Bell Schedule</b>	<b>2 Hour Weather Delay Schedule</b>
Doors Open 7:00	Doors Open 9:10
Breakfast 7:30	Release to Main Building 9:45
Release to Main Building 7:45	Hour 1 10:00-10:30
Warning 7:55	Hour 2 10:35-11:02
Hour 1 8:00- 8:50	Hour 3 11:07-11:34
Hour 2 8:55-9:42	Hour 4 11:39- 1:09
Hour 3 9:47-10:34	Lunches (Hour 4)
Hour 4 10:39-12:09	“A” Lunch 11:39-12:09
Lunches (Hour 4)	“B” Lunch 12:09-12:39
“A” Lunch (10:39-11:09)	“C” Lunch 12:39-1:09
“B” Lunch (11:09-11:39)	Hour 5 1:14- 1:41
“C” Lunch (11:39-12::09)	Hour 6 1:46- 2:13
Hour 5 12:14-1:01	Hour 7 2:18- 2:45
Hour 6 1:06-1:53	Late Bird 2:50-3:37
Hour 7 1:58- 2:45	
EHSO/Late 2:50-3:37	

### **Attendance Procedures**

If your son/daughter is absent from school, please call **(419) 671-2001 to notify the attendance office of the absence.** Students are to bring a written excuse to the Attendance/Dean’s office upon their return to school.

Students tardy to school before the end of first hour must report to the cafeteria. Students tardy after first hour must report to the Attendance/Dean’s office to sign-in. If a student does not sign in, they will be marked as absent for the entire day.

### **Cafeteria/Lunches**

The cafeteria is open at 7:15 a.m. for breakfast. Students are assigned lunch hours through their fourth period class. Students are to eat during their assigned lunch hours only. Students must be in the cafeteria before the tardy bell. **No outside food can be delivered to students in school.** If your child forgets their lunch money, they can charge up to 3 times before repayment is necessary. No food/beverage can be taken out of the cafeteria. Students are expected to empty trays and clean their tables before being dismissed. Staff members dismiss students from the cafeteria. Free/reduced lunch applications are processed by Food Services.

### **Visitor’s Passes & Volunteers**

Bowsher High School welcomes visitors and volunteers. **ALL VISITORS MUST REPORT TO THE OFFICE.** Please report to the office for a visitor’s pass or to set up an appointment. During the hours of 8:00 to 2:45, guests will not be allowed to visit classrooms without making a prior appointment with the classroom teacher. If you are volunteering, you must wear a visitor’s pass and only go to the area where you are

volunteering. The secretary will notify the teacher of your arrival before you report to the room. Please make sure you dress appropriately while volunteering.

### **Announcements**

Announcements are broadcast each day at 8:00 a.m. Each student and staff member is asked to listen to the announcements. They keep you informed of important happenings at Bowsher High School. If you need to have an announcement made, forms are available in the Main Office. Student announcements must be signed by a staff member.

### **Graduation Requirements**

The graduation requirements for the classes of 2018 and beyond include curriculum and three options to show readiness for next steps in college and careers.

#### **GRADUATION REQUIREMENTS**

must meet one of the following three:

- 

- 

- 

- 

- 

- 

-

### **Interim and Grade Reports**

Interim grade reports are sent at mid-term of each quarter. Grade Reports are sent at the end of each quarter. Parents are encouraged to contact their student's teacher(s)/counselor if they have questions about an interim report or grade report. Parents and guardians are encouraged to sign up for a Parent Portal account which will allow you to monitor grades, attendance and discipline. You can sign up for an account in the main office.

### **Grade Appeals**

Students and parents may appeal grades. The deadline for grade appeals will be announced over the PA each quarter. Grade appeal forms are available in the Main Office.

### **Grade Classification**

A student must have successfully completed the following units by the beginning of the school year to be classified as:

Freshman –	successful completion of 8 <sup>th</sup> grade
Sophomore –	5 credits
Junior –	10 credits
Senior –	16 credits

Credit recovery is available during the school day and after school. Please see your counselor for times and to enroll.

### **Honor Roll and Principal's List**

A quarterly honor roll is maintained to recognize those students who maintain high academic achievement. A student must earn a 3.0 average to earn Honor Roll status and a 3.5 or higher to be on the Principal's List for the quarter. These lists are posted in the hall outside the main office and the attendance office each quarter.

### **Exam Policy and Exemptions**

Taking exams will better prepare students for tests such as: OST, Core Curriculum, AIR tests, SAT, PSAT and college entrance exams. Failure to take semester exams will result in failure of the course. **ALL** students are eligible to exempt **2 exams** if:

- they have 2 or less absences per quarter
- they have a "B" or better in the class
- they have NO days of BIC, Suspension or Expulsion

### **Exam Schedule**

December 17-20, 2018

May 21-24, 2019



### **Fee Waivers**

Fee Waivers can be obtained for Science, Foreign Language, Orchestra, Art, Business Lab, and Band Fees. Fee waivers apply to the current school year ONLY. Students must be Pre-Certified or on Free lunch in order to qualify for a fee waiver.

No fee waivers will be accepted after March 20<sup>th</sup> of each year. Starting April 1st of each year fees may be paid by cash or money order ONLY.

### **Make-Up Work**

Students may make up work for any excused absence and receive full credit. Students have the same number of days to make up work that they were absent. It is the student's responsibility to check with every teacher for missed assignments. Any assignments not made up will be recorded as F's. Call the guidance office to request work when absent.

### **Library/Media Center**

Bowsher has a modern library, including the latest in research technology. The library opens at 7:45 a.m. and closes at 2:45 p.m. After 8:00 a.m., admission to the library is by pass only. In order to use the internet, students must complete the Toledo Public Schools Internet Access Contract. This contract must be signed by a parent or legal guardian and returned to the library. Students must have ID cards with barcodes in order to check out books.

### **Academic Grading Scale and Grade Point Averages**

TPS Grading Scale	
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

The quarterly grade will take into consideration all phases of school work, with daily work given priority. Pupil progress will be assessed quarterly in the following terms:

- Any student who has failed two of the three semester grading components will fail the semester.
- Each quarter grade will have an absolute grade point value and be equal to 2/5 of the semester grade.
- The semester exam will have an absolute grade point value and be equal to 1/5 of the semester grade.
- Teachers shall use plus or minus grades based on the above grading scale.

### **Books/Materials**

All library materials and textbooks are furnished by Toledo Public Schools. Damaging the books in any way, including writing in them, is not allowed. Students are

accountable for the books signed out to them in each class. Books and other class materials must be returned in a condition that allows them to be used the next year. Students damaging or losing books will be fined for either repair or replacement of the book. Students may not run for elected office or participate in graduation or graduation practice until all fees or fines are paid in full. Bowsher High School will not release diplomas or transcripts to students or alumni owing fees or fines.

### **Lockers and Locks**

Lockers are assigned to each student, once the student has obtained a lock. Bowsher High School is not responsible for loss or theft of personal items. Students are advised not to carry or store valuable items. Students are not to share lockers. Lockers remain the property of the school and may be searched at any time. Students are advised to only use and purchase Master Locks.

### **ID Cards**

One identification card is issued free of charge to students. Replacement school ID cards are offered at a charge. These photos are taken during schedule pick up times. Pictures I.D. cards are free of charge and make-up date and times for these pictures will be announced over the P.A.

### **School Pictures**

All students will have their pictures taken free of charge for the yearbook and student records. These photos are also used for Student Identification Cards. Students may purchase picture packages at the time the pictures are taken. Seniors will have yearbook pictures taken on a special background. Seniors can also choose to submit a photo from another photographer for the yearbook.

### **Car Registration/Student Parking**

Students wishing to drive to school must register their car in the Dean's Office and display the registration as required. Students driving to school must park in the student parking area. No student may return to his/her car during the school day without a valid pass from a teacher. Bowsher High School cannot guarantee the safety of the vehicle or its contents. Students use the parking lot at their own risk.

### **Building Permits**

No student shall leave the building during school hours without first securing a building permit. A note from a parent/legal guardian should indicate the student's name, date, and reason for the building permit, and time to be away from school. The nurse issues all building permits for health care reasons and the attendance secretary for any other reasons. Valid reasons are health care appointment, family member funeral, court appearance, sudden illness or other emergencies requiring the student's presence at home. If the absence is for a period of time longer than that covered by the building permit, an excuse must be sent to school by the parent/legal guardian.

### Hall Passes

No student is to be in the hall during a class period without a hall pass. Any student in the hall without a hall pass is considered truant and subject to disciplinary action. Any staff member may request to see a hall pass and failure to comply can result in disciplinary action.

### Assemblies

Students are reminded that all assemblies are school functions and appropriate behavior is expected. Please listen to the directions for release to assemblies and seating that is given over the P.A.

### Dances

Admission to dances is by ticket only. No tickets are sold the day of the event. To gain entrance, you must have the ticket and a current picture I.D. No resale of tickets is allowed. Only the person whose name is on the ticket may use the ticket. There is no re-admittance to dances. Visitors must also have a ticket and show proper picture I.D. Visitors must abide by the TPS Student Discipline Code whether they are TPS students or not. Each dance also has a specific dress code which must be adhered to. Anyone not in dress code compliance will be asked to change in order to gain entrance. Dance proposals are not permitted on campus during school hours and you will not be able to purchase a bid.

**\*\*There is ALWAYS a deadline in which to purchase dance tickets. This deadline is days in advance of the dance.** Listen to announcements and look for dance posters in the halls for information.

### Fire Drills

The purpose of fire drills is to practice evacuating the building quickly in an orderly fashion. Exits are assigned to each room on the FIRE DRILL PROCEDURE sign posted in every room. When the alarm is sounded, doors and windows should be closed and personal possessions should be left in the room. Everyone should move as quickly as possible without running. No student is to stop at a locker. Everyone MUST respond to the alarm. The first to leave the building must go far enough beyond the exits to permit all to get out of the building. Everyone will be notified when the drill is concluded and they may return to the building. Students should remain with their class and teacher. Fire drills are conducted once a month.

### Tornado Drills

The purpose of tornado drills is to practice the safety procedures in the event of a tornado warning. Exits are assigned to each room on the TORNADO PROCEDURE sign posted in every room. When the tornado alarm is sounded, everyone should move as rapidly as possible without running. Personal possessions should be left in the room. Students should not go to their lockers. Everyone MUST respond to the alarm. Everyone should go to their assigned area and follow safety instructions as given over the P.A. Students should remain with their class and teacher. Tornado drills are conducted monthly during the spring of the school year.

### **BIC/BAPS (Behavior Intervention Center)**

BIC/BAPS is in-school suspension. Days served are NOT counted as days of absence. Students do not have the right to choose out-of-school suspension instead of BIC/BAPS. If you are assigned to BIC/BAPS, please make sure you leave all personal belongings in your locker before the 8:00 bell. Bring only your books, paper, and pens. Students MUST come to BIC/BAPS dressed according to the School Dress Code. Students who are late for BIC/BAPS will make up the hour(s) missed the following day before returning to class. Students may carry their lunch or purchase a school lunch for the regular price. To complete a BIC/BAPS assignment, you must serve your days and complete all assigned work. Students are not eligible for any extracurricular/sport activities while assigned to BIC. Students become eligible for extracurricular/sport activities at 2:45 p.m. the day they are released from BIC/BAPS.

### **Infractions/Levels of Intervention and Disciplinary Responses**

#### **Level I Infractions**

Academic Dishonesty  
Disruptive Behavior  
Failure to Follow Directions  
Inappropriate Communication  
Minor Damaging/Destruction of School Property  
Tobacco/Smoking  
Trespassing  
Unapproved Use of Electronics  
Unexcused Absence/Tardy

#### **Classroom & Community Interventions and Responses for Level 1 Infractions:**

- Communicate with parent
- Re-teach behavioral expectations
- Teach social-emotional and/or self-management skill
- Create a behavior contract that includes expected student behaviors, and incentives for demonstrating expected behaviors, and consequences for not demonstrating expected behaviors
- Restorative circle
- Work with student to apologize or make amends with person(s) harmed or offended

- Work with student on a reflective activity
- Conduct peer mediation
- Establish buddy teacher system
- Referral to support staff such as mental health services, guidance counselor or nurse
- Refer students to an after-school program or community organization
- Utilize building supports
- Utilize a daily progress sheet
- Verbally correct or remind student of expectations, and redirect student (e.g. role play)
- Implement mentoring for the student

### **Disciplinary Responses**

- Assign detention with school work
- Lose classroom privileges
- Refer student to the office
- Require student to complete a school/community service task
- In-class cool down
- Seat change or other changes to the learning environment

### **Level II Infractions**

Minor Physical Altercation

Forgery/False Identification

Profanity/Obscenity/Verbal Altercations

Theft Offenses

Gang Activity

Major Damaging/Destruction of Property

Gambling

Sexual Misconduct/Harassment

Bullying /Harassment/Intimidation

Misuse of Social Media

Dangerous Items

Possession/Use of Alcohol and Drugs

**Intensive Supportive Interventions and Disciplinary Responses with Administrative Staff for Level II Infractions:**

- Contact parent
- Conference with student
- Re-teach behavioral expectations
- Create a behavior contract
- Engage in a reflective activity with student
- Work with student to apologize or make amends to person(s) harmed or offended
- Refer student to a community resource or organization
- Arrange daily or weekly check-ins with an adult mentor
- Connect student with an adult mentor
- Develop FBA or BIP
- Referral to IEP or 504 team
- Mentoring
- Conflict Resolution Peer Mediation
- Utilize building supports

**Disciplinary Responses that may involve an Administrator**

- Reprimand by administrator
- Loss of privileges
- Require the student to complete a school/community service task
- Assign up to three after-school detentions with school work
- Assign in-school suspension for no longer than three school days with school work
- Assign one Saturday school with school work
- Refer students to an alternative to suspension placement
- Referral to law enforcement if a law is broken and if appropriate

**Level III Infractions**

Distributing, Selling and Offering to sell alcohol or drugs

Major Physical Altercations

Use of Dangerous Weapons

Firearms

False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System Sex Offenses

Stealing or Possession of Stolen Property by Force or Threat of Force

Starting a Fire

Trespassing by Force

Explosives

**Significant Supportive Interventions and Disciplinary Responses or Exclusionary Discipline for Level III Infractions:**

- Create a home-school communication system
- Re-teach behavior expectations
- Work with student to apologize or make amends to person(s) harmed or offended
- Refer student to community resource or community organization
- Arrange daily or weekly check-ins with designated adult for a set period of time
- Connect student with an adult mentor
- Utilize available building supports

**Disciplinary Responses or Exclusionary Discipline**

- Create a behavior contract
- Require student to complete a school/community service task
- Assign up to five detentions with school work
- Assign up to five days of in-school suspension with school work
- Assign up to three sessions of Saturday school with school work
- Refer student to an alternative to suspension placement
- Suspension or a recommendation for expulsion
- Referral to law enforcement if a law is broken and if appropriate

1. A Police Report shall be made in accordance with the agreement between the Board of Education and the Toledo Federation of Teachers.
2. A Police Report may be made on any offense or infraction not starred if such a report appears warranted.
3. All students must go to their appropriate lunch each day in the Cafeteria.
4. During a period of suspension, expulsion, or removal, the student may not enter any school building owned by Toledo Public Schools, nor be on the property owned by

Toledo Public Schools. The student may not participate in any school related activity.

5. Students shall not keep in their lockers or desks any item prohibited by the TPS Discipline Code. Student lockers and desks are property of the Toledo Public Schools and are subject to searches without notification by a School Official. Items found that violate the discipline code will be seized and the student will receive discipline through the means of suspension or expulsion. A student's personal property in which the student has brought onto school property may be searched if a School Official believes that there is evidence that is in violation of the TPS Discipline code. If such items are found, the student will receive either a suspension, or be referred to an expulsion hearing.

#### **Outline of Due Process Procedures: Suspension**

The Ohio Revised Code provides that a superintendent or a principal may suspend a child from school for not more than ten days.

1. A student will be given written notice of the intent to suspend which includes the specific reason (s) for the action.
2. A student will be given the opportunity to appear at an informal hearing to challenge the reason (s) for the intended suspension, or to otherwise explain his/her actions.
3. Suspension may be invoked immediately after steps 1 and 2 above.
4. Within 24 hours after the time of the suspension, a written notice will be provided to the student and the parent, which includes among other things, the reasons for the suspension, the right for the student and parent to appeal the action, and the right to be represented in an appeal by a representative of their choice.

#### **Outline of Due Process Procedures: Removal**

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat disrupting the educational process.

#### **Outline of Due Process Procedures: Expulsion**

The Ohio Revised Code provides that a superintendent may expel a pupil from school for periods up to eighty (80) days, and that a student to a one (1) year expulsion for bringing a gun or dangerous weapon onto the school property.

1. A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action.
2. Parents are advised of the intended action by telephone, when possible, and a copy of the notice is mailed within 24 hours which advises the students and parents:
  - a. For an Intent to Expel, a formal hearing is scheduled to be conducted not sooner than three (3) days nor later than (5) days from the date of the notice to expel; for a Removal with Intent to Expel, the formal hearing must be heard within seventy-two (72) hours (3 school days) of the time of removal.
  - b. The time and place of the hearing.
  - c. The reason (s) for the intended expulsion.



- d. The right of the student or the parent to challenge the reason (s) for the intended expulsion or explain the student's actions.
  - e. The right to be represented at a hearing by a representative of choice.
3. During a period of suspension, expulsion, or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by the Toledo Public School District; nor may the student attend or participate in any school related activities.

### **Wireless Communication Devices (WCDs)/ Cell Phones/Electronic Devices**

Students are permitted to possess the following types of wireless communication devices: laptop, cell phone, iPod, MP3 player, headphones, or other portable electronic devices for reading (i.e., Nook, Kindle, etc). The students are personally and solely responsible for the care and security of their electronic devices. The Board and the school assume no responsibility for theft, loss, damage, or vandalism to devices brought onto its property, or the unauthorized use of such devices. Students are encouraged not to let others use their devices, and to put locks on their lockers if storing such devices.

Possession of WCD by a student is a privilege. A student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. The building principal or his/her designee may also refer the matter to law enforcement if the violation involves an illegal activity. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use office phones to contact parents/guardians during the school day with permission of office personnel.

### **USAGE GUIDELINES**

1. All devices that emit a sound must be turned off from the beginning to the end of the school day unless permitted by the instructor for educational purposes in his/her classroom. Individual teachers are responsible to establish and enforce a policy to address electronic devices in his/her classroom. Students are not permitted to possess a pointer or similar device. If an electronic device is used in an inappropriate manner or emits a sound, the student will be subject to disciplinary action. Consequences may range from a discipline consequence to confiscation of the device. Repeated or blatant violations will result in the device being confiscated and given to an administrator. The administrator may assign additional consequences and/or requiring a parent/guardian to pick up the device.

2. Pictures, videos, and/or audio recording may not be taken at anytime during the school day unless permission is granted from a teacher and/or administrator. Doing so without permission may result in disciplinary action. Taking pictures or videos in a restroom, locker room, or similar setting is strictly prohibited and violation may result in suspension or expulsion.
3. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Any search will be conducted in accordance with Search and Seizure Policy.
4. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
5. Students are also prohibited from using an electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using the WCDs to receive such information.
6. Sexting: Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal or designee.

### **Cellular Phones**

Due to the increasing use of technology in the classroom there are times in which the use of a cell phone may be permitted in the classroom as designated by the classroom teacher. This use would be for educational purposes and each teacher will have guidelines to specify this of the cell phone and any Wireless Communication Device (WCD). Phones used during class time are for instructional purposes only. Personal use is prohibited during instructional time. **The personal use of a cell phone during school hours is only permissible between classes and during a student's lunch.**

### **Suspensions/Expulsions**

The parents/legal guardians of students assigned to BIC/BAPS, suspended, or expelled will be notified by mail. Students who are suspended or expelled are not eligible for any extracurricular/sport activity during that time. They are eligible again on the day the student returns to school. Students who are suspended or expelled are not allowed on any school property. Students violating this rule are considered to be criminally

trespassing. Students may be suspended for up to 10 days. A student whose continued presence in school is deemed to be disruptive to the general welfare of the school, through defiance of school regulation or other inappropriate behavior, may be recommended for expulsion from school for up to 80 days.

### **Athletics**

All Bowsher athletes are subject to the training rules established for the sport. Academic and eligibility rules are enforced and maintained. Athletes must maintain good discipline at school. Sports are a privilege, not a right. \*\*Please note some courses are not recognized by the NCAA. Student athletes should make their counselor aware of their athletic student status.

### **Athletic Events**

Tickets for all athletic events are available from the Athletic Director, during lunch hour in the cafeteria (only for City League games) or at the event.

### **Eligibility:**

1. A student must be currently enrolled and must have been enrolled in school the immediately preceding quarter. During the preceding quarter, the student must have passed five (5) core classes. Students are eligible with a 1.7 grade point average. If the student's grade point average is between 1.0 and 1.5, the student can apply for academic probation once during their high school years. Students with a GPA under 1.69 must attend academic study table.
2. In matters pertaining to personal conduct in which academics are not involved, the school itself is to be the sole judge as to whether the student may play on its teams.
3. If the age of 19 is attained on or after August 1, the student will be eligible to participate during the current school year.

### **Clubs and Organizations**

There are many clubs, organizations, teams, and events at Bowsher. You may already have an interest or you may want to explore a new interest. Information on activities will be broadcast by morning announcements and by posters in the hallways.

### **Running for Elected Office**

Students wishing to be candidates for any elected office including class officer, student council officer, Homecoming or Prom court - must meet the following criteria; 2.5 (cumulative) minimum GPA, no BIC/BAPS, suspensions or expulsions in the current or previous semester, no more than 5 days absence in the current quarter. These criteria remain in effect throughout the candidacy.

### **Notice Concerning Release of Student Information\***

As a publicly funded school district, TPS is required to collect and record various types of student information and data. Student records are kept at school and central office locations. Under Ohio's Open Records Law, public schools are NOT required to share information in students' education records. However, public schools ARE obligated to

fulfill requests for student “directory information,” unless the student’s parent or guardian requests that this information be withheld.

Examples of “directory information” are student name, address, phone number, date/place of birth, major field of study, participation in officially recognized activities/sports, weight/height (if member of athletic teams), attendance records (dates for entering and leaving schools), and degrees/awards received.

Many different individuals, organizations and groups make requests for this information under Ohio’s Public Records law. Some of the uses made of this information will be acceptable and in fact helpful to you and your family. Occasionally, you may judge that some contacts are not in your best interests. You are encouraged to consider carefully your personal level of concern with respect to this issue and make your decision whether or not you will permit release of this information.

\*Students who are 18 or older have the right to determine release or non-release of their information for themselves.

### **District Policy on Recruitment of Students for College, Employment, or the Military**

Toledo Public Schools has the following policies regarding recruitment of students for college, employment or the military. While recruiters of all types (employment, education, service opportunities, or the military) will be given equal access to TPS high school students, TPS always will focus on its primary goal to educate students and not allow unwarranted disruption of the educational process by any organization or individual. If at any time a student under age 18 or his or her parents inform the school that no further contact between the student and any recruiter or recruiting organization is desired, the school will so inform the recruiter.

### **Military Recruiting and the Opt-Out Provision**

This is your notice from Toledo Public Schools regarding the federal No Child Left Behind law requiring notice to parents of their right to “opt-out” of providing their student’s directory information to military recruiters. Please contact the school to fill out the form identifying which uses (if any) of your student’s directory information you will permit. Copies of the policies relating to recruitment can be found at each school and at the district website: [www.tps.org](http://www.tps.org), District & Board, Board of Education, April 25, 2006 Minutes (Policies KND and LEC). Please contact your student’s high school if you want more information.

### **How Do I Sign Up for the ACT?**

**Online registration is the fastest method.** You will know immediately if your preferred test center has space for you to test, and you also can print your admission ticket from the website. How you sign up depends on where and how you plan to test: please see below for how to register.

**Reminder: You need to register by mail only if you are younger than 13 or cannot pay by credit card.**

- If you plan to test at a [national or international test center](#), sign up online by creating or logging in to your [ACT Web account](#)
- If you are requesting [extended time](#) or [other accommodations](#) for the first time, sign up online by creating or logging in to your [ACT Web account](#) or [register by mail](#) in **addition to** completing the application request and submitting required documentation.
- If you missed the late registration deadline, you can [request standby testing](#) online.
- If you are [homebound or confined](#), cannot find a test center within 75 miles of your home (U.S. and Canada) or in your country (other locations), or you need a [non-Saturday test center](#) and one is not established within 75 miles of your home (or in your country if outside the U.S. or Canada), on **all test dates**, check the requirements for [Arranged Testing](#)

Also check the detailed list of current [ACT Fees and Services](#).

“Whether I fail or succeed shall be no man’s doing but my own. I am the force- I can clear any obstacle before me or I can be lost in the maze. My choice; my responsibility; win or lose, only I hold the key to my destiny.”

Elaine Maxwell