

Toledo
Technology
Academy
High School
STUDENT
HANDBOOK



Toledo Public Schools

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

Toledo Public Schools

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

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

Core Commitments:

Student-Centered

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

Accountability-Based Management

Maintain an accountability system that will have a direct impact on student growth.

Building Stronger Relationships

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

Technology Oriented

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

Rigorous Curriculum

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

Develop a Culture of High Expectations

Establish a district-wide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.



TOLEDO TECHNOLOGY ACADEMY PHILOSOPHY

The goal of student understanding and ownership of professional standards and philosophies is integrated into the natural progression of the Toledo Technology Academy learning process. This is done through integrating the application of quality school system beliefs and values into the daily learning process.

The Toledo Technology Academy is founded upon the belief that secondary school technical education must facilitate the student's mastery of the skills necessary to attain a fulfilling career. It is dedicated to developing and nurturing student ownership of education through continuing integrated, problem/project-based learning experiences. Through the collaborative leadership of industry, administrators, teachers and parents, students will master basic skill areas in academics, technology, creative thinking, decision making and citizenship, which are vital to becoming contributing, productive citizens.

Through active participation in school-to-work opportunities, students will apply theory to practice and become primary contributors to their own education.

WELCOME

Welcome to Toledo Technology Academy!

Information in this Student Handbook will make your days at Toledo Technology Academy a positive experience. It is up to you to be aware of the material in this handbook. Please read it carefully and review it often. Your happiness and success during your time at Toledo Technology Academy depends upon your

understanding of our entire academic, activity, and athletic programs and policies.

DIRECTORY

Telephone Numbers

Main Office 419-671-3900

School Objectives

Academic: Upon graduation, each student will be prepared for post-secondary matriculation to a two or four-year college or university of his/her choice, or a career track position in manufacturing or a related field.

Non-Academic: Participation in student team projects, school-to-work experiences, and community outreach programs will provide students with a sense of responsibility, self-esteem, self-discipline, interpersonal skills, community spirit, and integrity.

School Hours

8:00AM to 3:45PM

Regular Schedule

School starts promptly at 8:00 AM and all students are expected to be in their First Hour Classes on time, prepared, and ready to complete all assignments.

1ST PERIOD - 8:00- 8:50

2ND PERIOD – 8:55- 9:45

3RD PERIOD – 9:50-10:40

4TH PERIOD- 10:45-11:35

5th PERIOD - 11:40-12:05

6th PERIOD- 12:10- 12:30

7th PERIOD- 12:35- 1:00
8th PERIOD- 1:05- 1:55
9th PERIOD- 2:00- 2:50
10th PERIOD- 2:55- 3:45

Two Hour Delay Schedule

The Two-Hour Delay Bell Schedule is utilized when there is a delayed start due to inclement weather or staff development.

1st through 4th periods are 20 minutes

1ST PERIOD – 10:00 – 10:20

2ND PERIOD – 10:25 – 10:45

3RD PERIOD – 10:50 – 11:10

4TH PERIOD – 11:15 – 11:35

Resume normal schedule starting with 5th period lunch at 11:40.

Guest Visitation and Guest Parking

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

Toledo Technology Academy Policies

TTA will not exclude students from participation in, deny the students the benefits of, or otherwise subject students to discrimination under any program or activity on the basis of his/her disability in accordance with 34 C.F.R. 104.4 and TTA will not, on the basis of disability, deny any student access to TTA, a vocational

education program, because of the need for related aids and services or auxiliary aids in accordance with 34 C.F.R. Part 100, Appendix B, Section IV.N, and that, if necessary, TTA will provide an otherwise qualified student with a disability access to the vocational education offered at TTA by making the necessary modifications, adjustments and adaptations and by providing the necessary related aids and services as required under 34 C.F.R. Part 100, Appendix B, Section IV.N(1-5), and TTA will provide parents or guardians of students with disabilities who apply to TTA with a meaningful opportunity to provide input into the decisions, notice of the determinations made, and notice of the procedural safeguards available to them under 34 C.F.R. 104.36, including their right to challenge such determinations through an impartial hearing.

TTA will make an individualized determination as to whether an individual student applicant with a disability can meet TTA's essential technical and academic standards with or without academic adjustments, reasonable modifications, or auxiliary aids or services. TTA will conduct an evaluation of all applicants with disabilities prior to making an admission decision and prior to any significant change in placement in accordance with 34 C.F.R. Part 100, Appendix B and with 34 C.F.R. 104.35.

TTA will not consider criteria controlling student eligibility for admission to TTA, the facility and/or its programs which unlawfully discriminate on the basis of disability. TTA will not develop, impose, maintain, approve, or implement such discriminatory admission criteria in accordance with 34 C.F.R. Part 100, Appendix B, Section IV.A

Toledo Technology Academy Entrance Criteria

Revised 6.15.18

One of the goals for TTA and many Career Technical Education programs is to prepare students for above-entry-level employment in high wage, high skill, high demand occupations. Attendance is a critical indicator of employability. Therefore, ***the applicant must not have had excessive absences, nor shall they have met the definition of habitually truant in the past year per the definitions set forth in Ohio House Bill 410.***

In order to fulfil the Engineering and Science Technologies and Manufacturing Technologies Career Field Technical Content Standards as set by the Ohio Department of Education TTA students are expected to safely work around and operate potentially dangerous chemicals, machinery, and other equipment.

Therefore, *students with more than 2 suspensions or expulsions in the past year will not be considered for admission to TTA* unless the disciplinary action was a result of a qualifying disability.

TTA is a Career Technical Education high school. It is imperative that students graduate high school on-time in order to ensure employability in high wage, high skill, high demand occupations. While in a Career Technical Education program students are expected to demonstrate that they have mastered industry approved competencies as defined by Ohio Department of Education. Students are also expected to meet the Ohio Department of Education High School Graduation Requirements. Classes at Toledo Technology Academy are frequently classes for which students are dual-enrolled in college classes, and are therefore taught at the college level. To ensure that students are ready for the challenging courses at TTA, *all students applying for admission to TTA must have earned passing grades in all core classes (Science, Math, English/Language Arts, and Social Studies) during the school year prior to the year for which the student is applying for admission.*

Summary of Entrance criteria for TTA:

The applicant must not have had excessive absences, nor shall they have met the definition of habitually truant in the past year per the definitions set forth in Ohio House Bill 410. See below for definitions

H.B. 410 definitions:

Excessively Absent

- *Absent 38 or more hours in one school month with or without a legitimate excuse*
- *Absent 65 or more hours in one school year with or without a legitimate excuse*

Habitually Truant

- *Absent 30 or more consecutive hours without a legitimate excuse*
- *Absent 42 or more hours in one school month without a legitimate excuse*
- *Absent 72 or more hours in one school year without a legitimate excuse*

The applicant must have no more than 2 suspensions or expulsions in the past year.* *

The applicant must have earned passing grades in all core classes (Science, Math, English/Language Arts, and Social Studies) during the school year

prior to the year for which the student is applying for admission.

***Unless the disciplinary action was a result of a qualifying disability.*

A complete list of Ohio Department of Education Engineering and Science Technologies and Manufacturing Technologies Career Field Technical Content Standards can be found at:

<http://education.ohio.gov/getattachment/Topics/Career-Tech/Engineering-and-Science-Technologies-Career-Field/Engineering-and-Science-Technologies-and-Manufacturing-Technologies-pdf.aspx>

Application Materials

Students may obtain application materials from the TTA main office at any time during regularly scheduled office hours. Please call 419-671-3900 for information about office hours. Application materials are also available at <https://www.tps.org/find-your-school/high-schools/toledo-technology-academy.html>

Application Process

1. Students apply for admission via the Toledo Technology Academy application (available online or via the Toledo Technology Academy main office).
2. Only students who meet the specific entrance criteria will be considered for admission.
3. Students with a qualifying disability as defined by *The American with Disabilities Act, 28 CFR 35.130(a) (1991)* and with an IEP and/or 504 plan AND who meet the TTA entrance criteria will have an individualized determination as to whether that individual student applicant's placement at Toledo Technology Academy would be appropriate. TTA will make this individual determination after providing an opportunity to the student and their parents/legal guardians to give meaningful input into the decisions via an IEP Team meeting and/or 504 plan team meeting. Students and parents/legal guardians will be informed of their right to challenge such determinations through an impartial hearing. TTA will review all appropriate documentation that is readily available. If no such documentation has been provided by the

parents/legal guardians TTA will make reasonable attempts to obtain the appropriate documentation. TTA will review all appropriate documentation to determine on an individual basis if the program is aligned with the student's individual abilities. All TTA students must be capable of meeting Ohio Department of Education Engineering and Science Technologies and Manufacturing Technologies Career Field Technical Content Standards. A complete list of Ohio Department of Education Engineering and Science Technologies and Manufacturing Technologies Career Field Technical Content Standards can be found at: <http://education.ohio.gov/getattachment/Topics/Career-Tech/Engineering-and-Science-Technologies-Career-Field/Engineering-and-Science-Technologies-and-Manufacturing-Technologies-pdf.pdf.aspx> An IEP or 504 plan with accommodations and/or modifications which enable a student with a disability to meet these content standards will be put in place if one does not already exist. Modifications or accommodations that involve changing the curriculum or otherwise adjust the standards and expectations with the program will not be appropriate. If appropriate, TTA will convene the IEP Team and will create a new IEP to address the individual student abilities and disabilities in order to ensure success at Toledo Technology Academy via appropriate accommodations and modifications.

4. Students who meet the specific entrance criteria and whose placement at Toledo Technology Academy has been determined to be appropriate will have a letter mailed to them indicating their conditional acceptance into the program. Students who are conditionally accepted into Toledo Technology Academy must maintain eligibility for the program through the school year during which they have applied. Unless notified otherwise a student who has been conditionally accepted into the program will be considered fully accepted only after the end of the school year during which they have applied and after all educational records and enrollment materials have been received by Toledo Technology Academy.

Continued Enrollment Policy

Continued enrollment at TTA is based on grades, attendance, and behavior. Students will be individually reviewed as to suitability for continuing in the program. Enrollment at TTA is for a period of one year and will be evaluated at the end of each quarter and semester. Continued enrollment at TTA is based upon successful completion of all TTA requirements. Students failing one class will be placed on probation. Students not showing improvement may be denied re-admittance. Re-admittance for the following year will be based upon the student

satisfactorily remediating TTA required courses as written in the Toledo Public Schools Course Catalog, meeting TTA safety guidelines, and meeting the discipline standards expected of a TTA student.

Toledo Technology Academy Requirements

- Students must fulfill all academic and technology requirements for Toledo Technology Academy as explained in the Toledo Public Schools Course Catalog.
- Students must adhere to the “General Statement of Good Behavior.”
- Complete all TTA Projects and Required Competitions
- Remain enrolled in all academic and technical classes as specified in the TPS Course Catalog.

All class projects, competitions, and contests take precedence over extra-curricular activities. These are part of the student’s required coursework and are therefore an essential part of their grade for the course. Student attendance and participation is required for these competitive activities.

Due to the nature of the equipment that all students must operate while at Toledo Technology Academy, maintaining safe behavior at all times is an essential part of Toledo Technology Academy. Students must be willing and able to read and understand highly technical manuals which frequently include instructions for how to safely operate dangerous equipment. Students must be able to listen to safety instructions the first time they are given, and must understand and obey all directions the first time they are given by TTA staff members and/or anyone acting on behalf of TTA staff members. Safety is essential. Unsafe behavior, as demonstrated at any time, will not be tolerated and will be grounds for immediate disciplinary action up to and including removal from the program.

General Statements of Good Behavior

1. Attend all classes and be on time.
2. Refrain from acts which are considered poor behavior and will result in disciplinary action. These acts include but are not limited to:
 - i. Cheating, plagiarism, use of profanity, fighting, littering, running in the halls, throwing objects, defacing school property, name calling, horseplay, stealing, tampering with fire extinguishers or fire alarms, drug or alcohol use and assault.
 - ii. Be responsible for schoolbooks and supplies.

3. Remain in the school building at all times - especially during lunch periods.
4. All individuals must be treated with proper respect
5. An inappropriate public display of affection is not permitted.
6. TTA is a smoke-free school.
7. Report to the cafeteria within 3 minutes of the start of lunch. Stand in line and wait your turn. All food is to be eaten in the cafeteria. Keep the table areas clean and return all trays and dispose of all refuse. Push chairs in when leaving the cafeteria area.
8. Keep all food and beverages out of classrooms and the labs.
9. Adhere to the Toledo Technology *Acceptable Use Policy*. This policy in summary is
 - a. Students will not copy, use, or take software, media data or other intellectual property without permission. Students will abide by state/federal copyright laws.
 - b. School technology will not be used for activities unrelated to specific school or staff directed purposes. Use is not allowed for commercial purposes.
 - c. Students will not damage, vandalize, “hack”, alter, reconfigure, modify or destroy technology or equipment, including computer hardware or software.
 - d. Students will not use technology to send or display inappropriate, obscene or harassing messages or material to anyone, anywhere.
 - e. Students will not access or invade the privacy or property of anyone else without the expressed and specific permission of the owner. Students will immediately report any knowledge or indication of a violation of the acceptable use policy.
 - f. Students will not access, create, display or publish inappropriate or demeaning materials or information.
 - g. Violation of this policy is grounds for suspension or expulsion from the school.

- h. Game playing is not permitted on the Toledo Technology Academy system. Game playing over network links or other inter-machine gaming is prohibited.
- 10. When students are off campus at TTA-sanctioned events, all TTA and TPS school policies apply unless specifically waived by the staff member responsible.
- 11. The TPS Student Discipline Code applies at all times, and specifically to any item not mentioned separately in this student handbook.

Behavioral Expectations

We conduct ourselves as if we were in a high tech corporate business environment. This generally means that if something is inappropriate for a business environment, it is inappropriate for TTA.

One of the goals at TTA is to “operationalize” the concepts of “The Quality School.” This implies helping/teaching students to see the value, as it relates to them, of our philosophies as expressed in this handbook.

Toledo Technology Academy Exam Exemption Policy

- We encourage “project based” exams which may have due dates other than the scheduled exam time. Students may not be exempted from this type of exam.
- Students earning grades of at least a “B” for both quarters may be exempt from the exam in that individual class, if they have not been absent more than 2 days per quarter.
- Students must request an exam exemption from the main office at least ten days before the scheduled exam period. This exam exemption form must be signed by a teacher and an administrator and returned to the office at least 5 days prior to the scheduled exams. Failure to meet the attendance requirements before or after the granting of an exam exemption will void the exemption.
- A student can only be exempt from one semester exam in each subject, each year.
- If a student is exempt from an exam, the teacher will calculate a semester grade by averaging the two quarter grades.
- Teachers at their discretion may still require exams be taken.
- Any student failing one of the two quarters must take the exam.
- Failure to take a required exam will result in failure of the class for the semester.

- Teacher records regarding grades and classroom attendance are considered final.

Toledo Technology Academy Dress Code

The goal of the TTA dress code is safety and professionalism. TTA students are successful in academics, industry interactions, competitions and life. Understanding how successful interaction with various facets of society can help lead to personal success is incorporated into our professionalism standards. Our dress code is designed to help TTA students understand this in a school environment in order to more easily translate that behavior to the real world.

Technology lab safety requirements will be strictly adhered to in order to ensure student safety, which is paramount at all times. The expectation is that TTA students will comply with these policies as part of their behavioral norms.

Specific dress regulations at TTA include:

1. Long dress casual pants (Khakis) will be worn with a belt. “Dress casual” means slacks made of cotton or a cotton blend, such as Dockers, Carharts, Khakis, Dickie etc. that contain belt loops-no strings. Shorts are not permitted.
2. Pants must be worn at waist level and shirts must be tucked in.
3. TTA polo style shirt or TTA button down shirt with TTA logo is required.
4. Safe leather shoes must be worn at all times except during Physical Education class. *Athletic style shoes are never appropriate in the technology lab areas.*
5. No outerwear is to be worn in the building. This includes coats, jackets, hats, gloves, hoodies, etc. If students wish to wear additional clothing items during cold weather conditions, they must wear them under the appropriate attire.
6. As a safety consideration, students will not be permitted to wear their hair in an unsafe manner. Long hair must be worn up around machinery. No dangling earrings, long necklaces or other jewelry may be worn in labs.
7. No Backpacks.
8. TTA students are encouraged to embrace professionalism.
9. Final authority in all dress code matters rests with the TTA Director.

Violation of the above dress code may result in disciplinary consequences.

All school policies and procedures apply when students are in the school building or attending school events.

Grades

Student progress will be assessed quarterly in terms of grades and competencies. Portfolios, which reflect the competencies and skill standard certifications, will speak to the potential employers and institutions of higher education for the student

Grade	Points Per Unit of Credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1
D-	.7
F	0

Attendance Policy

- 5 days absence from a class may result in a 1-letter grade drop in the quarter grade.
- 7 days absence from a class may result in automatic failure of that class and a recorded grade of F-.
- All absences (excused, unexcused, suspension, may count towards this policy. School authorized trips (as long as all missed work is made up) do not.
- 3 tardies to a class in a quarter may result in a one-day absence being added to the total absences as it applies to this policy only.

Absence Information

If a student is to be absent or late, the parent or guardian should contact the school before 8 a.m. at 419-671-3900. Upon return, the student must bring in a written note to the main office explaining the absence. All notes must have date, full name (first and last), date the student was absent, reason for absence, parent/guardian's signature and are to be brought to the main office.

Excused Absence: Absence from school is permitted for the following reasons under Section 3301-51-13 of the Ohio Administrative Code: (1) Personal injury/illness; (2) Death of immediate family member (father, mother, legal guardian, sibling, or grandparents); (3) Quarantine of the home by Public Health Department; (4) Family emergency or set of circumstances which, in the judgment of the Director, constitutes a good and sufficient cause for absence from school.

HOMEWORK DURING AN ABSENCE

Please contact your child's teacher for homework while your child is out of school for an extended absence (3 days or more). Arrangements for picking up homework will be made at that time.

ABSENCES MAY BE EXCUSED WITH PRIOR PERMISSION FROM THE SCHOOL OFFICE FOR THE FOLLOWING REASONS:

(1.) Observance of a religious holiday (2) medical or dental appointments (*please make every effort to schedule appointments so that they do not interfere with school hours*) (3) school-sponsored events such as field trips, extra-curricular activities, college visits, etc. (4) experiences of extraordinary educational value

recognized by parents and approved by the Director.

THE SCHOOL CONSIDERS ALL OTHER ABSENCES TO BE UNEXCUSED.
Consequences for an unexcused absence are as follows:

- (1) Make-up schoolwork is determined at the discretion of the teacher.
- (2) A student may not attend or participate in any school-sponsored function on the day of an unexcused absence or when an absence was due to illness.

Arriving at school after 12:00 noon will be considered an absence and will prevent a student from attending or participating in school-sponsored functions for that day.

TARDINESS

To School:

All students late to school must first check in with the office so that the attendance record may be corrected and a slip given to admit to class.

To Class:

The TTA operates without bells and on an honor system. Students must report to assigned areas on time. Excessive tardiness will be brought to the school's administration for penalty determination.

TRUANCY

A student is considered truant if she/he is absent from school for an unexcused reason.

Consequences Can Be Assigned for the Following Reasons

- Violation of the statements of good behavior or other policies and procedures
- Dress code violations

- Safety violations
- Improper use of the computer network or equipment

CONSEQUENCES

- 1st Step: Student conference with teacher
- 2nd step: A behavior contract
- 3rd step: Student conference with teacher, Director and Assistant Director
- 4th step: Parent conference with an Intervention Contract.
- 5th step: Application of formal TPS discipline code.

If a student does not comply with the consequences, an immediate progression in the steps will be implemented.

Detentions

Detentions may be assigned for certain situations. In-school detentions will be the exception and will involve contracting with teachers and school administrative staff.

Students will be given a minimum of 24-hour notification as to when a detention or a suspension will be served. It is the parent's responsibility to provide student transportation on those days.

Teachers may assign work for students to do during any consequence period which removes the student from class or school. This work may/may not count toward a class grade.

Bullying

Bullying is defined as a pattern of behavior by one or more students with the purpose of embarrassing, humiliating, or threatening the target student. According to Toledo Public Schools Board of Education Policy, "Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassing, hazing, intimidating, and/or bullying behavior by any

student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.”

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

Students and staff fully understand the consequences of bullying behavior. Students may refer a bullying incident anonymously through the Assistant Directors or Director. Parents/Guardians may also make referrals if they witness or hear of acts of bullying. Please contact an administrator and make a full report. Parents/Guardians are also advised to be aware of “cyber bullying”. Cyber bullying happens on web sites, in chat rooms, in blogs, through e-mail, on voicemail, and through text messages. The definition of cyber bullying is: The use of different forms of technology to hurt, embarrass, or ridicule a person.

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

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

Parents/Guardians please know that the staff at Toledo Technology Academy is taking preventative measures to put an end to bullying incidents in our school. We tell every student who walks on our campus and who enters our building that

they have two rights: the right to be respected and the right to feel safe. If these rights are not being met, students should inform their teacher, an Assistant Director, or the Director. *Please* do not hesitate to report bullying behavior.

Extracurricular Activities are Privileges

Educational experiences at Toledo Technology Academy are enhanced by the careful planning of extracurricular programs. Extracurricular activities (clubs/organizations) are, simply stated, just that: extra. If a student fails to attend school regularly, is late to class frequently, violates the TPS City-Wide Student Discipline Code, does not take and pass the state-mandated tests, and/or earn passing grades, the student may forfeit these privileges. All students should be Present, Prepared, Productive, *and* Polite.

Toledo Public Schools Dress Code and Student Appearance Policy

Student, parents/guardians, and staff members should be aware of the fact that the 2014-2015 DISTRICT-WIDE HIGH SCHOOL DRESS CODE *and* SCHOOL DRESS CODE are being implemented for all students beginning the first day of school and until the last day of school in June. Both the TPS DRESS CODE *and* the SCHOOL DRESS CODE are in effect at all school functions (field trips, banquets, etc.) and in all parts of the building including the Field House, Cafeteria, Auditorium, etc.

In accordance with established Toledo Board of Education policy (JFCA-R), TTA students will not wear any clothing (or altered clothing), jewelry, insignia, or other item, which identifies a student as a member of a gang or otherwise symbolizes support of a gang. Extreme student attire and grooming will not be allowed when it interferes with the education or endangers the health and safety of others. (Ohio revised code 3313.20, TPS Board policy JFCA)

Lockers

Lock and lockers are assigned by the Main Office. Students are not allowed to change locks or lockers without permission from the school administration. LOCKS & LOCKERS ARE THE PROPERTY OF THE TOLEDO TECHNOLOGY ACADEMY AND ARE NOT TO BE USED TO STORE ANY ILLEGAL OR DANGEROUS ITEMS. THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH LOCKERS WHEN THERE IS A REASONABLE SUSPICION THAT ITEMS OF THIS NATURE ARE PRESENT.

Parking

Parking is provided in the lot behind the school. Students should not park in the first two rows.

Safe School Ordinance

The council of the City of Toledo established on April 21, 1969, an ordinance protecting students, teachers, school employees, or any other person associated with the schools from assaults, threats, menace and obscene language. Students should make themselves aware of this ordinance in Chapter 17, Article I, Sections 8-10 of the Toledo Municipal Code. This ordinance is posted on the bulletin board in the office and on the wall of the Main Hall.

Electronic Devices

Due to the disruption that electronic device use causes during the course of the school day, the following specific Toledo Public Schools guidelines have been developed for electronic devices. Due to the increasing use of technology in the classroom there are times in which the use of an electronic device may be permitted in the classroom as designated by the classroom teacher. This use would be for educational purposes only and each teacher will have electronic use guidelines. Electronic devices used during class time are for instructional purposes only. Personal use is prohibited during instructional time. The personal use of any electronic device during school hours is only permissible between classes and during a student's lunch hour. Improper use will result in device being confiscated and a parent/guardian will be required to retrieve such device.

Students should NOT bring devices designed for entertainment purposes (CD players, radios, computer games, etc.) to school. Any such devices brought into the building may be confiscated. The school is not responsible for lost, damaged, or stolen devices.

Graduation

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

GRADUATION REQUIREMENTS

The following are requirements for students who will graduate between 2015 and 2018

Required Courses:

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

Assessments:

The state of Ohio also requires that the student must pass all parts of the Ohio Graduation Test.

Graduating Classes from 2018 and beyond:

New graduation requirements take effect with the class of 2018. These are students who are entering ninth grade for the first time in the 2014-2015 school year:

Required Courses:

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

Assessments:

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, algebra I or integrated math I, geometry or integrated math II, physical science or biology, American history and American government. Students can earn from 1-5 points for each exam, based on their performance.

5	–	Advanced
4	–	Accelerated
3	–	Proficient
2	–	Basic
1	–	Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

Exam Retakes

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

Graduation Points

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.