

# 2017-18 Student Handbook

## VISION AND MISSION

- REFLECT**..... *Community driven responsiveness*  
**TRANSFORM**..... *Programs and services based on market and economic factors*  
**LEAD** ..... *21<sup>st</sup> Century skills for preparing students for a global workforce*

# Apollo CAREER CENTER



Apollo Career Center offers educational activities, employment practices, programs and services without regard to race, color, national origin, sex, religion, disability or age.



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Dear Students:

Welcome to **YOUR** Apollo Career Center! You will have the opportunity to not only learn unique skills to advance you in the trade of your choice, but you will also take challenging academic classes. This will prepare you for the career of your choice or entrance to college.

Apollo Career Center is not just any school – it is **YOUR** school because you have chosen Apollo. “**CHOOSE APOLLO**” is our theme. It is our intention to continue to provide you with the best educational experiences possible. The Apollo staff is anxious to work with you and to guide you on a path of success.

This handbook provides the policies and procedures that will help you succeed at Apollo Career Center.

We expect from our students an eagerness to learn, a positive attitude, to be self-disciplined, to be respectful of others, to be at school every day, and to be on time. In return, our students should expect a high-quality education in a safe and secure educational environment provided by dedicated, experienced, and professional teachers who care about your success. **DO YOUR BEST AND EXPECT THE BEST!**

Sincerely,

A handwritten signature in cursive script that reads "Douglas B. Bodey".

Douglas B. Bodey  
Director of High School Programs

# DIRECTORY

## **SUPERINTENDENT**

Judy Wells, Superintendent.....998-2910

## **HIGH SCHOOL ADMINISTRATION**

Douglas B. Bodey, Director .....998-2909

Jamie Buell, Supervisor .....998-2920

Nick Sammetinger, Supervisor ..... 567-940-4724

Nick Earl, Dean of Students.....998-2916

Bruce Johnson, Supervisor .....998-2991

## **STUDENT SERVICE DEPARTMENT**

Kristie Solomon, School Counselor .....998-2902

Greg Zumberger, School Counselor.....998-2915

Special Education Coordinators .....998-2946

## **ATTENDANCE**

Attendance Line .....998-2900 or (800) 992-2913

## **GENERAL INFORMATION**

High School Office .....998-2908

High School Student Service Office .....998-2921

## **LOG-INS/PASSWORDS**

_____	_____
_____	_____
_____	_____

## **APOLLO CAREER CENTER CALENDAR 2017-2018**

### **August, 2017**

August 24	Open House/Parent Conference (4-7:00 p.m.)
August 28	First Day of School, First Year Students
August 29	First Day of School, Returning Students

### **September, 2017**

September 4	Labor Day, No School
September 8	Last Day for Program Change
September 18	School Picture Day
September 29	End of Interim Period
September 29	Open House/Parent Conference, Ninth Grade Tour (No School)

### **October, 2017**

October 11	Grandparents' Day (1:00-2:30 p.m.)
October 16	School Picture Retake Day
October 27	End of First Grading Period

### **November, 2017**

November 22-24	Thanksgiving Holiday/Break
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### **December, 2017**

December 1	End of Interim Period
December 2	Apollo Annual Youth Club Craft Show
December 19	Youth Club Meetings
December 19	Last Day of School Before Winter Break
December 22-29	Apollo Office Closed

**January, 2018**

January 1	Apollo Office Closed
January 2	School Reopens After Winter Break
January 12	End of Second Grading Period
January 15	Martin Luther King Holiday, No School
January 26	10 <sup>th</sup> Grade 411BLAST
January 29	411BLAST Snow Date (only if needed)

**February, 2018**

February 16	End of Interim Period
February 19	President's Day, No School

**March, 2018**

March 23	End of Third Grading Period
March 29	Last Day Before Spring Break
March 30	Offices Closed

**April, 2018**

April 3	First Day Back After Spring Break
April 12	ApolloPalooza/Parent Conference (4:30-7:30 p.m.)
April 27	End of Interim Period

**May, 2018**

May 2	Honor Society 7:00 p.m.
May 5	Apollo Prom
May 23	Club Day//Last Day for Seniors
May 24	Seniors Honors Night, 7:00 p.m.
May 28	Memorial Day, Office Closed
May 29	Last Day for Juniors

**MAKE-UP DAYS** (In order of use if needed): Three (3) Online Learning Days and then we would use April 2, May 30, and May 31.

## **NONDISCRIMINATION**

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

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

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

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

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

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

**Title:** Jamie Buell, Student Services Supervisor  
**Address:** Apollo Career Center, 3325 Shawnee Rd, Lima, OH, 45806  
**Phone number:** 419-998-2920  
**Email:** jamie.buell@apollocc.org

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

LEAs must annually notify parents and eligible students of their rights under FERPA. 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCO’s Web site-[www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).)

If the LEA or educational institution under the LEA discloses directory information from education records without consent, it is required by 34 CFR § 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR § 99.3 “Directory information” for definition);
- The right to opt out of disclosure of directory information. (A model “directory information” notice is enclosed and is also available on FPCO;s Web site-www.ed.gov/policy/gen/guid/fpco.)

LEAs must also comply with FERPA’s redisclosure and recordation provisions, set forth in 34 CFR §§ 99.32 and 99.33, except for disclosures that are specifically exempted.

Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students’ education records.

Suspension and expulsion disciplinary records:

- Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165, as amended by the NCLB, requires that each State have “a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school” no later than January 8, 2004. LEAs should include a notice in their annual notification of rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34 (a)(ii)). (See enclosed model notification of rights.)
- Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the *National Defense Authorization Act for Fiscal Year 2002* (Pub.L.No.107-107), require LEAs to:
  - give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and

- provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

## **REGARDING STUDENT RECORDS**

The Director of Secondary Education is the Custodian of Records and is responsible for the supervision of student records at the school. The Director's office is located at 3325 Shawnee Road or he/she can be reached by calling 419-998-2908.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believe is inaccurate or misleading and to specify why it is inaccurate or misleading.

- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. obtain a copy of the District's policy and administrative guideline on student records (#8330).
- G. student with split families must provide custody papers to be kept in their school file.

The District has established the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially-recognized activities; dates of attendance; date of graduation; awards received; honor rolls; and/or scholarships.

**The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within thirty (30) days of the first day of school, August 28, 2017, that s/he will not permit distribution of any or all such information.**

**822 F10**

## **APOLLO CAREER CENTER SECURITY**

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

## **HEALTH SERVICE**

All students need to carry health insurance. Low-cost student health insurance may be obtained by securing forms from the high school office. Apollo Career Center is not responsible for medical costs resulting from student accidents that occur during school time.

The school clinic is equipped to provide for emergency treatment of injury or illness, which occur during the school day.

A student's prescription medicine may be locked in the clinic in the original prescription bottle along with the "Authorization for Medication or Treatment" form signed by the parent and the physician.

A parental signature is required on the "Authorization for Medication or Treatment" form for non-prescribed medications and only the recommended dosage will be given.

## **STUDENT SERVICES DEPARTMENT**

The student service office is staffed by school counselors who have had additional specific training in the field of career technical counseling. These counselors are ready to assist you with any problems or concerns which might arise. Information is available on apprenticeships including colleges and technical schools as well as military service organizations.

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

Often the counselor is the best source of communication with the home school. Your counselor can help you find the answer to your status at the home school regarding graduation or other related matters. The counselors want your experience at Apollo Career Center to be a pleasant, valuable and rewarding one. Each counselor will strive to work with you to achieve this goal. You can make arrangements to see a counselor on a walk-in basis by asking for a pass from your instructor or by making an appointment with the student service secretary.

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

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

2. **Transfer from the Apollo Career Center Campus to the Member District:** Any student who is enrolled and in attendance at Apollo may, upon request, transfer back to their member district school at the end of the second week of the school year as established in the Board-adopted Apollo High School Calendar. Transfers after the second week from Apollo to the member district will be approved only by mutual agreement of the Apollo Director and member district high school principal.

## **STUDENT ASSISTANCE PROGRAMS**

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

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

## **COUNSELING AND COMMUNITY SERVICES**

AA  
618 N. Main Street  
Lima, OH 45802  
419-229-7484  
877-515-1255

Allen County DJFS  
1501 S. Dixie Hwy.  
Lima, OH 45804  
419-228-2621  
ASTOP

(Substance Abuse Services)  
1519 N. Main St., Suite 6  
Lima, OH 45801  
419-222-4557

Coleman Professional Services  
799 S. Main St.  
Lima, OH 45804  
419-229-2222  
24 Hour Emergency Access  
1-800-567-4673 or 419-228-4673

Crime Victim Services  
Allen County  
330 N. Elizabeth St.  
419-222-8666  
877-867-7273  
Putnam County  
338 East 3<sup>rd</sup> St.  
419-523-1111  
877-274-7471

Crisis Center  
(We Care Regional)  
(Allen, Auglaize, Hardin)  
797 S. Main Street  
Lima, OH 45804  
1-800-567-HOPE (4673)  
TEXT to 741741

Crossroads Crisis Center  
"Does not have caller ID"  
419-228-4357  
877-228-4357

Family Planning Center  
1644 North Main St.  
Lima, OH 45801  
419-228-6154

Family Resource Center  
530 S. Main St.  
1-800-472-5279  
Allen: 419-222-1168  
Auglaize: 419-394-7451  
Hardin: 419-679-1219

Guiding Light  
592 S. Main St.  
Lima, OH 45804  
567-289-5724

Health Department  
219 E. Market St.  
Lima, OH 45801  
419-228-4457

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

SAFY  
Mental Health Clinic  
658 E. Market St.  
Lima, OH 45801  
419-222-1527

Samaritan Counseling Center  
1130 W. Market St.  
Lima, OH 45805  
419-228-2070  
877-228-2070

St. Rita's Medical Center  
Addiction Services  
730 W. Market St.  
Lima, OH 45801  
419-226-9828 or 800-838-1752

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

TEEN LINE  
1-877-419-SAFE (7233)  
West Ohio Food Bank  
1380 E. Kibby St.  
Lima, OH 45804  
419-222-7946

## **STUDENT COUNCIL**

Student Council is a student organization composed of juniors and seniors. The purpose of this organization is to present constructive ideas and improve communications with administration and to organize student school-wide activities.

## **STUDENT COMMUNICATIONS**

Students are encouraged to develop excellent communication skills. An Apollo yearbook is published each year. Youth club members may also write press releases and Public Address announcements. Academic classes may conduct surveys, prepare brochures, newsletters, or newspapers. All communication activities are subject to direction and approval by teachers, club advisors, and administration.

## **LOCKERS**

Lockers are the property of the Apollo Board of Education. Each student will be assigned a locker located as closely as possible to his/her laboratory or shop area. Locker assignments will be made by the office. For your own protection you should maintain close security of your locker combination. Random searches of lockers and contents may be done at any time by the director or his/her designee. There is no expectation of any privacy in a school locker.

## **LUNCH PERIOD**

Each student will have a lunch period. No food is to be taken or eaten outside the cafeteria. Only water is permitted in the classroom in a clear plastic container. No commercially prepared foods may be brought in without prior approval. Each student is responsible to place disposable products in the containers provided. All students will remain in the commons area during the lunch period. Restrooms in the north hall may be used during the lunch

period. Students are not permitted to leave school grounds nor be in the parking area during the lunch period.

If you feel you might qualify for free or reduced lunch program, on the basis of your family's financial situation, you can contact Apollo's Cafeteria Manager.

## **SAFETY**

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

## **LOCKDOWN**

Lockdowns will be held periodically throughout the year.

## **FIRE DRILL**

Fire drills will be held periodically throughout the school year. Directions for exiting the building will be posted in each lab and classroom and further instructions will be given by your teachers. Leave the building quickly and quietly. **DO NOT RUN!!** Wait until signal is given to re-enter the building and return directly to your classroom or lab.

## **SEVERE WEATHER DRILL**

In case of a tornado warning or severe weather, a wailing alarm will be sounded over the P.A. system. Students must follow directions of their

teacher and move quickly to their assigned area. The assigned area will be announced at the beginning of the school year. It is important to remain quiet so instructions may be given and proper precautions may be taken.

## **SCHOOL DELAYS**

Often home schools will delay the beginning of a school day for various reasons, as well as inclement weather. Apollo students are expected to follow Apollo's school schedule **except for inclement weather**. If your home district has a weather delay, Apollo students from that district may delay the same amount of time.

## **CLOSING SCHOOL DURING EMERGENCIES**

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

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

If it becomes necessary to close Apollo because of weather conditions, an announcement will be made over radio stations 1150 AM, 102.1 FM, 93.9 FM, 103.3 FM, 107.5 FM, 95.3 FM, 92.1 FM, 940 AM, 104.9 FM, 93.1 FM, 107.1 FM, 94.9 FM, and television station WLIO TV-35. You will also be called/contacted by SchoolMessenger.

## **SCHOOLMESSENGER**

SchoolMessenger is our automated communication system. This system allows us to send messages to the telephone within a matter of minutes. It is used for notification of absences, closing or delays due to weather, power outages, security threats, or other various emergencies.

## **TELEPHONES**

Calls made during the school day must be authorized by teachers or the front office.

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

Any student who changes address or telephone number during the year MUST immediately report such changes to the Student Service Office. It may be necessary for the student to enroll at a new school if the address changes. It is important that this information is kept up to date for reporting as well as emergency purposes. This is also important to be contacted by SchoolMessenger.

## **GRADING AND CREDITS**

### **Full Year Course:**

A separate grade shall be determined in laboratory, related class, and each academic class at the end of each nine-week grading period. Each of the nine-week grades will be weighted at 25%, which includes any exam given in a grading period. The number of total points needed to pass for the year is 240.

**Semester Course:**

A separate grade shall be determined for each semester in the above named labs. Each of the nine-week grading periods will be weighted at 50% including any exam given. The number of total points needed to pass for each semester is 120. One and one-half credits will be granted at the passage of the semester course.

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

Second-year students need 240 points in order to be considered a program completer and walk on Senior Honor's Night. A student could fail one of the semesters, but if their point total for the year is 240 they would only receive one and one-half credits for the year. They would be a program completer and could walk on Senior Honor's Night only if they successfully complete four and one-half credits.

## **GRADING SCALE**

Percentage Grade	Letter Grade	Point Avg.
98-100	A+	4.3
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	.7
Below 60	F	.0

An incomplete, "I", will be given when a student has not completed classroom requirements by the end of the grading period. Five (5) school days will be given to complete the work before the "I" reverts to an "F".

## **CREDIT FLEXIBILITY PLAN**

The District Credit Flexibility Plan offers a variety of learning opportunities to students with a focus on performance while acknowledging individual learning styles and interests. Any student is eligible to be considered for this alternative pathway to earn credit toward graduation. Students must meet prescribed conditions in order to participate in the Credit Flexibility Option. For further detail, please see your school counselor.

## HOMEWORK POLICY

Regular, purposeful homework is an essential component of the instructional process. Apollo recognizes that homework is an integral factor in fostering the academic and vocational achievement of students and in extending school activities into the home and the community. You may expect your teacher to give homework assignments two or more times per week.

In general, homework assignments will be completed by the due date assigned by the teacher. Students must meet the following requirements:

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

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

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

**Homework and Grades** - Homework that is graded will be factored into a student's course grade and will be weighted as described in the class syllabus.

## HONOR ROLL

Students who earn a 4.0 or higher GPA in a grading period will be on the "A" Honor Roll. Students who earn a 3.0 - 3.9 GPA in a grading period will be on the "B" Honor Roll. Honored student's names will be published in the local newspapers.

## **STUDENT ACTIVITY FEE**

All students shall be assessed an activity fee for co-curricular club activities.

## **FIELD TRIPS**

At various times during the year the school may arrange for educational field trips. Students are required to comply with teachers' rules and guidelines to participate in the field experience. These trips are scheduled during the regular school hours when possible. Field trips are a privilege and may be withheld for disciplinary reasons.

## **SHADOWING**

Shadowing is placing a student with a company for a short period of time to help the student learn more about his/her career areas of interest. Specific criteria for shadowing are as follows:

1. Shadowing may last three to five days.
2. Not everyone must shadow.
3. Shadowing may be done at any time of the year.
4. The instructor has discretion in all shadowing.

## **SENIOR SCHOOL-TO-WORK (4<sup>th</sup> quarter)**

Advanced placement **may** be provided during the final nine-week period prior to graduation for those students who, in the judgment of the instructor, will benefit from this method of instruction.

Such placement will be delayed one (1) school day for each day a given student has been absent during the previous seven nine-week grading periods of the training program. In other words, if a student has missed five

(5) days, early placement for that student will be delayed five (5) days. The student shall also have achieved a grade average of "C" or higher in all laboratory and related work to date.

**The following guidelines also apply:**

1. These grade averages must be maintained throughout the co-op period.
2. The student should not have any credit deficiencies.
3. Good attendance will be maintained at work and in school or the co-op privilege will be revoked.
4. All job placements must be cleared by the supervisor.
5. Students will **not** be exempt from academic or related classes.
6. A work-study plan will be placed on file as required by the state.
7. A teacher from the student's program area will visit each student and employer on a regular basis as outlined by the career technical supervisor.
8. When possible, the academic supervisor may consider altering the student's academic period to accommodate better scheduling for co-op opportunities.
9. Students whose grade average is "A" or "B" in both lab and related on March 1 may be placed unless delayed by absenteeism.

## **SCHOOL-TO-CAREERS**

School-to-Careers programs allow students to work several days a week on the job. Academic classes are attended each day.

To qualify for school-to-careers a student must:

- maintain a grade average of B or higher
- must pass all safety tests
- obtain recommendations from all teachers
- must have a driver's license and transportation
- no more than ten (10) days absent per school year
- successfully passed EOC's unless exempt
- must be on line for graduation

### **WORK AGREEMENT**

A student placed on a job through co-op or school-to-careers enters a voluntary but binding work agreement with a school approved employer. The contract must be honored unless a problem occurs. In that case, the Apollo representative will investigate the situation and make a recommendation.

A student who quits a job without prior approval or who is fired from his/her job will receive an "F." The student will then be reassigned to classes and lose the co-op, school-to-career, or early placement privilege until further notice by the Apollo representative.

### **NATIONAL TECHNICAL HONOR SOCIETY**

Apollo is chartered with the National Technical Honor Society. Students nominated to the Honor Society must meet all criteria for membership and be recommended by the instructors and administrators that have worked closely with the student.

Membership is limited to seniors who for three semesters in a career technical program have a minimum GPA of 3.7 based on a 4.3 grading scale and who display good character, exhibit leadership and plan to pursue a career in their field of career technical study.

## **BUSINESS PROFESSIONALS OF AMERICA**

Business Professionals of America is a career technical student organization for students enrolled in business and/or office careers. The mission of Business Professionals of America is "to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills." Local chapter members are affiliated with both the state and national organization—representing over 50,000 students—and participate in such activities as leadership seminars/conferences, community service projects, fundraising, competitive events, and individual achievement programs.

## **FCCLA**

Family Careers and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through Consumer and Family Science.

Chapter projects focus on a variety of youth concerns, including substance abuse, peer pressure, environment, nutrition, fitness, communication and career exploration.

## **FFA**

FFA makes a positive difference in the lives of students by developing their potential for **premier leadership, personal growth and career success** through agricultural education.

## **HOSA**

HOSA, Health Occupations Students of America, is a student organization whose mission is to promote career opportunities in health care and to

enhance the delivery of quality health care to all people. Students have a chance to compete at the state and national levels in a variety of competitive events.

## **SKILLSUSA**

SkillsUSA is a common bond that unites all students enrolled in trade, industrial and health occupation education.

SkillsUSA develops leadership abilities through participation in educational, civic, recreational and social activities.

SkillsUSA attempts to foster a deep respect for the dignity of work.

SkillsUSA helps students attain a purposeful life.

SkillsUSA tries to create enthusiasm for learning.

SkillsUSA promotes high standards in trade ethics, workmanship, scholarship and safety.

SkillsUSA develops the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.

SkillsUSA creates among students, faculty members, patrons of the school and persons in business and labor a sincere interest in and esteem for trade, industrial, technical and health occupations education.

## **APOLLO CAREER CENTER ATTENDANCE POLICY**

Apollo takes very seriously each student attaining a skill, learning work-related behaviors, and making daily attendance a priority.

For attendance purposes, all students regardless of age and living with parent or guardian are not permitted to call in to school their absence for that day, write an excused note for themselves, or write an early dismissal request. The parent or guardian must do this unless it is approved that the student is legally an independent student.

If a student is absent, we prefer that the parent/guardian call the Attendance Hotline at 419.998.2900 or 800.992.2913 prior to 8:00 a.m. the day the student is absent. However, a phone call or a written note will be accepted up to three (3) school days following a student's absence. The attendance office may make calls to verify a student being called in absent or to verify written excuses.

A written note or call in from a parent/guardian for an excused absence may be accepted up to seven (7) times per semester. Then a medical note is required or the absence is unexcused with the subsequent consequences explained later.

Students will have the same number of periods they were absent to complete the work for the grade and turn it in. A teacher or Administrator may grant extension of time for makeup work if it is felt extenuating circumstances warrant such. The following information will explain if the work turned in is for the original grade obtained or only 65% of the original grade.

**EXCUSED ABSENCES:** Students with excused absences are solely responsible for obtaining and making up any school work missed. After the work is turned in within the allotted time it will be graded for full credit and entered into the grade book. These absences are based on one or more of the following conditions:

1. Personal illness
2. Doctor/dental appointment, court appearance, driver's license test – proof of these are required
3. Death or illness in the immediate family or quarantine of the home
4. Observance of a religious holiday
5. Other circumstances which may constitute an excused absence approved by an Administrator

**UNEXCUSED ABSENCES:** Students with unexcused absences are also expected to obtain and make up any school work missed. Again, students have the same number of periods they were absent to complete their work and turn it in. **But, this completed work will only receive 65% of the original grade obtained. Employability and participation points for each period/lab is something that cannot be recovered when absent from school.** Unexcused absences usually consist of, but are not limited to one or more of the following conditions:

1. Truancy – no note
2. Needed at home
3. Oversleeping and/or missing the bus
4. Car trouble of any kind or being delayed by a train
5. Running non-emergency errands of any kind
6. Babysitting
7. Personal reasons – unless the personal reason is identified and approved by an Administrator
8. Out-of-School Suspension is unexcused
9. Other reasons not listed as excused absences

**UNEXCUSED ABSENCE AND CONSEQUENCES:** Indicated earlier was our belief in taking student attendance at school very seriously not only to attain the full educational advantages of such, but to also instill the importance that employers place on this. Employers tell us poor attendance and poor attitude are the top reasons why employees are terminated from work.

Notification may be sent to the Registrar of Motor Vehicles and to the Juvenile Court recommending suspension of a student's driver's permit/license for any student who has excessive unexcused absences.

In summary, all students who are absent may obtain work and turn it in to the teacher. The difference is, students with excused absence will automatically receive credit for such work when it is completed within the time allowed and unexcused absence work will only receive 65% of the original grade obtained.

**TARDY TO SCHOOL:** Students arriving to school after 8:00 a.m. must report to the office to sign in and receive the admit pass. Students need to arrive to school as soon as possible after 8:00 a.m. since attendance is period by period and so not to incur consequences in the classroom or lab. If a student arrives to the office after 8:20, it will be considered a one-half day absence unless it is approved to be an excused absence. If the student signs in to school after fourth (4<sup>th</sup>) period, it will be considered one day absence unless it is approved to be an excused absence. Attendance is taken every period and if a period(s) is missed the same implication of work being able to be made up for a grade is determined by whether the absence is considered excused or unexcused.

**TARDY INTERVENTIONS – Intervention will be assigned by the Administration** after students accumulate five (5) unexcused tardies to school. This applies to each grading period. Additional intervention assignments will occur.

**PROLONGED ABSENCES:** If a student is unable to attend class or school for a lengthy period of time (usually considered more than five consecutive days), but is able to study at home, a telephone call should be made to the main office at 419.998.2908 to make arrangements for assignments to be picked up on a designated day or you can go on Schoology to obtain the assignments.

**MEDICAL APPOINTMENTS/OTHER EARLY DISMISSALS:** Students who must leave school to secure medical service or other approved reasons must have their parent/guardian call or student bring in a note from the

parent/guardian before 8:00 a.m. the day it is to occur. When the student returns to school later that day or the next day, a note from the medical office is required for the time missed to be counted as a medical excuse and the main office will issue an admit pass for the periods missed. The student with an early dismissal slip must sign out on the register in the main office when leaving the building and must do the same upon return. If at all possible, the student is to return to school after an appointment.

**VACATIONS:** Although it is hoped that family vacations can be done during the summer or non-school days, students who go on vacation with their parent/guardian during the school year are required to fill out a vacation form located in the main office one week in advance. Students are responsible for obtaining and completing missed work and that work is expected to be completed within the same number of days as the student missed. It is extremely encouraged not to plan a vacation during the last week of each semester.

**COLLEGE/MILITARY VISITATIONS:** It is hoped that students can visit campuses/military testing during the summer, weekends, or non-school days. When that is not possible, students must obtain necessary forms from the Student Services Department and obtain Administration approval. Students are permitted two days of college/military visitation.

For any questions regarding the attendance policy please call the Attendance Supervisor at 419.998.2916 or the Attendance Administrative Assistant at 419.998.2917.

## **STUDENT CONDUCT CODE**

Students shall be expected to observe and comply with the policies, rules, and regulations of the Board of Education and its employees. Apollo Career Center will honor all disciplinary consequences that occur at home schools, such as sporting events, buses and/or other co-curriculum activities. Being responsible, courteous, honest and cooperative are expected behaviors. Apollo Career Center is concerned with developing values and attitudes

important in the world of work. Apollo places emphasis on the need to take responsibility and develop self-control for one's own actions. Failure to comply with policies, rules, and regulations may be considered by school authorities as just cause for disciplinary action which may include parent/guardian conference, detention, and/or removal from class, school-related activity, suspension, expulsion, or other disciplinary action deemed appropriate by school authorities. The Director/Designee may suspend/recommend expulsion. The most effective way for parents to address problems and concerns about their students and/or the instructional or extra-curricular programs is by following the chain of command. The chain of command will normally be as follows:

1 <sup>st</sup> step	Teacher or activity advisor
2 <sup>nd</sup> step	Dean of Students or Administrator
3 <sup>rd</sup> step	Director of Secondary Programs
4 <sup>th</sup> step	Superintendent of School
5 <sup>th</sup> step	Board of Education

**Scope of Jurisdiction:** This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school busses and property under the control of school authorities, and while at extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

- a. **DISOBEY REASONABLE DEMAND:** A student shall be respectful and obey a reasonable request, instruction or demand by a teacher, administrator or other school employee while under the jurisdiction of the school. There is no Public Display of Affection (PDA) at Apollo Career Center.
- b. **DEFACE PROPERTY:** A student shall respect and care for the property of the school. Defacing, damaging, destroying or vandalizing school property or the personal property of another student, school employee or other person will not be tolerated.
- c. **THEFT:** A student shall respect other's property. No student shall have unauthorized possession of another's property while on school property or remove it from school property.
- d. **ASSAULT, PHYSICAL, AND VERBAL MENACING:** Students shall treat others with respect. A student shall not threaten, assault, harass, abuse or indicate intent to do physical harm to a school employee, other student or other person, or act in a promiscuous manner while under the jurisdiction of school authorities. This includes threats that are verbal, written, or through electronic devices.
- e. **DISRUPTION OF ACTIVITIES:** Students shall respect the rights of others. Disruptive behavior and behavior that interferes with classroom learning or during extra-curricular activities takes educational opportunities away from other students and will not be tolerated.
- f. **DANGEROUS WEAPONS/OR INSTRUMENTS:** Students shall be safe and respect the safety of others. A student shall not knowingly possess, use or threaten to use look-a-like/counterfeit weapons, firearms, explosives, weapons, or dangerous devices on school premises or while under the jurisdiction of school authorities. A student may not use fire in an unauthorized manner. It is every student's responsibility to inform any school employee of another

student's possession of a dangerous weapon or activity. Security devices may be used to aid in providing a safe school environment.

- g. DRUGS, NARCOTICS, ALCOHOL: Students shall be drug/alcohol free and assist in keeping a drug free campus. Be advised that drug dogs are used to maintain a drug free campus. A student who is suspected of drug use may be removed from school that day. The mere odor of alcohol/drugs is sufficient for disciplinary purposes. Use or possession of drugs may result in a ten-day suspension and recommendation for expulsion. A student shall not knowingly possess/use look-a-like drugs/alcohol. The student's driver's license may be revoked.

Students may be required to take a breathalyzer test for suspected alcohol. Refusal to take the breathalyzer will result in suspension/expulsion.

- h. TOBACCO: Students shall remain tobacco free. A student may not possess or use tobacco products, look-a-like tobacco products, or electronic cigarettes on school premises or while under the jurisdiction of school authorities. Any suspension that results from Section h., may be reduced if the student takes counseling at his/her expense. Continued tobacco possession or usage may result in expulsion.
- i. CLUB/OR ORGANIZATION ESTABLISHMENTS: Students will be encouraged to participate in youth club activities which are curricular; i.e. FFA, BPA, SkillsUSA, and FCCLA. Students may not establish or attempt to establish any club or organization within the school, or while under the jurisdiction of the school without the approval of the director and the assignment of a faculty advisor. Participation in club activities is a privilege that must be earned by meeting school requirements. All school rules must be followed for club events or school field trips.
- j. TRAFFIC/PARKING REGULATIONS: The administration of Apollo Career Center urges whenever possible that students use their home

school bus for transportation; however, if driving to and from Apollo is absolutely essential in your case, you must register your vehicle in the main office. The parking permit is to be hung on the automobile's rear view mirror. If a vehicle is found on the school premises without a parking permit, the driver will be subject to disciplinary action and/or the vehicle towed. The use of the parking permits are for everyone's protection in order for the staff and administration to have the ability to identify and contact the owner of a vehicle in case of vandalism or damage.

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

No cars are to be driven during the school day unless the student is leaving to report to a job-training station, early dismissal of your home school, or a pre-approved early dismissal from the Attendance Officer/Administrator in order to keep an emergency appointment.

When arriving on school property, students are required to park their cars in the student designated parking area at the rear of Apollo and to enter the school building. No loitering in the cars is permitted. If any student's vehicle is parked in any other area without permission, that student driver will be subject to disciplinary action.

Speed limit on school property is 10 miles per hour. Reckless operation, speeding, and other unnecessary activities with vehicles will **not be tolerated**. Violation of the preceding offenses will result as follows:

1st offense	5 day driving privilege suspension
2nd offense	10 day driving privilege suspension
3rd offense or more	Semester/Year driving privilege suspension

When Apollo is dismissed at the end of the day, the student driver is to remember that the school buses always have the right of way. If any student driver is reported to have driven recklessly in order to be ahead of the buses will result in the above rules.

Be aware that the Apollo parking lots are the property of the school. Vehicles parked in these parking lots are subject to search and seizure procedures of the school. Furthermore, the school is not responsible for accidents, vandalism, or items stolen from private vehicles.

Failure to cooperate with the above regulations may result in suspension from school. Remember that driving to and from Apollo is a privilege, so please treat it as such.

- k. **SAFETY/SANITATION REQUIREMENTS:** A student shall not violate safety, sanitation, or requirements for grooming and attire as established by the school for the operation of machines, appliances, vehicles and equipment used in curricular or extra-curricular activities or while providing personal services or preparing, dispensing, or serving food or edible products to patrons, or others. Safety violations may result in suspension/expulsion.
- l. **CHEATING:** A student shall respect academic information. Transmitting unauthorized academic information, copying unauthorized files, infringing on the copyright laws, deleting files of others on the network system, or introducing viruses in the computer services will not be tolerated. Academic dishonesty (cheating) may be dealt with through classroom rules and/or through administration.
- m. **ELECTRONIC DEVICES:** It should be understood that the use of student owned electronic devices at school is a privilege and not a right. If, at any point during the school year, it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse which causes a disruption to the educational process, or the normal activity of the school, or

contributes in any way to any situation violating school rules or policy, then the result may be the loss of this privilege, individually or as a student body.

Cell phones, iPods, and MP3 players may be used on school grounds as follows:

- Prior to 7:55 a.m., the first bell to report to class. All electronic devices shall be turned off and secured out of sight prior to entering the first period classroom.
- During a student's lunch period. All electronic devices shall be turned off and secured out of site prior to entering a hall way exiting the commons
- Any time after the 2:25 p.m., end of last period dismissal bell.

Cell phones are to be turned off and secured out of site during all classroom periods unless such use is in the teacher's lesson plan for educational purposes. Cell phones used as an educational tool during the activity shall be turned off and secured out of site at the conclusion of the educational activity.

Except in those laboratory settings where student or staff safety might be compromised, Instructors will have the discretion to allow the use and/or privilege of iPods or MP3 players when they believe it may enhance the student's learning environment during a classroom period.

The possession or use of laser pointers is prohibited at any time while on school property. Students are never to bring personal laptop computers into the building because of district systems security and protection concerns.

Possession and/or use, other than described above, may result in the confiscation of the device in its entirety, disciplinary action and parent retrieval of the item at the sole discretion of the administration.

The use of electronic devices for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly.

The Apollo Career Center does not assume any responsibility for any electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen.

- n. MISUSE OF COMPUTER/COPIER: Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.
1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
  2. Network password security is the responsibility of the student. Students may not reveal passwords to other persons.
  3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
  4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
  5. Any non-school devices or storage media (diskette, CD's, iPods, USB devices, etc.) must be checked for viruses, games, or other non-approved items and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
  6. Students may not attach any device (personal computer, wireless device, network equipment, etc.) to the school network unless authorized by an Administrator.
  7. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete a Student Network

and Internet Acceptable Use Consent Form, which must be approved before using the Internet and network privileges.

8. No students shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases.
  9. The use of abusive or otherwise inappropriate language in either public or private messages may result in the loss of recipient's work and/or disciplinary action.
  10. Students may not download files/programs from the Internet to the hard drive unless authorized by a teacher or network administrator.
- o. **BULLYING, INTIMIDATION, HARASSMENT, HAZING, OR DATING VIOLENCE:** Harassment, intimidation, or bullying behavior by any student/school personnel in the Apollo Career Center School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten ridicule, or humiliate. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- **Dating Violence:** This is a form of bullying, harassment or intimidation which will not be tolerated at Apollo. Apollo's staff is trained on dating violence by the Public School Works. Apollo staff will meet all requirements of HB19.

Any student involved in violation of "Section o" can be suspended and/or expelled from Apollo Career Center.

- p-q. **GANG RELATED DRESS/ACTIVITIES:** Apollo will not tolerate any gang related activities or dress. This could result in suspension/expulsion.
- r. **SEXUAL AND OTHER FORMS OF HARASSMENT:** The Apollo Career Center recognizes every student equal on the basis of race, color, gender, religion, age, ancestry, disability, national origin, social or economic background. Therefore, sexual or other forms of harassment will not be tolerated during the school day or under the supervision of school personnel while student is involved in any school related activity. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the bases of gender, religion, race, color, ethnicity, age, and/or disability, **and/or any other characteristic.**

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

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

Complaints will be acted on by an investigation conducted by the compliance officer and one other administrator of the district in a timely manner after the signed complaint has been filed. If harassment charges are established, disciplinary action will be taken. Penalties for infractions may include suspension and recommendation for expulsion if warranted. Copies of the complaint will be filed in the administrative office.

- s. **NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT: The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.**

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

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

All persons associated with the District, including, but not limited to, the Board, administration, staff, students, **and third parties** are expected to conduct themselves at all times so as to provide an atmosphere free from **sex discrimination and** sexual harassment. **Sex discrimination and** sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. **The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting.** Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

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

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

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

**Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Examples of**

**sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.**

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

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

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

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

The Board designates the following individual to serve as the District's Title IX Coordinator: Jamie Buell, Student Services Supervisor, Apollo Career Center, (419) 998-2920, [jamie.buell@apollocc.org](mailto:jamie.buell@apollocc.org).

**The Title IX Coordinator serves as the grievance officer and coordinates the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. She is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.**

### **Confidentially/Retaliation**

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

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

## **DETENTIONS**

Detentions may be assigned by classroom instructors or other school personnel when violations of the Student Conduct Code or classroom rules are observed. The student is responsible to arrange to serve the detention within a forty-eight hour period of time. Detentions not served will result in

the instructor calling the parents/guardian. If the student continues to refuse to serve the detention, he/she will be considered insubordinate and more severe disciplinary action will be taken. Repeated offenses by a student causing detentions to accumulate will cause the teacher to notify the parents or guardians.

**DETENTIONS WILL BE HELD AFTER SCHOOL FROM 2:30 P.M. - 3:30 P.M. OR AT THE DISCRETION OF THE INSTRUCTOR. STUDENTS WILL BE GIVEN A 48 HOUR NOTICE TO MAKE NECESSARY TRANSPORTATION ARRANGEMENTS. TIME OF DETENTIONS WILL BE SET BY THE INSTRUCTOR.**

### **IN-SCHOOL SUSPENSION/REMEDICATION**

In-School Suspension/Remediation will be assigned to students who fail to use appropriate behavior during school hours. This assignment will be made by administration. The student is expected to attend the day of in-school suspension/remediation assigned to him, an unexcused absence from school will double the suspension/remediation time or result in alternative school or possible suspension from school.

Students assigned in-school suspension/remediation must comply with the following rules:

- \* The door is closed at 8:00 a.m. Student must be in seat, bring assignments for classes missed, work on assigned work, and remain quiet for the duration of the suspension/remediation.
- \* A student assigned in-school suspension/remediation must also complete work assigned by the remediation monitor. This work will start with a character assessment assignment to be completed before any other assignments can be worked on. It will be evaluated by the in-school/remediation monitor as acceptable or not. If unacceptable, the student will only receive 65% credit for any assignments completed in in-school suspension/remediation.
- \* Failure to complete Character Assessment Assignments could result in further discipline.

- \* Student will receive grades for work satisfactorily completed during in-school/remediation.
- \* One restroom break in the morning and one in the afternoon will be given under the supervision of the instructor.
- \* A lunch period will be given.

Upon violation of in-school suspension/remediation rules, the student will be referred to administrator for further disciplinary action.

## **OUT OF SCHOOL SUSPENSION**

Any student suspended from school is considered to have an unexcused absence(s). Students who are suspended are unexcused except in very rare occasions where there may be extenuating circumstances. Therefore, all returned work will receive 65% of the credit earned. Students have the same number of days they were out on suspension to make up the work. Your classroom late work policy should be enforced if students go beyond the number of allowed days to make the work up.

## **ALTERNATIVE SCHOOL**

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

The long-term program is for students who have been determined not to be successful in Apollo's program. The student could be placed in the long-term program, at Apollo's discretion or by expulsion. Students who are on probation are typically court-ordered to attend Alternative School.

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

Employment within your chosen area is a goal of Apollo Career Center. Your future employer will hire those people who will satisfy the public both in attitude and grooming. The administration along with your instructors will advise you concerning what you should wear and how you will dress. Our concern is with the conditions affecting the health and safety of all of our students. We do not want anyone injured due to clothing and or unsafe working conditions. Any violations of safety rules and regulations will not be tolerated!

**Uniforms that meet safety requirements will be worn by students to lab and academics each day.** On special occasions as determined by Administration, you may wear regular clothing.

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

Some suggested guidelines for school dress are as follows:

1. Clothing should be appropriate for business wear, both in material and style, excluding extremes of every kind.
2. Clothes should be neat, clean, and in good repair.
3. Hair should be neat, clean, and styled so it does **not obstruct vision at any time** and must be confined close to the head while working around hazardous areas.
4. Proper foot wear must be worn at all times.
5. All clothing must be fingertip length or longer.

With the above statements in mind, the following are examples of some items which are **not** acceptable for school:

- \* Headgear (caps, head scarves, hooded sweat shirts, bandanna, sweatbands, or curlers).
- \* Tank tops or fish net shirts.

- \* Bare midriffs and halter tops.
- \* Biker pants.
- \* Bare feet.
- \* Writing on patches and clothing which promote drugs/alcohol, contain suggestive dual meanings, or contain vulgar slogans/language.
- \* Torn clothing.
- \* Coats and outside jackets both long or short are not to be worn in school.
- \* Trousers worn below the hips are inappropriate.
- \* Any gang related symbols, writing, or colors.
- \* Wallet chains and fobs.
- \* Other items deemed inappropriate by the administration of the school.
- \* Body piercing that limits speech or safety.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is available for students to check out books/periodicals for research as well as for pleasure reading. It is open from 7:30 a.m. - 3:00 p.m. During the school day, students must bring a pass from a teacher. All materials are to be checked out by the librarian or other staff member in charge.

Books may be checked out to a student for a three-week period and may be renewed twice. Periodicals can be checked out overnight and must be returned the next day. Late charges are not assessed, however, any lost book/periodical is to be paid for by the individual who checked it out. Items that are over one month overdue will be considered lost and the replacement cost will be billed to the student.

Apollo has an on-line card catalog which students can search from any computer with Internet access, as well as other electronic resources provided by INFOhio such as Britannica Online and Ebsco (electronic periodical database).

## How to Access Resources

Go to Apollo's website at [www.apollocareercenter.com](http://www.apollocareercenter.com). Go to **High School**, then **Current Students**, then **Student Links**, and then **Library**.

Resources available include:

- Apollo's Online Catalog
- OverDrive\* - ebooks and Audiobooks
- Gale Virtual Reference Library\*
- TumbleBookCloud\* - Enhanced Audiobooks and eBooks
- FollettShelf\* - ebooks and Audiobooks
- INFOhio
  - Click 9-12 High School or ALL INFOhio Resources
  - Lots of resources here! Includes iSearch to search multiple resources at once, Ancestry Library Edition, EBSCOhost Multi-Database Search, Points of View Reference Center, Science Online, and World Book. Also, includes resources for doing research and writing reports.
- Ohio Means Jobs
  - Contains free resources for career exploration, career planning, information on colleges and universities, and an extensive database for job searching, all on one site.

See the library staff for usernames and passwords for access to the above resources.

The Apollo Career Center Library is on Facebook! Go to [www.facebook.com/ApolloMediaCenter](http://www.facebook.com/ApolloMediaCenter) and 'like' our page. Students and parents are welcome to communicate and comment on library-related news and info, post and share class projects, seek reference assistance, and discuss books. Links are also provided from the page to our online catalog, Senior Project documents, and other helpful resources.

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

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

