



**3325 Shawnee Road
Lima, OH 45806**

MISSION STATEMENT: All Apollo Career Center students will meet entry level requirements for the workforce and/or college.

STUDENT HANDBOOK 2008-2009

This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ **Zip Code** _____

Phone _____

Student I.D. Number _____ **Program** _____

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Dear Students and Parents,

Welcome to **YOUR** Apollo Career Center! You will have the opportunity to not only learn 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. Apollo Career Center is recognized by SREB as a “High Schools That Work Top 50 School,” that provides quality Career/Technical Education. It is our intention to continue to provide you with the best educational experiences possible. The Apollo staff is anxious to work with each student to guide them on a path of success.

This handbook provides guidelines for daily organization of assignments, a resource guide for various subject areas, and information about school procedures. The policies and procedures listed here will help you succeed at Apollo Career Center.

As a student, your role is to become involved with the total school program. Now is the time to take advantage of all the opportunities offered to you at Apollo. You are now a part of this experience and we will expect the best from you.

Sincerely,

A handwritten signature in cursive script that reads "Douglas B. Bodey". The signature is written in dark ink and is positioned above the printed name and title.

Douglas B. Bodey
Director of Secondary Programs

DIRECTORY

SUPERINTENDENT

J. Chris Pfister, Superintendent998-2910

HIGH SCHOOL ADMINISTRATION

Douglas B. Bodey, Director998-2909

Nick Earl, Supervisor998-2916

Dave Hochstetler, Supervisor998-2977

Natalie Schoonover, Supervisor998-2903

Bruce Johnson, Supervisor998-2991

STUDENT SERVICE DEPARTMENT

Jamie Buell, Guidance Counselor.....998-2920

(Serves students from Ada, Allen East, Bath, Hardin
Northern, and Wapakoneta)

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

(Serves students from Bluffton, Columbus Grove, Elida,
Perry, Shawnee, and Spencerville)

Robert Niemeyer, Guidance Counselor.....998-2921

Sally Leidy, Special Education Coordinator.....998-2946

ATTENDANCE

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

GENERAL INFORMATION

High School Office998-2908

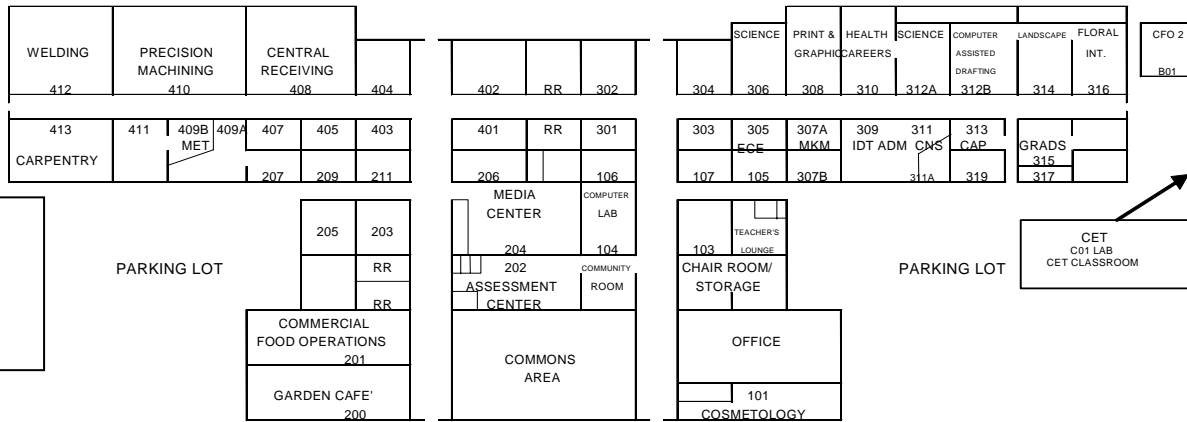
High School Guidance Office998-2921

AUTO TECHNOLOGY A03
CONSTRUCTION EQUIPMENT TECHNOLOGY & A02
AUTO COLLISION TECHNOLOGY A01

APOLLO CAREER CENTER

PARKING LOT

BDM
D01



SHAWNEE ROAD

SCHOOL DAY

1st period	8:00 a.m. to 8:40 a.m.
2nd period	8:43 a.m. to 9:23 a.m.
3rd period	9:26 a.m. to 10:06 a.m.
4th period	10:09 a.m. to 10:49 a.m.
4A period	10:33 a.m. to 11:13 a.m.
5th period	11:06 a.m. to 11:46 a.m.
5A period	10:42 a.m. to 11:22 a.m.
6th period	11:49 a.m. to 12:29 p.m.
7th period	12:32 p.m. to 1:12 p.m.
8th period	1:15 p.m. to 1:55 p.m.
9th period	1:58 p.m. to 2:25 p.m.

Lunch Periods

Lunch 4B	10:09 a.m. to 10:39 a.m.
Lunch 4C	10:33 a.m. to 11:03 a.m.
Lunch 5B	10:52 a.m. to 11:22 a.m.
Lunch 5C	11:16 a.m. to 11:46 a.m.
Lunch 6D	11:59 a.m. to 12:29 p.m.

Laboratory Times

8:00 a.m. to 10:30 a.m.
8:43 a.m. to 11:13 a.m.
11:25 a.m. to 1:55 p.m.

2:25 p.m. - student dismissal time.

Buses will leave at 2:30 p.m. After dismissal, students are to be out of the building unless under the direct supervision of a staff member.

APOLLO CAREER CENTER CALENDAR 2008-2009

August, 2008

August 21	Parent/Student Orientation
August 25	First Day of School

September, 2008

September 1	Labor Day, No School
September 5	Youth Club Meetings
September 19	School Picture Day

October, 2008

October 3	Target Date to Mail Interim Reports
October 17	Teacher In-Service Day, No School
October 24	End of First Grading Period
October 27-31	OGT Testing
October 31	Target Date to Mail Grade Cards

November, 2008

November 11	School Picture Day Retakes
November 18	Parent-Teacher Conferences 4:30 p.m. - 8:00 p.m.
November 19	College Fair 1:00-3:00
November 20	Parent-Teacher Conferences 4:30 p.m. - 8:00 p.m.
November 25	Youth Club Meetings
November 26-28	Thanksgiving Holiday
November 27-28	Office Closed

December, 2008

December 5	Target Date to Mail Interim Reports
December 6	Apollo Annual Youth Club Craft Show
December 19	Youth Club Meetings
December 19	Last Day of School Before Winter Break
December 24	Apollo Office Closes at Noon
December 25	Apollo Office Closed
December 31	Apollo Office Closes at Noon

January, 2009

January 1	Apollo Office Closed
January 5	School Reopens After Winter Break
January 9	End of Second Grading Period
January 16	Target Date to Mail Grade Cards
January 19	Martin Luther King Holiday, No School
January 23	Hands-on Day, No School
January 26	Snow Date for Hands-on Day

February, 2009

February 13	Target Date to Mail Interim Reports
February 16	President's Day, No School

March, 2009

March 13	End of Third Grading Period
March 16-20	OGT Testing
March 20	Target Date to Mail Grade Cards
March 25-27	8 th Grade Samplers

April, 2009

April 9	Last Day before Spring Break – Club Day
April 10-13	Spring Break, No School
April 10	Office Closed
April 14	First Day Back After Spring Break
April 24	Target Date to Mail Interim Reports

May, 2009

May 2	Apollo Prom
May 13	Honor Society 7:30 p.m.
May 20	Club Day
May 21	Last Day for Seniors
	Seniors Honors Night 7:00 p.m.
May 25	Memorial Day, Office Closed
May 27	Last Day for Juniors

CALAMITY DAYS (IN ORDER OF USE IF NEEDED):

February 16~April 13~ May 28~May 29~June 1

HIGH SCHOOLS THAT WORK

Apollo Career Center has selected the school improvement model, High Schools That Work. This model focuses on changing school and classroom practices in ways that improve student achievement. Some of the themes that help school leaders and teachers organize efforts to improve student achievement include:

- * Raise expectations and provide extra help.
- * Provide challenging academic and career/technical content.
- * Provide guidance and support to all students.
- * Improve transitions from one school to another.
- * Focus on continuous improvement.

EQUAL OPPORTUNITIES/CODE OF ETHICS

No person shall, on the basis of race, color, gender, religion, age, ancestry, disability, national origin, social or economic background, will be excluded from participation in any program of instruction, or be subjected to discrimination in any employment practice in the Apollo Career Center.

Any person who feels that some form of discrimination is being practiced in the Apollo Career Center may express that concern to or file a grievance with Natalie Schoonover, Administrator, who is the Title IX/Officer or Sally Leidy, 504B Officer for the school at 3325 Shawnee Road, Lima, Ohio 45806 or call (419) 998-2903 or contact the Office of Civil Rights, P19 Bldg., Room 222, 55 Erie View Plaza, Cleveland, OH 44114 - Phone (216) 522-4970.

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/fpcoc.)

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/fpcoc.)

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 25, 2008, 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.

STUDENT SERVICES DEPARTMENT

The guidance office is located adjacent to the central office just off the cafeteria commons. It is staffed by 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 days procedures are posted in the guidance office.

Often the school 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 guidance secretary.

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.

Insight Classes may meet for the 2008 - 2009 school term to provide information on problems associated with drug and alcohol usage and/or abuse. Insight classes may be scheduled periodically throughout the year as needed.

Conflict Mediation provides students with tools to solve minor personality problems and conflicts in their daily lives and in the classroom. Our Guidance Counselors are available to assist students with decision making skills.

The Non-traditional Support Group offers support to those persons who have chosen careers in non-traditional areas. It equips the student in how to handle difficult situations that may arise in these settings.

COUNSELING SERVICES AND COMMUNITY SERVICES

AA
419-229-7484
888-724-2370

ASTOP (Drug & Alcohol)
1519 N. Main St.
Lima, OH 45802
419-222-4557

Crime Victim Services
Allen County
116 W. North St.
419-222-8666
Putnam County
338 East 3rd St.
419-523-1111

Crisis Hotline-Hopeline
(Allen, Auglaize, Hardin)
1-800-567-4673

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

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

Family Resource Center
(*THE CONNECTION*)
1-800-472-5279
Allen 419-222-1168
Auglaize 419-394-7451
Hardin 419-675-2243

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

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

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

St. Rita's Medical Center
Addiction Services
730 W. Market St.
Lima, OH 45801
419-226-9029

TEEN LINE
1-877-419-SAFE

West Ohio Food Bank
1380 E. Kibby St.
Lima, OH 45804
419-222-7946

TEEN LINE

1-877-419-7233

The Apollo Career Center is affiliated with Teen Line of Northwest Ohio. Teen Line provides professional help with your concerns of violence, alcohol, drug and/or sexual abuse, depression, and any other teen risk issues. Students, parents, and residents of Northwest Ohio can call and receive help, yet remain confident that their privacy will be protected.

Teen Line meets the required assurances as set forth by the Ohio Department of Education. The hotline is available 24 hours a day, seven days a week and is anonymous and confidential. The calls are answered by professional staff; registered nurses, licensed practical nurses, licensed social workers, and mental health technicians who have continuing education in working with children and adolescents. Teen Line also has a web page at www.TEENLINEONLINE.COM.

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 with a copy of the doctor's prescription and a note from the parent on file stating the student needs the medication during school hours and direction on how to consume.

Across the counter medications may be taken by the student if the parent/guardian has submitted a written note stating the student's need and frequency of dosage.

STUDENT COUNCIL

Student council is a student organization composed of juniors and seniors that are elected by their peers. Students from each home school elect one

student to represent them. 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.

ATTENDANCE AWARDS

To encourage the development of good attendance habits, Apollo has an attendance recognition program in which every student is able to participate. A student who has attained perfect attendance (no tardies, early dismissals, or absences) may receive attendance prizes. Students with perfect attendance for the year may participate in grand prize drawings at the end of the year in which a vehicle will be given away along with many other donated prizes from the community.

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 career technical instructor. 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 minimum twenty-five minute lunch period. No food is to be taken or eaten outside the cafeteria. 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 is 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.

The following safety equipment is required in the labs listed and may be required in other areas as necessary:

AUTOMOTIVE COLLISION TECHNOLOGY

Safety Glasses

Work Shoes

AUTOMOTIVE TECHNOLOGY

Safety Glasses

Work Shoes

BUILDING MAINTENANCE

Safety Glasses

Work Shoes

Hard Hat

CARPENTRY

Safety Glasses

Work Shoes

Hard Hat

COMMERCIAL FOOD OPERATIONS/HOSPITALITY

Black Leather Shoes

CONSTRUCTION EQUIPMENT TECHNOLOGIES

Safety Glasses

Work Shoes

Hard Hat

COSMETOLOGY

Safety Guards on Razors at all times

Safety Gloves

HEALTH CAREERS

No Long Artificial Finger Nails

Safety Goggles

White Leather Shoes

LANDSCAPING/TURF MANAGEMENT

Work Shoes

MANUFACTURING ENGINEERING TECHNOLOGIES

Safety Glasses

Work Shoes

Ear Plugs

PRECISION MACHINING

Safety Glasses

Work Shoes

PRINT AND GRAPHICS

Safety Glasses in the Dark Room

RESTAURANT MANAGEMENT TECHNOLOGY

Black Leather Shoes

WELDING AND FABRICATION

Safety Glasses

Work Shoes

Leather Gloves and Sleeves

Ear Plugs

Since the purposeful disregard of the safety of ones self and others could cause injury or death, the penalties are severe and could result in suspension or expulsion.

School insurance is offered to each student to assist the student's family in covering cost if an accident should occur on school property.

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

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, 106.3 FM, 95.3 FM, 92.1 FM, 94.0 AM, 104.9 FM, 93.1 FM, 107.1 FM, 94.9 FM, and television station WLIO TV-35.

GRADING AND CREDITS

A separate grade shall be determined in laboratory, related class and each academic class at the end of each nine-week grading period. To receive grades, a student must obtain minimum attendance points required for the nine weeks. For more details, see the Attendance Section of this Handbook. The following grades with their points for averaging and their definition will be used:

GRADING SCALE

Percentage Grade	Letter Grade	Point Avg.
98-100	A+	4.3
95-97	A	4.0
92-94	A-	3.7
89-91	B+	3.3
86-88	B	3.0
83-85	B-	2.7
80-82	C+	2.3
77-79	C	2.0
74-76	C-	1.7
71-73	D+	1.3
68-70	D	1.0
65-67	D-	.7
Below 65	F	.0

An incomplete, "I", will be given when a student has not completed classroom requirements by the end of the grading period. Five school days will be given to complete the work before the "I" reverts to an "F". A student must receive at least one passing grade during the second semester in order to pass for the year.

Students earn seven credits each year if successfully completing all course work while attending Apollo Career Center.

NOTE: An FA on the grade card shows failure for not earning the required number of attendance points. To obtain further explanation, see the attendance section in the handbook.

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 from 10-25% as described in the class syllabus.

HONOR ROLL

Students who earn a 3.85 or higher GPA in a grading period will be on the "A" Honor Roll. Students who earn a 3.0 - 3.84 GPA in a grading period will be on the "B" Honor Roll. Honored student's names will be published in the local newspapers.

ACADEMIC DISHONESTY

Academic dishonesty (cheating) may be dealt with through classroom rules and/or through administrative.

STUDENT FEES

Students shall be assessed fees for items needed for courses and club activities. Failure to pay these fees may result in holding of grades and credit which can negatively impact graduation or transfer of credit to another school district. Students who have not paid club fees may be held out of club activities.

TELEPHONES

Students may use the public phone in the entrance before school, during lunch, and after school for not longer than two minutes. 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 guidance 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.

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.

ADVANCED PLACEMENT

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 and the placement coordinator.
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. Related and academic classes are attended each day or on two full days a week.

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 OGT unless exempt
- must be on line for graduation

WORK AGREEMENT

A student placed on a job through co-op, early placement, 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" for the nine weeks. 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.

APOLLO CAREER TECHNICAL CERTIFICATE

Each student who successfully passes all Apollo enrolled courses and maintains a 2.0 GPA will be awarded a career technical certificate. Certification shall only be awarded to students who miss less than twenty-one (21) days of school during the two-year period unless waived by the director.

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. Students in Administrative Assistant, Computer Network Support, and Internet Design Technology belong to B.P.A.

DECA

DECA is an association of Marketing Education students. DECA promotes leadership, business, marketing understanding, civic consciousness and social intelligence through on the job training, competitive events and hands-on activities.

DECA is an important part of the Marketing program because it offers tremendous opportunities to help further develop a member's business opportunities.

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. Students in the Commercial Food Operations/Hospitality, Early Childhood Education, and Restaurant Management Technology programs belong to FCCLA.

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. Students in Floriculture/Interiors and Landscape/Turf Management belong to FFA.

To accomplish this mission, FFA:

- Develops competent and assertive agricultural leadership.
- Increases awareness of the global and technological importance of horticulture and its contribution to our well-being.
- Strengthens the confidence of horticulture students in themselves and their work.
- Promotes the intelligent choice and establishment of a horticulture career.
- Encourages achievement in supervised agricultural experience programs.
- Encourages wise management of economic, environmental and human resources of the community.
- Develops interpersonal skills in teamwork, communications, human relations and social interaction.
- Builds character and promotes citizenship, volunteerism and patriotism.
- Promotes cooperation and cooperative attitudes among all people.
- Promotes healthy lifestyles.
- Encourages excellence in scholarship.

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.

The following instructions are listed to **check your student's attendance and grades online:**

1. Go to the Apollo website at www.apollocareercenter.com
2. Click on High School Programs
3. Click on Grades and Attendance
4. Enter student's ID number (usually 4-5 digits assigned by Apollo on interims and grade cards)
5. Enter student's password (student's birthdate mmddyyyy)

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 proven by the student that he/she 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. If we are called, a written note will not be necessary the first day of return to school. If we are not called, a written note must be turned into the main office before 8:00 a.m. the school day following the 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 from a parent/guardian for an excused absence may be written up to seven (7) times per semester and 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 make up work if it is felt extenuating circumstances warrant such. The following information will explain if the work turned in is for a grade or not.

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 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 not be for grade unless the unexcused absence is corrected through the attendance recovery detention or Saturday School explained later.** 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. Other reasons not listed as excused absences
8. Personal reasons – unless the personal reason is identified and approved by an Administrator

A student who misses more than seven (7) days of school per semester will receive an unexcused absence for every day over the seven (7) days missed unless a medical excuse is presented when the student returns to school or an Administrator authorizes such absence based on extenuating circumstances. Consequences in these cases for receiving an unexcused absence are listed later. This part will start over again the second semester concerning a parent being permitted to write another seven (7) excused notes for legitimate reasons before a medical note must be turned in for more than seven (7) 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.

Therefore, there are consequences for not following our attendance policy. Some options at various times may include: school conferences with student and/or parent/guardian, notification to Juvenile Court of a student's truancy, notification to BMV of our Superintendent asking to revoke a student's general driving privileges, or the Administration immediately revoking a student's driving privileges only to Apollo for the rest of the semester or school year, Tuesday and Thursday Detention, and Saturday School. **Other disciplinary options may occur if more than twelve (12) unexcused absences occur for the year.**

We have already mentioned that 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 and turned in. **Students with unexcused absence will not receive credit for work completed until they participate in an attendance recovery session(s) at a Tuesday and Thursday Detention or a Saturday School.** Teachers will be notified when students have completed an assigned attendance recovery session and students with an unexcused absence will now be credited for such work completed.

You will have the privilege of scheduling an attendance recovery session with the Attendance Secretary or Attendance Supervisor. You must personally see one of those persons to reserve a seat in a session and it is the student's responsibility to inform parent/guardian of such. Students will bring school appropriate assignments or reading material to be done while in the session. If for any reason a student is dismissed from a session, it will not count and must be made up in another assigned session.

The Tuesday and Thursday Detention is from 2:30 p.m. to 4:30 p.m. in the cafeteria (and only one of the days for half-day infractions) and Saturday School is from 8:00 a.m. to noon in the cafeteria (and only 8:00 a.m. to 10:00 a.m. for half-day infractions).

Employability and participation points for each period is something that cannot be recovered when absent from school.

DEADLINES FOR COMPLETING ATTENDANCE

RECOVERY SESSIONS: Unless there are extenuating circumstances approved by the Administration, students must make arrangements with the Attendance Secretary or Attendance Supervisor **to attend** the attendance recovery session **within two (2) weeks** of an unexcused absence. One week before the end of each quarter is the deadline to complete the session or the unexcused absence work completed will result in no credit being given for such.

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. 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 (4th) 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. Attendance recovery sessions apply to these tardy situations when the unexcused absence is considered one-half day or one full day.

TARDY AND ATTENDANCE RECOVERY SESSION – An attendance recovery session will be assigned by the Administration after students accumulate five (5) unexcused tardies to school (arriving to school between 8:00 a.m. to 8:20 a.m.). This also applies being tardy to a class each separate grading period. Additional assignments to attendance recovery sessions will occur

for each subsequent unexcused tardy to school or class up to twenty (20) for the year. More than twenty (20) for the year may result in other disciplinary actions explained earlier.

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.

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 VISITATIONS: It is hoped that students can visit campuses and/or military locations 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. Juniors are permitted one day and Seniors are permitted two days of college visitation.

For any questions regarding the attendance policy please call the Attendance Supervisor at 419.998.2977 or the Attendance Secretary at 419.998.2917.

EXTRA HELP

The purpose of Extra Help is to raise achievement of students to A and B work. Time has been set aside at the end of the school day (1:58-2:25), for academic teachers to work with small groups of students to improve achievement. Students with all A's or B's and who have passed their OGT will be released at 1:55. It is hoped that the incentive of early dismissal will motivate students to achieve at an A and B level.

1. Monday through Friday, students with C's, D's, and F's will participate in Extra Help. Students may be called by one of their academic instructors to work in a small group to raise achievement. Priority will be given to D and F students.
2. Students who do not go to Extra Help when assigned will be deemed skipping class. This will be dealt with in a disciplinary manner.
3. If students are not called to an academic, they will remain with their Career Tech teacher. There they may do free reading, supervised academic homework/studies, or career tech work.
4. A/B students will leave the school at 1:55 unless they have elected to stay in a learning or tutoring capacity. These options will be explained at the beginning of school.
5. Student status will be determined by the front office. At interims and nine weeks, grades will be run and a list of A/B students will be prepared. Students on the office early dismissal list may leave early. If students fall behind in their work, the teacher may request to have them removed from the early dismissal list. In that case, the students would remain at school until the next grading period.
6. Extra Help will begin when school starts and run throughout the school year. The early dismissal program for A and B students will go into effect the second week of the second nine weeks and be piloted throughout the year.
7. The school reserves the right to cancel the early dismissal program if student achievement does not improve or if other unanticipated difficulties arise.

STUDENT CONDUCT CODE

SECTION 5500.0

Students shall be expected to observe and comply with the policies, rules, and regulations of the Board of Education and its employees. 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 Apollo Career Center, along with the state of Ohio, maintains a zero tolerance on continuous disruptive behavior. 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:

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

- 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 will result in a ten-day suspension and recommendation for expulsion. A student shall not knowingly possess/use look-a-like drugs/alcohol. The expulsion will be "set aside" if the student agrees to enter and actually completes formal drug counseling at his/her own expense. The student's driver's license may be revoked. The second offense will result in expulsion.

Students may be required to take a breathalyzer test for suspected alcohol. Refusal to take the breathalyzer will result in suspension/expulsion. This suspension/expulsion may be set aside if the student enrolls in an alcohol program at his/her own expense and completes the program.

- h. **TOBACCO:** Students shall remain tobacco free. A student may not possess or use tobacco products or look-a-like tobacco products 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, DECA, 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.
- 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.
- m. NUISANCE ITEMS: Radios, cassettes, tapedecks, CD players, earphones, cellular phones, and other items of no educational value are not permitted during school hours. Any student who has possession, whether their equipment or not, will have the item confiscated. A parent

must make an appointment with Apollo Administration to pick-up the item. Repeated violations will result in disciplinary action. The school does not assume any responsibility for the safety of any such apparatus on school grounds.

Cell Phones are not to be carried for any reason. If we see it, if we hear it, we will have it. Parents must make an appointment to pick it up.

n. MISUSE OF COMPUTER/COPIER

- o. BULLYING, INTIMIDATION, HARASSMENT OR HAZING: 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. 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.

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

p.-q. GANG RELATED DRESS/ACTIVITIES

- 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 Title IX compliance officer. The Title IX compliance officer's office 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.

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 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 finger tip 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, open sandals
- * Writing on patches and clothing which promote drugs/alcohol, contain suggestive dual meanings, or contain vulgar slogans/language
- * Ragged and 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 appearance for employability or safety
- * Tattoos that detract from employability

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

In-school suspension 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 assigned to him, an unexcused absence from school will double the suspension time or result in alternative school or possible suspension from school.

Students assigned an in-school suspension 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.
- * A student assigned in-school suspension must also complete work assigned by the in-school monitor.
- * Student will receive grades for work satisfactorily completed during in-school.
- * One restroom break in the morning and one in the afternoon will be given under the supervision of the instructor.
- * Thirty-minute lunch period will be given. Lunch will be eaten in the In-School Room. If the cafeteria is closed, students will need to "brown" bag it.

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

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.

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, grade cards will be held for students with overdue items and 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 Electronic Resources

Go to Apollo's website at www.apollocareercenter.com

Click on **High School Programs**, then click on the **Library** link. Resources available include:

Online Catalog

- Click the "**Online Catalog**" button
- Click on "**Go to CAT**"

or, you may browse books by genre (Fantasy, Romance, Horror, etc.) by clicking the **Browse Books** link.

INFOhio Resources

- Click **Resources for Grades 9-12** or **Core Collection**
- Lots of resources here! Includes Ebsco, Biography Reference Bank, Science Online, World Book Online, NewsBank Newspapers, Oxford Reference Online, American History, SIRS Discoverer and more.

Ebsco (Online Periodicals)

- Click on **EBSCOHost**
- Click on **Secondary Search** Grades 9-12 or **All Database Search** to select a specific Database such as Business Source, Health Source, or Vocational and Career Collection.

Ebsco and other Infohio resources can be accessed from home:

Username – think
Password – infohio

OCIS (Ohio Career Information System)

- Click on **OCIS**
- The user name and password are case sensitive.

Username – ApolloJV
Password – ohioicis03

There are several options to choose from including:

- **Occupations** – find info about a specific occupation, such as average salary, employment outlook, preparation, and work setting.
- **Programs of Study & Training** – find out which schools have specific programs, the typical coursework required, program admission info, etc.
- **National Schools** – find information about colleges and universities including admission requirements and tuition.
- **Financial Aid** – lots of financial aid and scholarship information available.
- **Job Search** – includes sample resumes and information/tips on interviewing and sample interview questions.

These are a few of the resources available to you. Click on **Careers/Job Search**, **Career Tech Resources**, and **Reference Resources** for dictionaries, almanacs, vocational related and employment links.

Reading Contest – Read It & Reap!

You can earn prizes for reading books! Fifteen (15) books earn a Read Poster of yourself that you may keep. Twenty-five (25) books earn a t-shirt and entry into a drawing for a \$100 Lima Mall gift certificate. Come to the library and ask for details.

COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDELINES

Computer 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 through random checks. The use of the network is a privilege, not a right. The privilege may be revoked at any time for abusive conduct.

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.

Penalties: Penalty for minor infractions may be applied as determined by the teacher and/or network administrator.

1st offense: One (1) week loss of computer privileges.

2nd offense: Two (2) week loss of computer privileges.

3rd offense: Three (3) week loss of computer privileges.

4th offense: Loss of computer privilege for remainder of year. Privileges will be restored at the beginning of next school year. The first violation in the new school year will count as a third offense.

Students receiving the loss of privileges penalty will have their passwords changed during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made at any penalty level. Building administrators will enforce the Student Conduct Code when applicable. Penalties for Conduct Code infractions may include suspension and expulsion if warranted.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY CONSENT FORM

You should have received, read, and signed the Student Network and Internet Acceptable Use and Safety Consent Form. This is filed in the main office. All students must abide by this signed agreement. Further information is available in the Apollo Board Policy 7540.03 and Administrative Guideline 7540.03.