



ROY C. START
STUDENT HANDBOOK



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*Information in this handbook is subject to change. Please stay updated on current Toledo Public Schools Board of Education policies at <http://www.boarddocs.com/oh/tps/Board.nsf/Public>; and current news and information at <http://www.tps.org>.

MISSION STATEMENT

The mission of Start High School is to produce students with transferable skills which will enable them to realize their future aspirations and succeed as lifelong learners.

ALMA MATER

The Galaxies, Oh Alma Mater,
Shine in splendor down on thee.
With love, we bow our heads
In honor, faithfulness and loyalty.
Hold the shield of valor higher,
Proud the royal colors fly.
In glory to the Alma Mater,
Dwelling of the brave and bold!
Glory to the Spartan Heroes!
Glory to the Green and Gold

WELCOME

Welcome to Roy C. Start High School, the Home of the Spartans!

Information in this Student Handbook will make your days at Start High School a positive experience. **It is up to you to be aware of the material in this handbook.** Please read it carefully and review it often. Your happiness and success during your time at Start High School depends upon your understanding of our entire academic, activity, and athletic programs and policies.

Toledo Public Schools Mission and Vision:

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

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

Toledo Public Schools Core Commitments:

Student-Centered: District-wide decisions and operations will be built around the best interest of students.

Accountability-Based Management: Maintain an accountability system that will have a direct impact on student growth.

Building Stronger Relationships: Continue to strengthen and broaden the relationships TPS has with all stakeholders and local organizations while working to establish full community inclusion.

Technology Oriented: Maintain a technology-based environment that meets the needs of the new digital age, which consists of current and future students.

Rigorous Curriculum: Continue to research best practices and offer relevant professional development that aligns with 21st century national and state standards, thus ensuring students gain the competitive skills required to succeed in a global economy.

Develop a Culture of High Expectations: Establish a district-wide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.

DIRECTORY

Telephone Numbers

Athletic Office	419-671-3100
Attendance Office/Deans Office	419-671-3001
Attendance Office Recorder	419-671-3059
Cafeteria	419-671-3000
Counselors	419-671-3002
Curriculum Office	419-671-3000

ACADEMIC RECOGNITION

Students are recognized for their academic achievement each May at the Academic Banquet and Awards Program. In order to be recognized, students must maintain a cumulative 3.0 grade point average determined after First Semester grades are earned and grade point averages calculated.

The following awards are presented annually:

First Year Letter	Second Year Pin
Third Year Key Chain	Fourth Year Plaque

ACCIDENTS

Please report all accidents no matter how small to the School Nurse, to the Main Office or to the Attendance Office. This information is important for insurance claims. An incident report may be filed.

ACTIVISM

Although students have the right to opinions and to make suggestions to school administrators and staff members, it is expected that all students will obey

the established rules and policies of the school district and the school even while working for change. Students who knowingly violate school rules and/or policies, who defy reasonable instructions of staff members, and/or who interfere with the normal operation of the school program may be suspended from school. Any person or persons other than students who interfere with the normal functioning of the school or who engage in any unauthorized activity on school property, i.e. pranks, false alarms, vandalism, etc., shall be asked to leave. If they refuse, the school administrator or employee in charge shall request their removal by law enforcement officers.

ACTIVITIES

The Activities Program at Start High School provides students educationally acceptable channels through which their outside-the-classroom interests are served. Start offers and encourages students to get involved in one or more of the clubs and organizations that are formed around student interest.

ADVERTISING

ALL banners, posters, and/or any form of written communication that authorized persons may wish to display or distribute must be cleared with the Principal in the Main Office. Campaign materials used during student elections, etc. must also be approved. Students and staff members are asked to use only masking tape loops when posting materials to avoid damaging the walls and to refrain from posting materials on all glass and clear plastic surfaces. Dated material must be removed immediately after the event takes place by the person(s)/club/organization/athletic team responsible for posting the information. **Removal of posted material must take place in a very timely manner.**

AFTER SCHOOL DETENTION/THURSDAY SCHOOL

Any student may be kept after school, by any staff member, for unacceptable behavior in the classroom. Staff members may assign detentions to students exhibiting unacceptable behavior in the classroom. Staff members will give students a 24-hour notice in order for the student to make arrangements at home. Students failing to attend staff members' detentions or failing to comply with staff members' requests will be referred to the Dean of Students for appropriate action including, but, not limited to, a 60-minute after-school detention which will be held Tuesdays & Thursdays from 3:00 p.m. - 4:00 p.m. Thursday will also be assigned for unacceptable behavior by Deans of Students. Thursday school will run from 3:00 p.m.-5:00 p.m. on designated Thursdays throughout the school year.

ANNOUNCEMENTS

Announcements are read over the Public Address System. The purpose is to inform students and staff members of upcoming events and to recognize the accomplishments of individuals and groups of students. Announcements must be written on the designated form and submitted to the Principal for announcing over the P.A. System according to the specifications on the Announcement Form. The Principal has the right to modify announcements. Announcements are delivered in the morning and, if necessary, at the beginning of Seventh Hour. Forms are available in the Main Office, Room 040.

ANNOUNCEMENTS WILL BE GIVEN AT 8:00 AM.

IF NEEDED, ANNOUNCEMENTS WILL BE MADE AT THE END OF THE DAY AT APPROXIMATELY 2:40 PM.

ATHLETICS

For information concerning Athletics, please contact the Athletic Director in the Athletic Office that is located in the Field House. The Athletic Office telephone number is 419.671.3100. Currently, Start High School has athletic programs in the following sports:

Baseball	Basketball (Boys and Girls)	Cheerleading
Cross Country (Boys and Girls)	Football	Soccer (Boys & Girls)
Softball	Tennis (Girls)	Track (Boys and Girls)
Volleyball	Wrestling	

ATHLETIC ELIGIBILITY

In order to be eligible for athletic participation in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediate preceding quarter grading period. During the preceding quarter grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which will count toward graduation. Changes in athletic eligibility will become effective on the start of the **fifth** school day after the end of the quarter grading period.

Student must pass 5 one-unit credit hours (Mathematics, English, etc.). Physical Education (P.E.) does not count as one of the units of credit.

This is the Ohio High School Athletic Association rule ~ NO EXCEPTIONS!

1. Student must have a previous quarter G.P.A. of 1.7 or above. However, if a student has a G.P.A. between 1.0 and 1.7, that student must apply to the Athletic Director for academic probation. While on Academic Probation, the student may continue to participate in interscholastic extracurricular activities if the student regularly attends before or after school tutoring a minimum of 3 times a week, has 95% or better attendance, and has no Disciplinary Referrals. If the previous quarterly grade point average is below a 1.0, the student is ineligible.

NOTE: Summer School may enhance a student's grade point average, but is not considered a grading period. Summer School does **not** count towards the 5 units of athletic eligibility.

2. Entering freshmen, in order to compete in fall sports, must pass at least 75% of their 4th Quarter grades during 8th grade yearly. For example, if a student has 7 classes or 8 classes, the student must pass *at least* 6 of the classes (not including Physical Education) to be eligible. Also, each individual coach may set stricter qualifications for his or her team. The rest of the year, freshmen adhere to the same rules as upperclassmen.
3. Student athletes assigned to the Behavior Intervention Class (BIC) remain isolated from **all** normal school activities including assemblies, participation in all school events and practice; including those scheduled after 2:45 PM/3:37 PM Late Bird.

Therefore, if a student-athlete is in BIC, he/she will not be allowed to practice or play until the day they resume their normal schedule.

ATTENDANCE

The recent enactment of the Missing Child Law has added more importance to the need for good communication between the home and the school in regard to school attendance. If a student is going to be absent, parents/guardians should call the school the morning of the absence and also have a written note or documentation for days absent to give to the first hour teacher. The student's parent/guardian should call the Attendance Office Recorder at 419.671.3059 to report his/her child's/ absence from school. When leaving a message on the Recorder, please state clearly your full name, the full name of your child, the date, and the reason for the child being absent from school. **A call to the Attendance Office in the morning before school is very important and also the documentation for days absent is also very important. Please help us ensure your child's safety.**

ATTENDANCE AND MISSED ASSIGNMENTS

When students are absent they are responsible for completing missed work in a timely manner. It is the student's responsibility to request their missing assignments.

BEHAVIOR INTERVENTION CLASS (BIC)

BIC is an in-school suspension class operated in association with the school's Pupil Personnel Office. As an intervention program, it is structured to keep the student in school, in an educational setting, and deals with discipline problems of a misdemeanor nature (demerits, tardiness, class truancy, etc.). BIC is not intended to replace serious consequences of the TPS City-Wide Discipline Code.

BELL SCHEDULE

School starts promptly at 8:00 AM and all students are expected to be in their First Hour Classes on time, prepared, and ready to complete all assignments. The TPS Regular Daily High School Bell Schedule can be found below. The Two-Hour Delay Bell Schedule, utilized when there is a delayed start due to inclement weather or staff development, can also be found in this Agenda/Planner. At Start High School, there are consequences for students who fail to abide by the attendance expectations and those consequences are explained in this Student Agenda/Planner.

REGULAR SCHOOL DAY BELL SCHEDULE

STUDENTS ENTER THE BUILDING	7:00 AM
FIRST WARNING BELL FOR 1 ST HOUR	7:45 AM
SECOND WARNING BELL FOR 1 ST HOUR	7:55 AM
1 ST HOUR BEGINS	8:00 AM
1 ST HOUR ENDS	8:50 AM
2 ND HOUR BEGINS	8:55 AM
2 ND HOUR ENDS	9:42 AM
3 RD HOUR BEGINS	9:47 AM
3 RD HOUR ENDS	10:34 AM
4 TH HOUR BEGINS	10:39 AM
4 TH HOUR ENDS	12:09 PM
LUNCH A	10:39-11:09 AM
LUNCH B	11:09-11:39 AM
LUNCH C	11:39 AM-12:09 PM
5 TH HOUR BEGINS	12:14 PM
5 TH HOUR ENDS	1:01 PM
6 TH HOUR BEGINS	1:06 PM
6 TH HOUR ENDS	1:53 PM
7 TH HOUR BEGINS	1:58 PM
7 TH HOUR ENDS	2:45 PM
LATE BIRD BEINGS	2:50 PM
LATE BIRD ENDS	3:37 PM

BUILDING PERMITS—NON-MEDICAL APPOINTMENTS

Students who leave the building during regular school hours (8:00 AM–2:45 PM/Late Bird 3:37 PM) MUST have a Building Permit and they must sign out in the Attendance Office. Building Permits are issued by the Attendance Office for all appointments. Building Permits issued for medical related reasons may be issued by the School Nurse or the School Nurse's Assistant. ***Please do not ask your student to leave the school building without a Building Permit.*** A student must bring in a written note signed by a parent/guardian with telephone number in order to have the Building Permit issued. If a note is not provided, a parent/guardian (with proper photo identification) **must** come into the building to sign out the student. **A note of verification (on appropriate letterhead stationery from a non-medical professional), should come back to school with the student in order for the absence to be excused. Students returning to the building within the same school day must sign back in at the Attendance Office.** Immediately upon arriving back to the building, the student should report to the Attendance Office. Students who leave the school building without a Building Permit are listed as truant and may be issued disciplinary action. **Parents/Guardians and students are encouraged to make appointments AFTER the conclusion of the school day.**

BUILDING PERMITS - MEDICAL APPOINTMENTS

Students and their parents/guardians are urged to make doctor/dental appointments after the conclusion of the school day. When this is not possible, the student **must** bring a written request signed by a parent/guardian to the Nurse's Office, Room 047, *before the actual school day begins (no later than 7:50 AM)*. **The request must contain student's full name, parent/guardian name, and telephone number where the parent/guardian can be reached, date and time of appointment, doctor/dentist's name, and the time that the student is to be dismissed from school.** A Building Permit will then be issued. Someone from the Nurse's Office will call to verify the appointment. This Building Permit becomes the student's responsibility and will **not** be reissued if lost. **The student must bring back a note of verification (on appropriate letterhead stationery from physician, dentist, etc.) in order for the absence to be excused. Students returning to the building on the same school day must sign back in at the Nurse's Office, Room 047.**

BULLYING

Bullying is defined as a pattern of behavior by one or more students with the purpose of embarrassing, humiliating, or threatening the target student. According to Toledo Public Schools Board of Education Policy, "Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassing, hazing, intimidating, and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop."

Harassing, hazing, intimidating, and/or bullying behavior by any student/school personnel at Start High School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Students and staff of Start High School have been educated on the Anti-Bullying Policy and fully understand the consequences of bullying behavior.

Students may refer a bullying incident anonymously through their Counselor or Dean. Teachers and other school staff must file a written incident report when they witness an act of bullying. A Bully Box is located outside the guidance office for students to anonymously submit referrals. The referrals are thoroughly investigated by a counselor, dean, and/or administrator *and* appropriate action is taken.

Parents/Guardians may also make referrals if they witness or hear of acts of bullying. Please contact your student's counselor or dean and make a full report. Parents/Guardians are also advised to be aware of "cyber bullying". Cyber bullying happens on web sites, in chat rooms, in blogs, through e-mail, on voicemail, and through text messages. The definition of cyber bullying is: The use of different forms of technology to hurt, embarrass, or ridicule a person.

To help prevent cyber bullying, please take the following steps:

- Ignore the bully. You do not have to respond to a bully's text or e-mail.
- Block messages. Block e-mail addresses, screen names, or phone numbers.
- Talk to Internet providers or cell phone companies to get help.
- If threats are made, save the threatening e-mails or texts to help identify the bully and call the school and/or the police.

Parents/Guardians please know that the staff at Start High School is taking preventative measures to put an end to bullying incidents in our school. We tell every student who walks on our campus and who enters our building that they have two rights: the right to be respected and the right to feel safe. If these rights are not being met, students should inform their counselor or dean. *Please* do not hesitate to report bullying behavior.

BUS CONDUCT

To ensure safe and comfortable transportation, students must act responsibly when riding the bus. All school policies also apply to conduct on school buses. Failure to follow such policies may result in suspension from school and/or denial of bus-riding privileges.

CAMPUS PROTECTION OFFICERS

Trained adult Campus Protection Officers are assigned to the building to be of assistance to our students, staff members, and visitors to insure a safe education environment. **Students are expected to follow the direction of the CPOs without question at all times.**

CHEATING

Cheating at Start High School is handled in a serious manner and is not tolerated. Plagiarism is a form of cheating. Incidents of cheating and/or plagiarism will be reviewed carefully by the teacher and the student will receive a zero grade for the assignment. When necessary, the Discipline Code will be enforced by the Dean of Students.

CHECK-IN PROCEDURES

If a student arrives to school after the 8:00 AM First Hour Bell has rung, and before 8:50 AM, the student **MUST** report to the tardy table in the cafeteria. If a student arrives to school after 8:50 AM, the student must report directly to the Attendance Office.

CLASS STATUS

In order to graduate from Start High School, a student must earn 21 units of credit. In order for a student to advance to the next grade level, the student must take *and* pass classes to earn credits. To be a **Sophomore**, the student must earn **5 units of credit**, to be a **Junior**, the student must earn **10 units of credit**, and to be a **Senior**, the student must earn **16 units of credit**. Please refer to the **GRADUATION REQUIREMENTS** segment of this publication.

CLOSED CAMPUS

Start High School, as well as all other high schools in the Toledo Public Schools district, maintains a closed campus. This means that no student, unless he or she has a Building Permit, is permitted to leave the building during assigned classes and during special programs. **The Lunch Period is considered an assigned class that is "held" in the Cafeteria and no one is to leave the building without a Building Permit. No outside food is to be brought in by delivery services (Uber Eats, DoorDash, Grubhub etc.) for any student during the school day. Students who fail to adhere to this directive are subject to a disciplinary consequence.**

CO-CURRICULAR ACTIVITIES

Students are encouraged to be involved in co-curricular activities. There are many clubs and organizations at Start from which to choose. All requests for student activities must be cleared through the Principal or their Designee and must adhere to Board Policy. All students are encouraged to listen attentively to daily announcements (over the school's PA and in the Cafeteria during lunch hours) for information about clubs, organizations, athletic teams, volunteer opportunities, and other important events.

COLLEGE/UNIVERSITY/MILITARY VISITS

A student enrolled at Start High School is permitted to take **a total of three (3) academic days** to visit a college, university, and/or a branch of the military service, **during their junior and senior years** of high school. **College/University/Military Visit Permission Forms** are available in the Attendance and

Counselors' Offices. In order to receive an excused absence for the day(s) missed, the student must return to school with written verification of the visit from the College Admissions Office or the Recruiting Office, on official stationery. Proper written verification should be taken to the Attendance Office for authorization and to receive a Pink Slip. If verification is not submitted using the proper format, the day(s) absent will be unexcused. Questions/Concerns should be directed to the student's counselor prior to the visit.

COUNSELOR APPOINTMENTS

The guidance counselors help students with academic problems, personal problems, selection of courses of study for each year, selections of college/technical school/other post-high school plans, and testing and interpreting test results. Counselors are assigned to students by the first letter of the students' last names. Counselors are available before school to provide information and to answer questions. If a longer session is needed, the student should sign the Appointment Request Sheet posted in the office of his/her counselor before or after school. The counselor will then call for the student. In an emergency, the student should ask his/her teacher to contact the guidance counselor. Before leaving a classroom, the student's teacher should call the guidance counselor's office to make sure the counselor is available for a meeting. If the guidance counselor is available, the teacher will sign the student's Agenda/Planner and send the student to the Counselor's Office. **Remember: Never go to a guidance counselor's office before, or instead of, reporting to a class. Do not wait for your guidance counselor unless you are expected at a specific time.** The Start High School Guidance Counselors are:

A-E	Ms. Virgie Hamrick	Main Office-Room 040
F-L	Mr. Mathew Severhof	Main Office-Room 040
M-R	Mrs. Trisha Soleau	Main Office-Room 040
S-Z	Mrs. Jennifer Cox	Main Office-Room 040

CREDIT RECOVERY/APEX

Units of credit required for high school graduation can be earned through APEX Credit Recovery, an after -school program held at Start High School, Monday-Thursday from 2:50-3:37 PM. Students and/or Parents/Guardians should discuss a credit recovery opportunity with the student's appropriate guidance counselor.

DANCES

All school policies are followed at dances and infractions will be dealt with in the usual manner. Any student leaving a dance will **not** be readmitted. All dances are "drug free" and if a student is thought to be "under the influence," his/her parents will be notified. **A current photo ID is required by all students.** Guests, who attend schools other than Start High School, must be pre-registered with the Attendance Office prior to the event according to the stated policy and also have a photo ID. The Assistant Principal/Pupil Personnel reserves the right to admit participants. In all cases, attendance and behavior are considered. Copies of the **Guest Application to Attend a School-Sponsored Dance** are available prior to the dances in the Attendance Office.

DEAD WEEK POLICY

The staff of Roy C. Start High School has cooperatively agreed to abide by a "Dead Week" Policy. A Dead Week is the week before semester exams and all students are expected to be in class. That is during Dead Week, no on-school time activity [pull out program, field trip, etc.] will be scheduled between the hours of 8:00 AM and 2:45 PM. The Roy C. Start staff asks parents/guardians and all other agency representatives to refrain from requesting classroom interruptions during these designated weeks. Complete cooperation is appreciated.

DEANS OF STUDENTS

At Start High School, there are two Deans of Students assigned to take care of student discipline problems. The Deans Offices are located on the First Floor in the Attendance Office. Deans are assigned to students by the first letter of the students' last names. The Deans of Students at Start High School are:

A-L	Mr. Tyson Harder
M-Z	Mr. Lenwanto Gayle
Attendance Dean	Mrs. Amy Rosemond

DISCIPLINE

A specific TPS Code of Discipline is online at <https://www.tps.org/images/CodeofConduct2018-2019.pdf>. Disruptive behavior, physical or verbal, will **not** be tolerated. Students may be subject to BIC, Thursday School, Suspension, Expulsion, or other school discipline for misconduct, including but not limited to use or possession of alcoholic beverages or illegal drugs or chemicals in school buildings or on school grounds, missing class, truancy, leaving the school building without written permission, fighting, bullying, gambling, theft, harassment, breaking and entering, vandalism, cheating, profanity, and public display of affection. Students shall comply with the law at all times during their attendance at school, school functions, and while on the school grounds. **Eighteen-year-old students follow the same policies.**

DISTANCE LEARNING

Beginning in August 2011, the TPS District began offering courses via Distance Learning. Distance Learning Labs have been installed in each comprehensive high school. Each Lab is equipped with the latest technology which enables teachers and students to interact remotely. Students are able to enroll in classes that may not be taught at their home schools. Course offerings include Advanced Placement (AP) American Government, AP European History, Chinese I, Lourdes English 101, Lourdes Math 135, Russian II, Statistics & Analysis Honors, and World War II Honors/Contemporary History. Students are encouraged to pursue Distance Learning options with their Guidance Counselors.

DRESS CODE ~ DISTRICT-WIDE

Student, parents/guardians, and staff members should be aware of the fact that the DISTRICT-WIDE HIGH SCHOOL DRESS CODE is implemented for all students at Start High School beginning the first day of school and until the last day of school in May. TPS DRESS CODE is in effect at all school functions (field trips, banquets, etc.) and in all parts of the building including the Field House, Cafeteria, Auditorium, etc. For your reference, please refer to the **DISTRICT-WIDE HIGH SCHOOL DRESS CODE**. "The Board believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. TPS is committed to instill and maintain a high standard of student dress that will prepare our students for future real world opportunities. Furthermore, the goal of the TPS Dress Code is to ensure safety and limit the amount of disruption to the educational environment." Policy JFCA (Revised 2013)

TPS HIGH SCHOOL DRESS CODE

As stated previously, the TPS Dress Code and the Start High School Dress Code are implemented on the first day of school.

The following items are NOT appropriate:

1. **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.**
2. **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.
3. **Clothing/grooming that is deemed unsafe for the classroom or school environment, including but not limited to hats, coats, outerwear, gloves, etc.**
4. **Clothing/grooming that does not reflect good personal hygiene.**
5. **Tops and bottoms that do not overlap while standing or seated (i.e. no midriffs).**
6. **Pajama pants, including pants made of flannel or fleece.**

Additional guidelines:

- A. Hooded sweatshirts are permitted as long as hoods are not worn or cover the head.
 - B. 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.
 - C. Slippers, shoes with retractable skates, cleats, or footwear with flexible, soft soles (flip flops, beach shoes, etc.) are not permitted.
 - D. Shoes that expose the feet or toes are not allowed in shop areas or in science classes when chemicals are being used.
 - E. Hair curlers/rollers/bonnets/wraps/bandanas/hair picks 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.
 - Students who fail to follow the TPS High School dress code policy will be subject to the appropriate disciplinary response.

PUPIL PERSONNEL CENTER

The Toledo Pupil Personnel Center is located at Start High School, 2010 Tremainsville, Door 28. The Supervisor of the Center acts as a designee for the Superintendent of Schools in matters of attendance, discipline, custody matters, and out-of-district placement. Referral to this Office may place the student and/or the parent/guardian one step closer to court action. This Office can be reached by calling 419.671.8838.

EMERGENCY MEDICAL AUTHORIZATION

A complete signed Emergency Medical Authorization Card must be on file in the Nurse's Office for each student each school year. This information will provide the Nurse's Office with up-to-date, current working telephone numbers of parents/guardians and/or parental substitutes in case a student becomes ill or injured. No student will be permitted to go home without the acknowledgment and permission of the parent or guardian. **It is important that the school be continually informed of medical problems of all students. PLEASE update information as necessary!**

EXAMINATION EXEMPTION POLICY

***Teachers' participation in exam exemptions is at their discretion. Teachers' positions on the topic of exam exemptions will be posted in their classrooms at the beginning of the school year/semester.**

- I. **Double A Exam Exemption:** Students who earn an A or A- both quarters leading up to a semester exam *may* exempt the semester exam in their classrooms.*
- II. **Attendance Exam Exemption:** Students may exempt one semester exam based on attendance and grades that meet the following criteria.*
 - Students who earn at least a C- grade both quarters leading up to the semester exam. Honors students must earn at least a B grade for both quarters to be eligible.

AND

- Student has two or fewer absences in that class for the semester.
 - Two tardies = One absence
 - No more than two days in BIC during the semester
 - If a student is not present in class he/she is absent from that class. Excused absences and unexcused absences are included in all absences.
 - Exceptions Include
 - Involvement in a school-sponsored activity
 - Attendance of three or fewer college visits
 - Observation of a religious holiday
 - Attendance of an immediate family member's funeral.

Attendance Exam Exemption

1st semester only one semester exam may be exempted using Attendance Exemption.
2nd semester only one semester exam may be exempted using Attendance Exemption.

Double A Exam Exemption

Multiple semester exams may be exempted using Double A Exemption.

Process to request exam exemption

1. Students pick up the form in the Guidance Office.
2. Students complete the Attendance Exam Exemption Request Form.
3. Students must obtain the signature of the teacher whose exam will be exempted.*

Teacher will indicate that the previous quarter's grade was at least *C-* (at least *B* for honors students) and that the grade for the current quarter is at least *C-* (at least *B* for honors students) on the date of signing.

Because a teacher signs the form prior to the end of the quarter it is possible that a student's grade could drop below a *C-* (*B* for honors) for that quarter. If this is the case, the student will lose his/her one exam exemption for attendance. It is the responsibility of the student to recognize that if their grade changes below *C-* (*B* for honors) the last week of the semester the exam exemption no longer applies. The student will take the exam.

Teachers will either modify the Google doc or email counselor indicating that the student is no longer eligible for attendance exam exemption due to quarter grade dropping below a *C-* (*B* for honors).

Students will turn in the completed and signed forms to the box in the Guidance Office by the deadline indicated on the form.

Because the attendance verification is made prior to the end of the semester, it is possible that the student could lose the exam exemption based on absences during the final week. It is the responsibility of the student to recognize that absences during the week prior to the exam could/would cause them to lose their exam exemption. The student will take the exam.

Teachers will either modify the Google doc or email counselor indicating that the student is no longer eligible for attendance exam exemption due to quarter grade dropping below a *C-* (*B* for honors).

SEMESTER EXAMINATION SCHEDULE

DAY ONE (ADJUSTED SCHEDULE)

1 st HOUR		8:00 AM-8:39 AM 39 MINUTES
2 nd HOUR		8:44 AM-9:23 AM 39 MINUTES
3 rd HOUR		9:28 AM-10:07 AM 39 MINUTES
4 th HOUR		10:12 AM-11:42 AM 90 MINUTES
	A LUNCH	10:12 AM-10:42 AM
	B LUNCH	10:42 AM-11:12 AM
	C LUNCH	11:12 AM-11:42 AM
5 th HOUR		11:47 AM-12:26 PM 39 MINUTES
6 th HOUR		12:31 PM-1:10 PM 39 MINUTES
7 th HOUR		1:15 PM-2:45 PM 90 MINUTES (EXAM)
8 th HOUR		2:50 PM-3:37 PM 47 MINUTES
		***EHSO at normal time

DAY TWO

1 st HOUR	8:00 AM-9:30 AM (HS & EHSO Exams)
2 nd HOUR	9:40 AM-11:10 AM

DAY THREE

3 rd HOUR	8:00 AM-9:30 AM
4 th HOUR	9:40 AM-11:10 AM

DAY FOUR

5 th HOUR	8:00 AM-9:30 AM
6 th HOUR	9:40 AM-11:10 AM

EXCUSED ABSENCES

Every student is expected to be in school, on time, each day unless he or she is ill. **ALL** students are expected to bring in a note for their day(s) absent. Parents may call the attendance office and report the same information as the written excuse would provide to have the student to record the absence. Each note should include:

- **The date the note is written (the date the student returns to school)**
- **The full name (first and last) of the student who was absent and ID#**
- **The date(s) the student was absent**
- **The cause of the absence**
- **The parent/guardian's signature and**
- **A telephone number (where the parent/guardian can be reached during school hours)**

Students who do not bring in a note for their day(s) absent are listed on their pink excuse slip as unexcused or truant. Educational Planning Conferences will be scheduled and conducted for students who are chronically absent, tardy, and/or truant. Written excuses are the student's responsibility. **If a pink excuse slip is lost, the days absent will be mark unexcused.** An excused absence indicates a legal absence from school with parental permission and full credit is given for all make-up work.

REASONS FOR EXCUSED ABSENCES

According to Toledo Public Schools Board Policy, an **Excused Absence** may be approved on the basis of any one or more of the following conditions:

- 1.) **Personal Illness:** excessive absence is defined as 8 or more days.
- 2.) **Illness in family:** not to exceed 3 days; this type of excuse shall be granted only once during the entire school year; does NOT apply to students under fourteen years of age.
- 3.) **Quarantine of the home.**
- 4.) **Death of an Immediate Relative:** limited to 3 days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence
- 5.) **Work at Home/Absence of Parent/Guardian:** not to exceed one week and applies to children over the age of 14 years; written explanation of absent parent/guardian required.
- 6.) **Observation of Religious Holidays:** Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief; the intent of this section is not to permit half or part day absence to attend special religious services when these services can be attended before or after school hours.
- 7.) **Emergency or Set of Circumstances:** Absences may be excused for emergencies or circumstances which, in the judgment of the Superintendent of Schools, constitute a good and sufficient cause for absence from school; such circumstances would include absence due to weather, other acts of God, and labor stoppage.
- 8.) **Other Circumstances:** Absences for dental and medical appointments, school/district sponsored public performances or activities as well as college and military visitations during the school day may be excused by the Principal; a maximum of three (3) days for college and/or military visitations will be excused.

EXTRACURRICULAR ACTIVITIES ARE PRIVILEGES

The mission statement of TPS clearly states that "...We produce college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity." Start High School's goal is to educate students so that they may gain knowledge, earn credits, pass standardized tests, and graduate. These educational experiences are enhanced by the careful planning of extracurricular programs. Extracurricular activities (clubs/organizations/athletic teams, etc.) are, simply stated, just that: extra. If a student fails to attend school regularly, is late to class frequently, violates the TPS City-Wide Student Discipline Code and/or the Start Discipline Code, does not take and pass the state-mandated tests, and/or earn passing grades, the student may forfeit these privileges. **All students should be Present, Prepared, Productive, and Polite.**

FEES/FINES

Many Courses such as Art, Business Technology, Foreign Language, Music, and Science have a fee imposed for various materials used. Please be aware that these fees are necessary to cover material costs for the length of the particular class and are approved by the Board of Education. **Fees should be paid within the first two weeks of the semester to the teacher. All fees/fines thereafter are to be paid to the cashier.**

FIGHTING

Students fighting in school, on the way to, or from school, or in a fight at a co-curricular activity may: 1) be suspended from school for 10 school days, and/or 2) have a social adjustment transfer to another Toledo Public High School, or 3) have "Intent to Expel" from school filed against them for Disorderly Conduct. Expulsion means the removal from the Toledo Public School system for 11 to 80 days, with the loss of all academic credit for the time of expulsion.

GRADUATION

As stated repeatedly, the goal of TPS is to educate students so that they are college and career ready upon graduation. Only seniors in good standing who have met all of the requirements to graduate may participate in Commencement Exercises. All participants are reminded that the graduation ceremony is a privilege not a right and that proper behavior is essential.

GRADUATION REQUIREMENTS

The state of Ohio also requires that the student must pass must meet standardized test requirements. With the phasing out of the Ohio Graduation test, students must earn 18 points on the Ohio State Test or equivalent passing score on the previously offered Ohio Graduation Test. Students must **MEET ONE OF THE FOLLOWING THREE:**

1. **Ohio's State Tests**

- Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

- End-of-course exams are:
 - • Algebra I and Geometry or Integrated Math I and II
 - • Biology
 - • American History and American Government
 - • English I and English II

2. Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in Biology, American History or American Government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these Science and Social Studies subjects for end-of-course state exams.

Industry credential and workforce readiness

Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. College admission test

- Students earn "remediation-free" scores in English Language Arts and Mathematics on the ACT or SAT. In our district students will take the SAT for free during the statewide spring test in grade 11.

The requirements for student graduation:

4	Units of English
4	Units of Mathematics (Algebra and Geometry)
3	Units of Science (Physical Science & Biology)
3	Units of Social Studies
1	World History
1	American History
½	American Government
½	Social Studies Elective
½	Unit of Physical Education (P.E. 9 & 10)
½	Unit of Health
½	Unit of Financial Literacy Course
1	Unit of Fine/Practical Art
4½	Units of Elective Course Work
TOTAL = 21 Units	

GUEST VISITATION AND GUEST PARKING

Parents/Guardians and other visitors to the building are reminded that if they must enter the school building during regular school hours for any reason, they must report to the Main Office for a Visitor's Pass. Please have a photo ID ready so that your request can be addressed immediately.

HAZING

Hazing is strictly forbidden and not tolerated at Start High School. Hazing includes any act of initiation, which creates a risk of mental or physical harm to a person. Permission of the student does not alter this policy. Any club/organization/athletic team participating in hazing will be disbanded. Any student guilty of hazing will be subject to a disciplinary response.

HOMEWORK

Homework is assigned to supplement, reinforce, and enrich the formal instructional program. All students are encouraged to complete all assignments and to take advantage of homework assistance programs offered to Start students.

HONOR ROLL

Students earn Honor Roll status each quarter by attaining a 3.0 or better grade average.

HONOR SOCIETY MEMBERSHIP

The Roy C. Start High School Chapter of the National Honor Society has been in existence for more than 55 years. Sophomores, Juniors and Seniors who have maintained an accumulative grade point average of 3.0 and have taken honors coursework may be considered as prospective members. An application process is followed by an induction which usually takes place second semester.

IDENTIFICATION CARDS

Replacement ID cards cost \$5.00 and can be ordered in the Attendance Office. ID cards will be issued for all students and students who are new to Start High School for the school year. If an ID Card is lost, please see the Attendance Office Secretary for a replacement ID card. **ID cards are used throughout the school year and are a must in order to vote in student elections, to be admitted to school-sponsored dances, etc.**

LIBRARY MEDIA CENTER

The Library Media Center is located on the 2nd Floor and is opened daily from 7:45 AM until 2:45 PM, except when it is reserved for meetings, class instruction, or testing. Most books may be borrowed for two weeks; magazines may be kept overnight only. If any materials are kept longer than the specified period of time, a fine of 10 cents per day is charged. Students must pay the replacement cost for lost or damaged books. In order to use the computers to access the Internet, a signed Toledo Public School Parental Permission Form must be on file in the library media center.

LOCKERS

Upon enrolling/entering Start High School, a student is assigned a locker (and a combination). Every freshman will retain the same assigned locker for four years; sophomores, junior and seniors maintain the locker assignment given to them previously. Lockers are the property of the school and should be kept clean at all times by the student who has been assigned the locker. Students should not be sharing lockers; one locker per student! Sharing of lockers may result in disciplinary action. Lockers will be assigned when the school year officially begins. A \$10.00 fine may be assessed to any student found vandalizing his/her locker. As property of the school, school officials at any time may inspect lockers.

REMEMBER: Always make sure that your locker is locked.

DO NOT TELL ANYONE YOUR COMBINATION! Do not leave valuable items in your hall locker or in your gym locker.

LOST AND FOUND

Take all found articles to the Cafeteria or Attendance Office. Students who have lost possessions may claim them in the Cafeteria or Attendance. Positive identification is necessary for making claims.

MAKE-UP WORK

It is the students' responsibility to request missing assignment for absences.

MEDICATION

In the event a student must take prescription medication during the school day, Toledo Public Schools provides a form that **must** be filled out and signed by the prescribing physician and the parent/guardian. This request **must** be on file in the Nurse's Office, Room 47, when the medication is brought to school. Prescription inhalers will be carried at all times by the student. All students carrying inhalers should have the same Toledo Public Schools medication form on file with the School Nurse. These medication forms must be renewed yearly. Whenever the medication and/or dosage are changed, the parent/guardian and the prescribing physician must also complete a new medication form. Prescription medicine found in the possession of a student will be confiscated and a parent/guardian must retrieve it. Exceptions: **documented** inhalers and Epi Pens.

MESSAGES

The school cannot guarantee that telephone messages will reach students. **Teachers should not let a student out of class to make outside telephone calls. Also, students should not use telephones (classroom or teacher's) during regular school hours. In the event of an emergency or death, please do not contact the student via cell phone. Please contact the office so that the student may be notified in a private setting.**

OBSCENITY

Any gross, vulgar, coarse, crude, indecent or repulsive behavior will not be tolerated at any time at Start High School and anywhere on campus. Situations involving this type of inappropriate behavior will be reviewed very carefully by the Dean of Students and consequences will be assigned.

PARENT/GUARDIAN ORGANIZATIONS

All Start parents, guardians, and interested adult family members are encouraged to participate actively in one or more of these organizations.
Athletic Boosters Club Band/Orchestra Booster Club Choir Boosters Club

PRINCIPAL'S LIST

Students who maintain at least a 4.0 accumulative grade point average will earn the Principal List status each semester.

PROFANITY

Inappropriate language (profanity, obscenities) is not permitted at any time when in Start High School and/or on the Start High School campus. Foul language will not be tolerated before, during, and/or after school at any type of event. Any incidents of verbal abuse will be reviewed by the Dean of Students and the TPS and Start High School Discipline Codes will be strictly enforced.

PUBLIC DISPLAY OF AFFECTION

Inappropriate behavior involving students will not be tolerated at any time at any place while at Start High School and anywhere on campus. Public display of affection (i.e. kissing, touching, fondling, etc.) is not permitted. In addition, inappropriate conduct may be interpreted as sexual harassment. Situations involving this type of inappropriate behavior will be reviewed very carefully by the Dean of Students. The Discipline Code and procedures regarding the Discriminatory Harassment Student Policy and Complaint policy will be strictly enforced and followed.

PUBLICATIONS

The Shield is an annual history of Roy C. Start High School through pictures, copy, and artwork. The Book must be preordered with at least a minimum deposit. **Yearbooks** are distributed in the fall. The Yearbook Office is located in Room 202.

PUPIL PERSONNEL CENTER

Educational Planning Conferences and other important meetings for students with special needs and their parents/guardians may be scheduled at the South Toledo Pupil Personnel Center located at Start High School, 2010 Tremainsville Road, Door 28 in Room 143. The telephone number is 419.671.8838. The meetings are conducted by the Center Supervisor.

PUPIL PLACEMENT OFFICE

Located in the Summit Annex Building, at Summit Campus 1609 N Summit Street, Toledo Ohio, 43604, the Pupil Placement Office provides various services to parents/guardians of Toledo Public School children. The office telephone number is 419.671.0813.

**RECRUITMENT OF STUDENTS:
FOR COLLEGE, EMPLOYMENT, OR THE MILITARY**

With significant public input, Toledo Public Schools reviewed and updated its policies regarding recruitment of students for college, employment or the military. The Board of Education adopted the revised policies on Tuesday, April 25, 2006. 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 an organization or individual. If at any time a student under age 18 or his or her parent/guardian inform the school that no further contact between the student and any recruiter or recruiting organization is desired, the school and the district will enforce the student's and family's rights in this matter by not permitting further contact with that student at school by the recruiting individual or group.

RIGHT TO "OPT OUT"

Before the start of the school year, all families of high school students now receive a letter through the U.S. Mail advising them of their right to "opt out" of releasing their student's directory information and a form for stating their preferences in this matter. This letter and this handbook information satisfies the Federal No Child Left Behind Law requiring notice to parents/guardians of their right to "opt-out" of providing their student's directory information to military recruiters. Parents/Guardians and students age 18 or older also can obtain this opt-out form from any high school at any point during the school year. *Copies of the policies relating to recruitment can be found at each school and at the district website: w.w.w.tps.org, District & Board, Board of Education, Tuesday, April 25, 2006, Minutes (Policies KND and LEC).*

SCHEDULE CHANGES

All schedule changes will be handled by the student's counselor. Any corrections after school has started, must be counselor or teacher initiated. All student-initiated changes must be accompanied by a form available from the counseling office. **Approval from the parent is needed. Final decision on schedule changes will be determined by Principal or Assistant Principal/Curriculum and Instruction.**

SCHEDULING PROCESS

Pre-scheduling of classes begins in December and is conducted by the guidance counselors. Thought and foresight are necessary to plan your future. Students will receive their schedules prior to the beginning of school at Registration Day. **All schedule corrections should be taken care of before school begins using the appropriate schedule change request form.**

SCHOOL NURSE

A Registered Nurse, who is certified in school nursing, is on duty from 7:45 AM until 2:45 PM. **Students who have doctor/dental appointments during the day should bring a written request for a building permit to the Nurse's Office, before school.** Please keep the School Nurse informed of any special medical problems. Vision and audio screening will be available to all freshmen and other students. **If a student becomes ill in school, he or she must report to the Nurse's Office with his/her Student Planner** as required. If a student needs to go home because of illness, the Nurse will make the necessary arrangement. Every effort will be made to keep your student healthy and in school. Ohio law allows high school student to carry their inhalers with them. Toledo Public Schools Policy states that any student who requires administration of prescribed medication (including inhalers) must have a completed Authorization to Administer Medication in Toledo Public Schools Form on file in the Nurse's Office. This Form must be completed with parent/guardian signatures AND, if a student is carrying an inhaler, the required written information must be received before any medication can be administered at school.

SCHOOL RESOURCE OFFICER

There is a full time School Resource Officer on duty at Start to protect students and staff members to enforce school policies and to keep Start High School safe for everyone. The School Resource Officer also assists students and parents/guardians to prevent any problem that may occur during school. The SRO may be reached by calling the Main Office at 419.671.3000 during school hours.

SCHOOL RINGS

Students will have the opportunity to purchase our official school ring during the school year. In the spring, a Junior Class Meeting is held and a representative from Jostens presents numerous ring options. Shortly thereafter, the Jostens representative returns to the school and takes ring orders during the lunch hours. A deposit is required.

SCHOOL SERVICE

A student who would like to be an assistant in one of the offices or for a staff member must be a Junior or Senior with a 2.0 G.P.A. or better and meet all criteria. A Student Aide Form may be picked up in from the Assistant Principal/Curriculum and Instruction. It must be completed and signed by the appropriate staff members and returned to the Assistant Principal/Curriculum and Instruction for approval before the student may be a Student Assistant.

SMOKING AND TOBACCO

A student shall not smoke, use, or possess any tobacco substance, including e-cigarettes/vapors on school property or at any activity supervised by the school. Obvious possession of tobacco products, smoking, exhaling of smoke, or tobacco in hand or mouth shall be sufficient evidence of tobacco usage or possession. This is a **State Law** and has been added to the City-Wide Discipline Code.

STUDENT HANDBOOKS

An abridged student handbook is for a student-initiated hall passes and the number of hall passes in that publication is limited. Sharing of handbooks among students is not permitted and may result in a consequence by the Dean of Students. Please use Hall Passes wisely! If a student loses his/her Handbook, a replacement copy must be purchased in the Attendance Office for \$5.00.

STUDENT BEHAVIOR

It is everyone's responsibility at Start High School to assist in maintaining an environment that allows maximum opportunity for learning. Students at Start High School are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of other students or staff members during the school day or at any school-sponsored activity. Self-discipline is an indication that one is capable of accepting the responsibilities that are available at Start High School. **All Start High School students should be Present, Prepared, Productive, and Polite.**

STUDENT GOVERNMENT

Students have an opportunity to participate in student government through Student Government. The purpose of Student Government is to promote the welfare of the school, encourage loyalty and school spirit, sponsor activities, and develop leadership. Students should use Student Government Concern Forms to call issues to the attention of student leaders who will follow up utilizing the proper channels of communication.

STUDENT PARKING

Student parking is in the front parking lot ONLY. **NO PARKING is permitted in fire lanes or the roundabout.** Handicapped parking is only permitted with a proper permit. Failure to follow these guidelines could result in a ticket through TPD.

STUDENT/SCHOOL INTERRUPTIONS

All deliveries of flowers or gifts etc. for students **WILL NOT** be delivered to students. Please, make sure you have all necessary educational materials before leaving for school each.

SUPERVISION OF STUDENTS-SCHOOL POLICY**(BEFORE AND AFTER SCHOOL)****Doors Open for Students, at 7:00 AM**

Students who are working directly with a Start High School Name Staff Member are permitted to enter the building at 7:00 AM; it is the students' responsibility to obtain a pass from the staff member prior to arriving to school and reporting to the designated work site.

SUSPENSION OR EXPULSION

These students are **not** allowed on school property or allowed participation in school activities or events until all of the specifications of the suspension/expulsion are met.

TARDINESS

Students are expected to be in the classroom on time and prepared to work. Students who enter the school building after 8:00 AM must report to the tardy table in the cafeteria. If the student does not check-in properly, he/she will be recorded as absent for the day, and a telephone call will go out to the home. Excessive Tardiness to school will be addressed at the school level with the appropriate intervention. Students could be referred to an Educational Planning Conferences for excessive tardiness with Rogers/Start Pupil Personnel Officer located at Start High School in Room 143.

TELEPHONES

Office telephones are for office use only. Parents/guardians are asked **not** to call the school to deliver messages unless the message is of extreme importance. Classes will **not** be interrupted to deliver personal messages.

TRUANCY

Truancy is defined as a student's absence from any portion of the school day without previous permission and knowledge of the parent/guardian or school staff. Truancy is dealt with through the Dean's Office. Please refer to the section entitled **EXCUSED ABSENCES** for additional information.

TUTORING

Tutoring is available before and after school. Schedules will be posted and announcements will be made.

TWO-HOUR DELAY SCHOOL DAY SCHEDULE

The schedule that appears below is to be followed in case of severe weather conditions *and* whenever there is a district two-hour delay. Throughout the school year for the purpose of staff development, there may be two hour delayed starts scheduled. Please listen to local radio and television broadcasts concerning school delays and to announcements and telephone calls made regarding scheduled two-hour delays. **Whenever there is a two-hour delay, students are instructed to be at school, in their First Hour Class no later than 10:00 AM. The doors to the building will open at 9:00 AM.**

TWO-HOUR DELAY SCHOOL DAY BELL SCHEDULE

FIRST WARNING BELL FOR 1 ST HOUR	9:45 AM
SECOND WARNING BELL FOR 1 ST HOUR	9:55 AM
1 ST HOUR BEGINS	10:00 AM
1 ST HOUR ENDS	10:30AM
2 ND HOUR BEGINS	10:35 AM
2 ND HOUR ENDS	11:02 AM
3 RD HOUR BEGINS	11:07 AM
3 RD HOUR ENDS	11:34 AM
4 TH HOUR BEGINS	11:39 AM
4 TH HOUR ENDS	1:09 PM
LUNCH A	11:39 AM-12:09 PM
LUNCH B	12:09-12:39 PM
LUNCH C	12:39-1:09 PM
5 TH HOUR BEGINS	1:14 PM
5 TH HOUR ENDS	1:41 PM
6 TH HOUR BEGINS	1:46 PM
6 TH HOUR ENDS	2:13 PM
7 TH HOUR BEGINS	2:18 PM
7 TH HOUR ENDS	2:45 PM
LATE BIRD BEGINS	2:50 PM
LATE BIRD ENDS	3:17 PM

WORK PERMITS**Toledo Public Schools (No Charter or Private Schools)**

Students who need a work permit may pick up a Work Permit Application in the Main Office before school or during lunch hours only. It is the student's responsibility to make sure that all portions of the form are completed before returning the Application to the Main Office for processing. **Work Permits must be dropped off in the morning in order to be processed the same day.** The certificate for the employee portion will be completed and available for pick up at the END of the school day. **Students and parents/guardians should note that attendance records and grades are reviewed prior to approval of an Application.**

The following information on the Work Permit Application must be completed before returning the form to the Main Office:

1. Student's legal name on the Student Summary Screen and the proof of birth record must be identical.
2. Custodial parent/guardian's name used on the Work Permit Application and the student's custodial parent/guardian's name on the Student Summary

Screen must be identical.

3. Student's address used on the work permit application and student's address on the Student Summary Screen must be identical.
4. The "Physician Certificate" section of the Work Permit Application must be completed and signed by the physician or physician's assistant, with the office's official stamp.
5. The employer's federal tax ID number (TIN#) is mandatory.
6. Once the application is completed, the Start student must take it to the Start High School Main Office with one of the following forms of identification: student's birth certificate, student's state ID, student's driver's license, student's hospital certificate, or student's passport.

In order for a Work Permit to be processed, the student must follow steps 1 through 6 as specified above. The student must see his/her guidance counselor for test score information. The student's academic, attendance, and discipline records will be reviewed by the Assistant Principal/Pupil Personnel. **According to state law, if a student is absent 15 or more days in one school year, he/she does not qualify for a work permit.**

VALIDICTORIAN/SALUTATORIAN

BOARD POLICY MANUAL

Section I: Instruction

Class Rankings

IKC-R

Active

Legal

Adopted August 18, 2009

Last Revised March 22, 2017

Last Reviewed March 10, 2017

Class rank is determined by using the following guidelines:

1. Marks for all subjects for which unit credit or fractional-unit credit is given, whether passed or failed, are recorded and used in computing class rank. School service receives a credit and grade, but that grade is not included in their GPA.
2. All students in the class are included in determining the class rank.
3. The following point system is used:

Grade Points per unit of credit

A	4.0 points
A-	3.7 points
B+	3.3 points
B	3.0 points
B-	2.7 points
C+	2.3 points
C	2.0 points
C-	1.7 points
D+	1.3 points
D	1.0 point
D-	.7 point
F	.0 point

4. An honors course receives one extra point. An honors A receives 5 points, an honors B receives 4 points, and an honors C receives 3 points. Honors D's and F's do not receive the extra point.
5. One unit is equal to one-year credit; one-half unit is equal to one semester credit.
6. All grades are recorded through the Management Information Services. Semester grade cards indicate not only grades but current grade point average, current units earned, cumulative grade point average and cumulative units earned.
7. Class rankings are available at each school at the conclusion of each semester.
8. Student's GPA is based upon grades from courses completed within accredited schools only.

When the GPA of the top students (Valedictorian and Salutatorian,) are so close where the second semester grades may change the standings, the determination will not be made until the day of Graduation when final grades are known. The top (2) students will attend the end of the year celebrations together and be equally recognized as the top students of the class.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables such as cell phones, rings, bracelets, etc. to school. **The school will not be responsible for lost, stolen, or damaged personal property.**