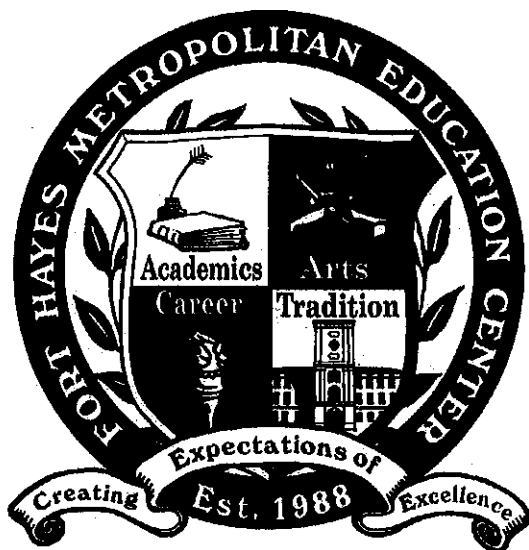




COLUMBUS CITY SCHOOLS

THE FHMEC STUDENT'S LITTLE INSTRUCTION BOOK

FIFTH EDITION



FORT HAYES METROPOLITAN EDUCATION CENTER

- 546 Jack Gibbs Boulevard
- Columbus, Ohio 43215
- 365-6014

Welcome to the Fort Hayes Metropolitan Education Center. You are now part of the legacy and tradition of excellence in Columbus City Schools. Your high school experience will position you to transition to the next level of adulthood. So cherish this time, take advantage of creative opportunities, and rally around your passion and purpose. At Fort Hayes, we don't want to give you a voice; instead we want to teach you how to use your unique voice to harmonize with the world.

*Milton Ruffin
Principal*

This little instruction book is designed to give you brief instructions to help you navigate greatness through this significant experience in your life. Have fun, learn, dream and succeed.

... CREATING EXPECTATIONS OF EXCELLENCE ...

ACADEMIC HONESTY POLICY

Fort Hayes students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test-taking, homework, class assignments, and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability. The following behaviors are examples (non-inclusive) of violations of the academic honesty policy.

1. Cheating on a test
2. Plagiarism-using the ideas of another as one's own without acknowledgement of the source (downloading materials from the internet, using an author's ideas without crediting the author or the source)
3. Submitting another person's work as one's own
4. Copying another student's work (test, quiz, homework, and project)
5. Allowing another student to copy your work

Classroom teachers are responsible for documenting offenses in their classes.

First Offense in a Class

1. Zero for educational product
2. The student will not be given an opportunity to make up the assignment or complete extra credit
3. Discipline Form 190 filed
4. Removal from National Honor Society for one year
5. Ineligible to apply for National Honor Society for one year

Second Offense in a Class

1. Zero for educational product
2. The student will not be given an opportunity to make up the assignment or complete extra credit
3. Discipline Form 190 filed
4. Offer of conference with parents, teacher, and student
5. Removal from and ineligible to apply/reapply to the National Honor Society

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements of school events, and/or non-school events without presenting to the principal a written proposal of event information and purposes. The proposal must be approved by the principal with a signature and date. All posting in any building on campus must be posted on the cork tack strips and bulletin boards designated for student information. NO postings should be taped to the wall or windows and doors of any building on campus.

ASSEMBLY EXPECTATIONS

Students will employ the ACHIEVE Positive Behavior Support framework for assembly behavior.

Activity – (performance, presentation, lecture, movie etc.) Students will act in a courteous manner without shouting and cheering in a disruptive manner as to distract audience members and performers/presenters.

Conversation – Students will keep conversation tone to a minimum without shouting and calling out across the auditorium. Students will enter the theater quietly and orderly waiting for instructions.

Help - Students can get help by asking the supervising teacher and/or administrator for restroom needs, programs, content inquiry, etc.

Integrity - Students may collaborate on projects and discussions relative to topic/presentation, if appropriate; however, if testing is being administered, students must work independently.

Effort - Students will demonstrate engagement by sitting properly in a seat, not talking, not sleeping, and paying attention to the presentation/performance or lecture.

Value - Students will be presented exciting, entertaining, educational and innovative programming designed to fulfill the mission of the school.

Efficiency – Students will benefit the most from presentations if they have some background knowledge relative to the topic, to be an informed audience.

ATTENDANCE

A student's absence will be "excused" if it is for one of the following reasons.

1. Personal illness or injury
2. Illness or death in the immediate family
3. Emergency
4. Observance of religious holiday
5. Temporary absence of the parents or guardians from home

Students are required to bring a written note to school on the day of their return from an excused absence.

The day a student returns to school following an absence, he/she must have a note to give to his/her homeroom teacher or designated school personnel stating the following:

1. the student's name,
2. reason for absence,
3. exact dates (each date) of absence, and
4. the name and telephone number where the parent or guardian can be reached.

Medical/illness absenteeism that becomes frequent requires a doctor's statement of such, and contact with the school nurse and/or counselor should be made by the parent. An "unexcused" absence will be recorded for any student who does not provide one of the excuses listed as evidenced by a written, dated note from a parent or guardian. An unexcused absence does not permit credit for make-up work, and assignments/tests that are missed will be recorded as "zero." Should a special circumstance require the awarding of an incomplete ("I") in a class, all class work must be made up before the closure of the next grading period or a failing grade ("F") will be awarded.

AUTOMOTIVE USE AND PARKING

Reckless driving on school property, or parking violations, or any situation of non-compliant driving on school grounds (including at any school-sponsored event), can result in a forfeiture of driving privileges for up to an entire year based on the seriousness of the incident.

Students are permitted to park in the main parking lot in front of the Shot Tower with the display of the Fort Hayes parking decal. All student automobiles must be registered by the Tuesday following Labor Day in the school office and with our Resource Officer. Parking violations will result in a warning for the first offense, and towing at the owner's expense for repeated violations.

School officials have the right to do inspections both externally and internally when there is a reasonable suspicion that there are illegal or unauthorized materials inside. The inspection can occur without notice.

Students, who leave campus during the day or allow other students to leave in the automobile, can result in a forfeiture of driving privileges for up to an entire school year based on the seriousness of the incident.

AWARDS RECOGNITION

We appreciate our students' efforts and reward academic excellence and perfect attendance with a celebration at the end of each grading period. Students who achieve Honor Roll (3.0 GPA) or Super Honor Roll (3.75 GPA) status, and all students with Perfect Attendance, are invited to attend. Individual students are recognized and rewarded for their academic accomplishments at the end-of-year Awards Assembly.

BELL SCHEDULES

HIGH SCHOOL

MONDAY

| PERIOD | TIME |
|--------|-------------|
| 1 | 7:30-8:08 |
| 2 | 8:13-8:51 |
| 3 | 8:56-9:34 |
| 4 | 9:39-10:17 |
| 5 | 10:22-11:00 |
| 6 | 11:05-11:43 |
| 7 | 11:48-12:26 |
| 8 | 12:31-1:09 |
| 9 | 1:14-1:52 |
| 10 | 1:57-2:35 |

TUES/THURS

| PERIOD | |
|--------|----|
| 1 | 2 |
| 3 | 4 |
| 5 | 5 |
| 6 | 6 |
| 7 | 8 |
| 9 | 10 |

WED/FRI

| TIME |
|-------------|
| 7:30-8:50 |
| 8:55-10:15 |
| 10:20-11:00 |
| 11:05-11:45 |
| 11:50-1:10 |
| 1:15-2:35 |

CAREER CENTER DAY

| | |
|--------------------|------------------------|
| MORNING SESSION: | 7:30 a.m. - 10:30 a.m. |
| AFTERNOON SESSION: | 11:45 a.m. - 2:35 p.m. |

BUILDINGS AND GROUNDS

The buildings and grounds of our campus are our school home. All members of the school family are expected to cooperate in their care. We do not throw paper on the floor or campus grounds, mar or disfigure walls, furnishings, etc. Willful and thoughtless destruction is punishable by replacement and/or restoration of the damaged items.

CLEAN CAFETERIA

All students are responsible for placing their trash in the proper receptacles. *Consequences:* First offense -10 minute clean-up; Second offense -1 hour after-school clean-up; Third offense -5 hours after-school clean-up.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. If a personal item is confiscated by staff, it must be processed to the principal's office to be secured and notification given to parents. Confiscated items will be returned to the student following the processing to the principal's office which usually happens within one day.

If a student does damage to, or loses school property, a **Financial Hold** will be placed on their record. He/she and the parent will be responsible for the damage and replacement cost associated with the property. If the damage is determined to be intentional, then disciplinary actions will be appropriate based on the Guide to Positive Student Behavior.

Each student has an environmental responsibility in the preservation of the school grounds and facilities. Picking up papers; disposing of trash; refraining from marking on desks, lockers, walls, and textbooks are examples of how students display a good attitude towards their school and exhibit personal self-pride and citizenship.

CAREER PROGRAM ATTENDANCE/CERTIFICATION

The Ohio Department of Education has established strict requirements specific to hours of classroom instruction and program attendance. The "Certificate of Program Completion" (vocational education, fine arts) is awarded to each student who has satisfactorily completed the academic program of skill and related instruction AND has achieved a 90 percent attendance rate during the course of the program (a 2-year program - maximum of 36 days absence; a 1-year program - maximum of 18 days absence). The "Certificate of Program Completion" is formally awarded during the Senior Recognition Ceremony. Only those students who have met the certification requirements are eligible to participate in the honors program. Excused and unexcused school absences are combined to determine the attendance for certification. [This standard may increase to 95 percent pending Ohio Department of Education actions.] Students who are absent from a career program class for a home school event must receive prior permission. Classes, events, courses at student's home school are not substitutes for approved course of study for career programs. Career program absences (days/hours, excused/unexcused) do count in the 90

percent attendance rate, a requirement in program certification. Consequently, absences have negative impact on a student's grade during a nine week grading period.

CAREER CENTER EARLY PLACEMENT

Early placement is a privilege (not a right) for students to work toward. Students must have competent skill levels as well as satisfactory attendance and attitude. The early placement position must offer the student increased challenges that will expand his/her learning and skill development.

The formal early placement program will begin the last grading period. Special consideration may be granted by the Principal or designee (with consultation and recommendation of the faculty and program supervisor) on an individual basis to begin early placement beginning second semester. Eligibility for early placement will be determined by program instructors in designated, special areas such as:

1. Skill levels.
2. Academic grades.
3. Attendance.
4. Attitude.
5. Job Availability.
6. Cooperative student work agreement.
7. Training plan signed and on file.

A few items to remember about early placement:

1. No job is guaranteed.
2. Students must have a "C" average in the career program.
3. Only seniors who have completed 1 1/2 years of a program are eligible.
4. A work permit (when applicable) and social security number must be on file.
5. Students must have their own transportation.
6. Students are paid by the employer.
7. Placement must be in the student's career field of study.
8. The job must be approved by the instructor, employer, and school administration.
9. The job must be supervised by a qualified and experienced person--no self-employment.
10. Academic and related classroom standards of the career program must be maintained.
11. A student who is terminated or removed from a job is subject to failing a grading period, semester, or course.

CELL PHONES AND ELECTRONIC DEVICES

Students may not have cell phones, beepers, cameras or electronic devices at any time during the school day. ALL devices must be turned off and kept out of sight. (Not visible, not clipped to the body/belt, etc.) Refer to Discipline Plan for process of consequence.

CHANGE OF ADDRESS

Report any change of address or telephone number to the office in order to update your school records and in case it is necessary to locate your parents in an emergency.

CHECKOUT PROCEDURES

Students who contact parents via email or cell phone (the latter is against school policy) and receive permission to check out are still required to go through the office before leaving the premises.

Our policy is to have the parent contact the office if their child needs to leave. If a student leaves without following the proper procedure, they will be considered truant; and school, county and/or state laws will be pursued. If a student is ill, she/he needs to report to the office to call a responsible adult.

CHILD ABUSE AND PROTECTION

Students must not hesitate to report to any staff member/adult, any type of harm, abuse—physically, mentally, emotionally, or fear of abuse—immediately. The abuse can be from a student or an adult. The school staff is prepared and required to respond.

CLOSED CAMPUS

Students must remain on campus for the entire school day. Students may not leave the campus at lunch time; and all early dismissals and late arrivals must follow the process of signing in and out with parental consent. Any infraction of this rule will result in disciplinary action.

CLOSING AND EARLY DISMISSAL

In the event of a school closure prior to the school day, or an emergency situation during the school day, information will be communicated to the local radio and television stations through the district Communications Department. Students must follow the process of signing in and out with parental consent. If school officials deem necessary, special emergency check-out procedures will be implemented following an emergency situation.

CLUB MEETINGS

All major clubs will be allowed one meeting per month during the extended time (2:35-3:15pm). Study hall periods may be used to work on club projects, etc. All meeting announcements must be approved and included in the weekly bulletin.

COLLEGE FRESHMAN PANEL

This is an opportunity for seniors to discuss college life with Fort Hayes graduates who are freshmen at college. This meeting takes place near the Christmas vacation.

COMPUTER USAGE

Students will be allowed to use district computer equipment upon receiving a signed acceptable-use policy agreement form. Issues of non-compliance of the acceptable-use policy can result in a forfeiture of computer privileges for up to an entire year based on the seriousness of the incident. The following shall include, but not be limited to, a number of rules to manage student use and access. Students shall not: 1) post personal information about self or other people; 2) agree to meet with someone met online; 3) gain unauthorized access to another person's account, computer systems, or Columbus School District systems; 4) access or attempt to access resources, features, contents, or controls of the information technology facilities or other computer systems that are restricted, confidential, privileged, or that are otherwise not authorized to use (these actions are illegal); 5) cause damage to or alter the operation, functions, or design of the information technology facilities or content or any other computer network; 6) engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.; 7) permit others to use your account or provide your password to another person; 8) infringe on the rights or liberties of another person; 9) post false or defamatory information about a person or organization; 10) disrupt the computer system or destroy data by spreading computer viruses or by any other means; 11) engage in any illegal act; 12) use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language; 13) post information that could cause damage or danger of disruption; 14) engage in personal attacks or harassment; 15) post false information; 16) plagiarize works that are found on the Internet; 17) access or reproduce material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people; 18) download large files; 19) post chain letters or engage in "spamming;" 20) violate Copyright Laws; 21) post private information about another person or situation; 22) use for financial or commercial gain or use for political lobbying.

DANCES, PERFORMANCES AND SCHOOL FUNCTIONS

Students attending a school function will not be permitted to return to the function once they have left the building, with the exception of an intermission. Students who are absent from school the day of the function will not be permitted to attend or participate in such activities.

DEFICIENCY NOTICES

Parents will be notified of who is failing or falling behind in schoolwork. PARENTS ARE EXPECTED TO CONTACT THE TEACHER TO DISCUSS THE DEFICIENCY.

DISMISSAL

Parents are urged to plan after-school appointments and activities so that students do not have to leave school prior to the designated school closing time.

1. Students requiring dismissal must present a note to the office BEFORE the beginning of the school day, stating the reason and requested dismissal

time, along with a telephone number where a parent/guardian may be reached.

2. Emergency dismissals will not be made over the telephone. The student's parent or guardian must pick up the student at the office.
3. Students are encouraged to return to school after appointments so that they will not miss additional classes.
4. The student will be required to complete all assignments for those classes missed as a result of the dismissal.
5. Students must exit the buildings in a rapid manner and board the busses quickly, resisting loitering and socializing to meet our 6-minute requirement to release the busses.

DRESS CODE

School attire and school performance are closely related. Clothing that reflects good taste and a business-like approach to education is required. School dress sets a tone within the school. The following are not permitted:

1) halter tops; bare midriffs; shorts [long slacks, skirts, pants, and Capri pants* below calf/above ankle are acceptable; **skirt hems are to be at the extended fingertips when standing**; culottes/skorts are classified as shorts and are not acceptable; Bermudas and long baggy shorts are not classified as Capri pants and are not permitted]; see-through blouses; tank tops; sleeveless muscle-type shirts; 2) bare feet or flip-flops; 3) "head rags," handkerchiefs as a head cover; bandannas; sweat bands; 4) wearing outdoor clothing in the classrooms; etc. (examples: coats, hats, scarves, gloves, inappropriate head coverings); 5) clothing/accessories that may suggest "street" or "gang"-related activities; 6) clothing/accessories that advertise alcohol, drugs, tobacco, profanity, or negative social statements; 7) "the baggy pants look" that exposes underwear/buttocks; 8) jewelry, metal, pins with protruding attachments or spikes (unsafe for the person wearing or for others); 9) articles of attire or manner of dress that may be deemed disruptive or inappropriate (e.g., micro mini-skirts with tights worn under, **leggings worn as pants**, adornments attached to clothing) or unsafe. Sunglasses, goggles, and hats are not to be worn in school buildings. *Note: Capri pants will be defined by retail store photos specifically noting Capri pants. Capri's must fit the contour of the leg. Long baggy shorts (whether pulled down or not) are not Capri pants. Two, three, four finger ring jewelry types ("brass knuckles") are classified as a weapon in the Columbus City Schools. **No student will be permitted to openly defy the dress code. Students will need to contact home for a change to proper school attire. No exceptions!!**

DRUG-FREE SCHOOLS

Effective August 1993, the Columbus Board of Education passed policy stating that all property, buildings, and stadiums of the Columbus City Schools are "Smoke Free." Students are not permitted to smoke or use tobacco in any form on school grounds. The CCS Guide to Positive Student Behavior established that using or possessing any tobacco product on or near school property, at an activity, or in district school buses/vehicles is prohibited.

ELIGIBILITY REQUIREMENTS

Students anticipating participation in ANY Fort Hayes production may not audition if they are failing more than one class. Student grades will be checked prior to the audition process to determine eligibility. If a student becomes ineligible during the first two weeks of casting/preparation, the student may not participate until grades improve and/or eligibility is restored. **Fort Hayes eligibility criteria is based around four basic components: academic performance, quality behavior, good attendance, and responsibility to school obligations.**

EFFICIENCY-PARENT NOTICES

Efficiency notices are mailed to students who are doing outstanding work. A parent notice is mailed to parents of students who are not working up to their ability or who are doing poor to failure work. Reasons for low achievement are checked and parents are asked to encourage the student to improve the areas noted on the report.

EMERGENCY MEDICAL ATTENTION

Please make sure your medical card information is current in the event an emergency contact needs to be made. A completed and signed (with accurate home and parent work telephone numbers) Emergency Medical Authorization Card is **required** of each student. This card enables parents and guardians to authorize the provision of emergency treatment for students who become ill or injured under school authority when parents or guardians cannot be reached. This authorization is required by Section 3313.712 of the Ohio Revised Code. Students are to advise the school nurse and school counselor of serious medical problems. Because this is a serious safety issue, students who fail to provide/return a completed and signed Emergency Medical Authorization Card are subject to removal from school.

EMERGENCY SAFETY PROCEDURES

Fire, tornado, and lockdown drills are performed at regular intervals during the year as required by State Law. For safety reasons, all students must follow safety instructions promptly and quickly. In the event of an emergency situation such as a tornado warning or a lockdown, students will not be released to parents until an "all clear" has been given. If school officials deem necessary, special emergency check-out procedures will be implemented following an emergency situation.

The safety and security of students requires that all students are silent and exercise disciplined and attentive behavior during fire, tornado, and emergency drills. Fire and tornado drills are held several times during the school year. These times are to be practiced in a very serious manner. Emergency evacuation instructions are posted in each classroom. Emergency procedures will be presented and practiced as a part of the school's program of instruction.

During emergency external evacuation drills (exit of buildings, e.g., fire drill) students are expected to:

- Walk quietly from the building area and listen for instructions.
- Respond to school personnel directions without hesitation.
- Remain with the class and instructor.
- Leave the building via the exit designated by the instructor.
- Report to the class assembly point to have attendance taken.
- Remain alert for emergency vehicles.
- Return to the building only when instructed.
- Students must evacuate the building at any time fire alarms are sounded. Should alarms sound during a class change, exit through the nearest outside doorway. Should alarms sound during the lunch time, exit via marked exits and respond to teachers in the area. In case of power failure, voice commands and directions will be used. The administrator will signal an all-clear and a return to the building.

During emergency internal evacuation drills (exit of classrooms/relocation within buildings, e.g., tornado drill) students are expected to:

- Walk quietly within building halls to designated area and listen for instructions.
- Respond to school personnel directions without hesitation.
- Remain with the class and instructor.
- Report to the class assembly point to have attendance taken.
- Remain alert for emergency personnel.
- Return to the classrooms only when instructed.
- Students are to face wall, two deep on each side, and assume a seated position ("tornado-readiness").
- Keep center of halls clear for passage and stay away from glass.

Safe School Alert.

During emergency "Safe School Alert" drills (exit of buildings or lock down) students are expected to:

- Respond to school personnel directions without hesitation and remain quiet.
- Remain with the class and instructor.
- Leave the building via the exit designated by the safety personnel (or instructor).
- Report to the class assembly point to have attendance taken.
- Remain alert for emergency vehicles and personnel.
- Return to the building only when instructed.

Safety and security of all students, school personnel, and visitors are of the highest priorities. Everyone has a responsibility to be watchful, to advise school officials of concerns and information related to safety and security, and to comply with drills and emergency instructions, situations, and practices.

EXCESSIVE DISPLAY OF AFFECTION

Students are reminded that their actions reflect on them personally and the school in general. As in the workplace, any excessive display of affection is inappropriate on school grounds or at school sponsored activities. Excessive refers to kissing, petting, and other physical demonstration considered by the community to be offensive when conducted in public.

Consequences:

Students who continue to engage in excessive display of affection after being warned will have their parents contacted. Penalties may range from warning to suspension.

FAMILY TRAVEL

Family travel is not a legitimate reason for absence from school. Therefore, parents are requested to schedule family trips when school is not in session. If it becomes necessary for a student to be absent because of a family trip, it is the responsibility of the student to obtain and complete all missing assignments that are required by the teacher. Work must be completed in accordance with the make-up policy.

FREEDOM OF EXPRESSION

Buttons and other insignia may be worn to express a point of view unless doing so results in a direct interference with the school program. Buttons or other insignia may not be worn if the message is intended to mock or provoke others because of race, religion, national origin, or contrary to school policy. Therefore, no buttons or insignia may be worn which display obscenity; advertise alcohol, drugs or smoking or promote its use. No student may pass out buttons or literature during the regular school hours, either in class or in the halls between classes, except when such material has received prior approval for such distribution from the administration. Failure to observe these rules can result in confiscation of the material, curtailment of the privilege, or when necessary, disciplinary action, including suspension.

FINAL EXAMS

Final exams are given during a specific end-of-the-year time period. "Early finals" are not the practice at Fort Hayes. Students are expected to take exams during "Finals Week." Missed exams are recorded as F's. Students who have an emergency situation and miss an exam(s) with prior approval can take the exam(s) during the "Finals Week" make-up times or take the exam within 10 days following the end of the school year. Students must recognize that the final exam is calculated in the final grade for the year. Failing the final exam or earning a low grade can reduce the grade average. Earning "zeros" during a grading period can be tragic. Students need to be aware that passing two grading periods may not necessarily generate a passing grade for the year

FUND-RAISING

Fund raising activities will be conducted ONLY under the supervision of a faculty/staff member. The proper forms must be processed, and the proper approval must be secured PRIOR to any fundraising activities.

GALLERY EXPECTATIONS

Fort Hayes has a very special art gallery known as the Shot Tower Gallery. This gallery hosts professional, community, and student art exhibitions. Knowing and demonstrating gallery etiquette are most important as students develop a sophistication for art, exhibitions, and galleries. The following are appropriate behaviors when entering an art gallery.

Behaviors

1. Parcels, briefcases, knapsacks, and umbrellas must be checked or left outside the gallery.
2. Food and drink are forbidden in exhibition areas unless during an approved gallery event.
3. Photographing works is prohibited unless special permission is received from gallery officials.
4. **Visitors may not:**
 - A. touch works of art,
 - B. lean on pedestals or display cases,
 - C. leave objects on pedestals or display cases, *or*
 - D. put hands or fingers close to works of art.
5. Visitors must remain 3-4 feet from a work of art.
6. Rapid movement and/or loud voices are not permitted.

Education

1. Identify the media, techniques, or forming-processes used.
2. Reflect on your responses, opinions, ideas, feelings about the works of art.
3. Examine the cultural and historical connections.
4. Reflect on the aesthetic qualities of the works.
5. Explore the styles, composition, and originality.
6. Read the gallery guides about the exhibit.
7. Read descriptions and/or artist's statements posted near the works of art.
8. Look for articles in local newspapers about the exhibit.

GRADE CARDS

Grade cards are issued at the conclusion of a 9-week grading period. An interim progress report is mailed to parents at the mid-point of a grading period. These are the formal methods of notifying students/parents every 4-5 weeks about academic progress

GRADE LEVEL PROMOTION

- Grade 12 -- at least 15 credits (12 in required curriculum courses) and eligible for June graduation
- Grade 11 -- at least 10 credits (8 in required curriculum courses)
- Grade 10 -- at least 5 credits (4 in required curriculum courses)

- Grade 9 -- fewer than 5 credits

The required curriculum (defined by the Columbus Board of Education Policy 5172) means the core courses that include English, mathematics, science, social studies, health, physical education, one technology, and one elective.

GRADUATION

The high school graduation and career program awards ceremony are special events. The student's right to graduate and receive a diploma or other certificates attesting to the student's satisfactory completion of graduation requirements does not necessarily include the right to participate in the ceremonies. Specific expectations related to dress/behavior are required of each senior who participates. These ceremonies are privileges. A student can not participate in the graduation ceremony unless all graduation requirements (Ohio Tests and CCS courses) have been met.

GRADUATION ACTIVITIES

AWARDS ASSEMBLY

Major awards are presented at an awards assembly in late spring.

HIGH HONORS DINNER

This dinner is given in honor of the 10-11 seniors achieving the highest academic rank. Families and invited administrators attend.

SENIOR SOCIAL DINNER

This is an evening for seniors, their families and the community to come together to reflect and celebrate completion of high school.

GRADUATION

This is the ceremony held to award diplomas to those seniors who successfully complete all academic requirements.

GRADUATION REQUIREMENTS

| | |
|---------------|------------------------|
| 4 – CREDITS | ENGLISH |
| 4 – CREDITS | MATHEMATICS |
| 3 – CREDITS | SCIENCE |
| .5 – CREDITS | P.E. |
| .5 – CREDITS | HEALTH ED. |
| 1 – CREDIT | U.S. STUDIES |
| 1 – CREDIT | WORLD STUDIES |
| 1 – CREDIT | DEMOCRATIC CITIZENSHIP |
| 7.5 – CREDITS | ELECTIVES |
| 1 – CREDIT | TECHNOLOGY |
| 22 – CREDITS | |

OHIO GRADUATION TEST (OGT)

The Ohio Graduation Test (OGT) is now in place and applies to all Ohio schools. The testing requirements were established by the Ohio General

Assembly in 2001. Five tests are components of the OGT: reading, writing, mathematics, science, and social studies. Students will take the test in the 10th grade and have opportunities to retake the sections not passed through the 12th grade year. Students must pass the test with a score of 400 or better on each of the five parts in order to graduate.

GUIDANCE COUNSELING SERVICES

Counselors provide academic, vocational, and personal/social counseling services for students. If you would like to see your counselor, you may stop by the counseling office before or after school, between classes or at lunch to make an appointment. Counselors will serve students in the following manner: Mr. Mikes will serve sophomores and juniors whose last names begin with letters M-Z, and freshmen; Ms. Heyman will serve sophomore and juniors whose last names begin with letters A-L, and seniors; Ms. Mertens and Ms. Graham will serve our Career Center students.

DO NOT COME TO THE COUNSELING OFFICE DURING SCHOOL HOURS WITHOUT AN APPOINTMENT.

STUDENTS NOT IN ATTENDANCE DURING THE FIRST WEEK OF SCHOOL MAY FORFEIT THEIR ASSIGNED SCHEDULE OF CLASSES. Freshman, sophomore, and junior students must register for seven classes.

HALL PASSES

No student should be in the hallway or on the campus during class time without a signed, dated, and timed verification from a faculty or staff member. Refer to Discipline Plan for process of consequence.

HANDLING PROBLEMS

While students are encouraged to try to resolve some matters without direct intervention, often, discussing a problem with a parent can help you see possible solutions and increase the ability to cope. If the nature of the problem does not lend itself to this approach, by all means call before it intensifies, using lines of communication described below.

- Your first contact should always be with the teacher if you have questions about your child's academic progress or about something in a particular class.
- Academic problems at Fort Hayes should be discussed with the teacher and then with the department chairperson if the problem is not resolved.
- For issues that cut across several classes or that concern social or emotional adjustment to a school situation or a disciplinary problem, contact your youngster's counselor, or the Administration.
- Special Education problems should be discussed first with the teacher and then with the special education coordinator.
- For issues not settled at an earlier level, or if you have a complaint about a school staff member, you should contact the principal.

HARASSMENT/ANTI-HARASSMENT POLICY

"On April 7, 1998, the Board of Education adopted a policy that, in accordance with federal and state laws and district policy, the Columbus City School District will not tolerate harassment against any staff member or student on the basis of sex, race, national origin, age, disability or sexual orientation. Harassment shall be defined as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, age, disability, or sexual orientation."

HOMEWORK

Students can expect the assignment of homework from our school. Students are expected to complete all work including outside assignments as their grade will reflect it.

HOMEWORK POLICY

It is the expectation of the school to assign meaningful homework which is considered an extension of the regular classroom work. This may include:

1. A specific assignment by the teacher for all students or individual students.
2. Carry-over work begun in the regular classroom.
3. Student self-directed study as an adjunct to units of work being carried on in the regular classroom.
4. Enrichment of a youngster's learning, either self-directed or teacher-directed which does not necessarily pertain to specific classroom lessons.

PURPOSE OF HOMEWORK

The purpose of homework is the following:

1. To offer additional practice and drill in needed skills as identified and evaluated by the teacher.
2. To develop responsibilities for completing assigned tasks.
3. To increase the student's ability to engage in self-directed activities stimulated by the school.
4. To encourage broadening of natural curiosity for learning.
5. To begin to establish good working habits for later use in advanced and more complex courses where additional work can only be completed outside the regular classroom.
6. To inform the parent or guardian of the course content and progress of his/her child.

TIME ALLOCATIONS FOR HOMEWORK

Teachers shall develop and make available to parents the homework requirements. A handout may be given to students, and/or teachers may record the homework assignments on their voice mail.

HONORS DIPLOMA

A student who is granted a DIPLOMA WITH HONORS after September of 1993 MUST:

1. Pass the Ohio proficiency/OGT test,
2. Meet all curricular requirements established by the state and local boards of education, *AND*
3. Meet 7 of the 8 standards set forth by the Ohio School Board. The State Board of Education gave final approval to the criteria for a statewide overall honors diploma at its January 11th meeting. The honors diploma was first available to students in the graduating class of 1994. [Information has been copied from the Ohio School Boards Association Legislative Report (Vol. 17 No. 1, 120th General Assembly, dated January 18, 1993)]

College Preparatory Curriculum Honors Diploma Standards

To qualify for an honors diploma, students in a college-preparatory curriculum must meet seven of the following eight requirements.

1. Four units of English
2. Three units of math
3. Three units of science
4. Three units of social studies
5. Three units of one foreign language or two units each of two languages,
6. One unit of fine arts
7. A 3.5 grade average
8. A composite score of 27 on the ACT or the equivalent score of 1210 on the SAT or a specific score determined by the State of Ohio Board of Education on the Ohio Graduation Test

IMMUNIZATIONS

Students must have proof of all required immunizations on file before entering our school program, as required by State law. Required immunization information is available in the school office and with the school nurse.

INDEBTEDNESS

Financial indebtedness for library books, textbooks, or other school property must be paid before a student can graduate.

INSTRUCTIONAL FEES

Several courses have fees associated with the course to cover supplies, uniforms, instruments, performances, etc. Students are obligated to make payment of these fees or purchases. For example, visual arts classes have an art fee. All high school students are assessed a \$20.00 arts performance/events fee to contribute to the cost of visiting artists and/or school-wide arts activity. Career program students have uniform and/or equipment costs. Specific questions about these courses and the financial obligations should be directed to a counselor or the teacher in charge of the course.

INSURANCE

Accident insurance plan information and applications are available for students at the beginning of the school year. This insurance is critical to cover student injury/accidents during school activities such as dance, physical education, events, and more. For a few dollars, these insurance plans provide a safety net in case of injury at school. It is strongly urged that students/parents take advantage of this cost-effective program.

INTIMIDATION OF ACCESS

A learning environment that is safe and respectful is essential for the students enrolled in the Columbus City Schools to achieve academic success and meet this state's high academic standards. Students may not block entrances; stand on steps, on sidewalks, in the street, or in the hallways in a manner that causes a student, visitor, staff member or car to proceed through a group of students. All student gatherings must happen away from traffic flow and access points that are public in function.

INTERNSHIP/COMMUNITY SERVICE

Columbus Board of Education has included the graduation requirement of 120 internship/community service hours. The Ohio Department of Education views the high school years as the perfect place to allow students to explore careers and help the community beyond the classroom setting. An internship experience will allow students to gain firsthand knowledge of the careers they might be considering. A community service experience can help improve the community by having students give their time to tackle critical needs in areas such as literacy, the elderly, the environment, housing, and health. Internships and/or community service must be approved by the Internship Coordinator before starting an activity or project.

LIBRARY/MEDIA CENTER

Students may utilize the library by obtaining a pass from their teacher detailing the purpose and scope of the visit to the library. A library pass detailing the expected work and estimated time must be visible at all times in the library. Any act of non-compliance will result in limited access to the library and possible loss of privilege depending on the seriousness and frequency of violation. The library media center is a facility that functions as the information center of the school. This center is a critical element in each student's intellectual development. A quiet, learning climate is required. Students are strongly urged to take advantage of the instructional materials and learning atmosphere provided in the library.

LOCKERS

Lockers will be assigned by homeroom teachers. Physical education and career program lockers have no locks; hence, students must use combination locks only. Hallway lockers do have installed locks. Locker location/serial number must be given to homeroom/ career program teacher. It is strongly advised that a student write the lock combination down at home to retrieve when forgotten

following a holiday break. *School lockers are the property of the Columbus City Schools. Lockers are on temporary loan to students and are subject to examination by school personnel at any time.*

LOST AND FOUND

Lost items should be turned into the high school office in Building 101 and will be cleared every other week on Friday evening. The lost books will be returned to the teacher, and the student will be responsible for the cost of damages and/or replacement. Students may search lost and found for lost items. The lost clothing will remain for two weeks and then donated to charity after cleared from our office.

LUNCH ROOM EXPECTATIONS

Lunch is scheduled during periods 5 and 6. Classes are in session during each lunch period. The Fort Hayes Metropolitan Education Center maintains a "closed lunch" policy. This policy requires students to remain on campus during lunch periods. Eating areas are located in the Dining Hall and Picnic Table areas only. Classes are in session during each lunch period; hence "hanging out" in buildings and entrances is not permitted. Students are expected to adhere to the following:

- Students must be seated immediately upon entrance to cafeteria and wait for an orderly dismissal of each table to the lunch line.
- "Horseplay" in the lunchroom is prohibited.
- Students may not loiter in the math hallway at any time during 5th and 6th period.
- Students are to remain in the lunchroom or designated areas during lunch. Students are permitted, with written permission and adult/teacher supervision, to be excused to rehearsals, classrooms, or study areas.
- Students are not to leave school grounds or roam the campus or buildings during lunch.
- All food and drinks are to be consumed in the lunchroom or designated areas.
- Good manners and lunchroom tidiness are expected. Each student is expected to clear his/her eating area after eating lunch.
- Students are not to loiter in front of buildings/doors/stairways, parking lots, cars, halls, mall, or "off-limit" areas.
- Students who leave school grounds without permission are subject to school suspension.

MAKE-UP WORK

A student who is absent from school for one or two days will have two (2) school days to make up the work. Absences of three or more consecutive days require that the student meet with the teacher within two (2) school days of his/her last absence to establish a timely make-up schedule. If the student fails to appear for make-up, grades of zero will be granted to the assignments or assessments.

MEDICATIONS

The Columbus Board of Education policy (2/1/84) regarding medication states, "A student possessing or using prescribed medication during school hours must have on file a signed medication authorization form from the parent or guardian and a properly-completed physician's statement. The possession and use of non-prescription, over-the-counter medication during school hours is discouraged, but if health conditions require, students may possess a small amount of non-prescription medication for their own personal use." Students are expected to contact the school nurse regarding this requirement and file the information. Students and parents are to contact the school nurse in order to advise school personnel of specific medical problems. Contact the school nurse for more information.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is a prestigious honor. NHS is a national organization. A national constitution and handbook set forth the standards and procedures which must be followed by each local chapter. The goal of the NHS is to honor outstanding, well-rounded students who have achieved excellence across the board in four areas: scholarship, service, leadership, character. It is extremely important to understand that membership in NHS is not merely the result of a student's having attained a certain grade-point-average. For example, the Fort Hayes High School scholarship requirement (accumulative grade average) is 3.50 to be eligible for consideration. Teachers are asked to recommend students (who meet the scholarship requirement) for candidacy based upon character, service and leadership. Membership is a privilege awarded students by school officials as prescribed by the national organization. The National Technical Honor Society recognizes excellence in career programs. This privilege may be withdrawn.

P.A. AND VIDEO ANNOUNCEMENTS

P.A. announcements will be kept to a minimum. Student announcements will be posted on the T.V. monitors and run during breakfast and lunch as well as special emphasis given in the cafeteria during 5th and 6th period by administrators. Senior Cabinet will be responsible for weekly announcements and the information sent to the website manager.

PARENT INVOLVEMENT

Parents are encouraged to join our PTSA, to volunteer, and to contribute to the overall success of our school. The parent consultant office will be primarily responsible for coordinating activities relative to parent engagement.

PHOTOS

School pictures will be scheduled in early September. Every student is required to take a school picture that will be used for school records and school identification cards.

SENIOR PHOTOS

Every graduating senior is required to take a "Graduation Photo" in their cap and gown for the ceremony video presentation. The cap and gown will be provided for this photo, and the scheduling of the sittings will be arranged through the senior cabinet.

PARKING

Students may park their vehicles in the main parking lot in front of the Shot Tower. All other parking lots are restricted to staff parking and may not be used by students at any time during the school day. Students driving to school must register their cars with the appropriate office. *PARKING IN THE FIRE LANES IS STRICTLY FORBIDDEN.*

Two-wheeled vehicles are subject to the same rules and regulations as cars. Riding of motorcycles and bicycles on school sidewalks is strictly forbidden. Parking privileges will be issued to all who apply and are willing not to ride on the school bus.

The parking permit process is as follows:

1. Complete an application.
2. Submit a copy of the car registration.

Students are limited to one parking sticker. Due to limited parking spots, parking is restricted to vehicle displaying a valid parking sticker. Drivers of all other unauthorized vehicles will be subject to both parking fines and possible towing costs. Students are encouraged to carpool.

RESTRICTED LIST

Any student that has one very low grade due to no effort being put forth, or failing grade at mid-quarter and/or at the end of the quarter, will be placed on the restricted list for ten school days. This means that any student on this list will not be able to leave their classroom (except for extreme emergency) or study hall for any reason. At the end of ten days, all students will have the opportunity to have their teacher sign them off saying that they have improved their grade. If the student's grade has not improved, they will stay on the restricted list until the grade has been improved.

SCHOOL BUS SAFETY

Travel time on the school bus is an "extended part of the school day." Safety rules and regulations for school buses have been established by the State of Ohio and the Columbus City Schools. Students are expected to ride in their assigned seats AND take direction from the driver, the adult in charge. Students are not to participate in any unsafe behaviors or behaviors that may risk the safety of passengers or vehicles. The CCS Guide to Positive Student Behavior remains in effect while on a school bus and at bus stops. Students who violate school rules on a school bus or stops are subject to disciplinary action. Safety rules from the Transportation Department of the Columbus City Schools include:

- Students must ride assigned bus. No unauthorized passengers are allowed.
- Students must obey bus driver's instructions at all times.

- School buses are not permitted to stop longer than necessary to pick up students; therefore, school busses cannot wait for tardy students.
- Get on and off at assigned stop only.
- Transporting of animals, pets, or glass containers on bus is not allowed.
- Changing from seat to seat while the bus is in motion is not permitted.
- Excessive noise, loud talking, or laughter is not allowed.
- No noise or talking at railroad crossings and other danger points.
- Students may not extend any part of their bodies through bus windows.
- Spitting or throwing any object from windows is not allowed.
- Smoking, eating, drinking, and littering are not allowed.
- Students may not use profane language.
- Students must observe rules during crossing street when entering or exiting bus.
- Parents are responsible for any damage to the bus caused by their children.
- Any conduct which would endanger any passenger or driver or which could result in damage to the vehicle is not allowed.
- No radios or tape players are allowed on the bus.
- Gesturing to drivers/passengers and pedestrians is not allowed.
- Pupils must ride in assigned seats as determined by the bus driver's seating chart.

State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school bus.

SCHOOL FACILITIES/ACCESS

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the designated area of the activity as pre-arranged by the teacher/activity sponsor.

The following areas are open to students before the start of the school day at 7:30 a.m.

- Cafeteria
- Picnic Table Areas

Students are not permitted to wait in the hallways of any building on campus, or in the entrances and exits of the buildings. Before school, during breakfast, during lunch, after dismissal in the afternoon, unless involved in an activity that is directly supervised by a teacher, no student is permitted to be in an unsupervised area of the school. All students not directly involved in the activities must leave campus immediately. Any student engaged in any violation of this rule will be immediately suspended from the activity and brought before the administration and teacher for review and discipline action.

SKATEBOARDS

Skateboards are prohibited!

STUDENT ATTENDANCE REVIEW BOARD

STUDENTS WHO MISS 10 PERCENT, OR MORE (10 DAILY OR 5 BLOCK CLASSES) WILL LOSE CREDIT FOR THAT CLASS. TO HAVE THE CREDIT RESTORED, THE STUDENT MUST APPEAL TO THE SCHOOL ATTENDANCE REVIEW BOARD (SARB), RECEIVE A FAVORABLE RULING FROM THE BOARD AND RECEIVE A PASSING GRADE FOR THE CLASS FROM THE TEACHER. STUDENTS IN ATTENDANCE LESS THAN 90 PERCENT OF THE CLASS TIME WITH 10 DAILY OR 5 BLOCK UNEXCUSED ABSENCES, CANNOT APPEAL THE CLASS TO THE SARB.

The administrator in charge of attendance has the authority to grant exceptions to the attendance policy for excessive absences if there are extenuating circumstances. Absences for the following reasons will not be included in the absence total.

- A. While participating in a school-sponsored activity
- B. While on suspension
- C. Pre-arranged college visits (junior and senior only)

STUDENT FEES/FINES AND SUPPLIES

Several courses have fees associated with the course to cover supplies, uniforms, instruments, performances, etc. Students are obligated to make payment of these fees or purchases. For example, visual arts classes have an art fee; career programs have uniform and/or equipment costs. Specific questions about these courses and the financial obligations should be directed to a counselor or the teacher in charge of the course. All high school students are assessed a \$20.00 arts fee to contribute to the cost of visiting artists and/or a school-wide arts activity. The arts fee will help to cover the cost of bringing in artists-in-residence and/or provisions for master classes for our students from professionals in the industry.

STUDENT IDENTIFICATION CARDS

The Columbus City Schools issue student identification cards to all students in the school district. Students are required to keep visible (wear), and to produce the student I.D. card in order to verify student identity, for authorization to ride school buses, COTA buses or obtain school materials. Any student fraudulently using a school ID will result in discipline action and forfeiture of privileges of COTA.

STUDENTS' PERSONAL PROPERTY

Students are to employ good judgment and not leave personal items unattended. Students are provided a locker and should store personal items there for security. Students are discouraged from bringing valuable items, electronic devices, and large sums of money to school due to the fact that the school will not be responsible for lost or stolen items.

TARDINESS

If a student reports late to school he/she is to get a late slip from the office. If a student has been detained in the office or by another teacher, he/she should get

a pass signed by the person who detained him/her before going to his/her next class. Tardiness will result in a penalty. Refer to Discipline Plan.

TELEPHONES

The administrative office telephones are not for general student use. School office personnel will receive calls and deliver only messages of great importance. Phones in other offices and teacher areas are off-limits to students. Students may use the phone in the school office with a signed pass from a faculty/staff member in the event of an emergency. Cell phones or other electronic portable communications devices are prohibited.

TEXTBOOKS

Textbooks are loaned to students during the academic year. Frequently students leave books "lay around" which become misplaced or lost. Students are responsible for all materials issued. The school district can not afford to assume the cost of non-returned books/supplies. Teachers record student's name, book number, class period and condition of book. If textbooks are lost, stolen, or damaged, a pro-rated replacement charge will be made. School records are held until textbook debts are paid.

THEFT

Stealing will not be tolerated. Students found guilty could be subject to legal action. Never leave purses, books, personal property, etc., unattended. Bring only as much money to school as you need for that particular day. The school is not responsible for the replacement of personal property. Clothing and personal articles left in the dressing rooms should be kept in lockers. Fort Hayes assumes no responsibility for theft of or damage to private property.

TOURS

Students and parents of students who are considering Fort Hayes are encouraged to tour the campus and meet with a guidance counselor to discuss the curriculum. Parents should contact the High School Guidance Office to schedule an appointment.

TRANSPORTATION

The Transportation Department assigns all students to specific bus routes at the beginning of each school year. If a student moves during the year, the parent or guardian must contact the High School Office and provide the appropriate documentation of the new address. The office will request new route information from the Transportation Department and forward the information to the student and parent. If a student needs to ride a bus that is not his/her assigned route, they must present a note, signed by a parent or guardian (with a contact phone number), stating the date and reason for the temporary bus route change. The office will verify the information and issue a temporary bus pass which the student gives to the bus driver of the new route. Students should obtain the temporary pass at least one day in advance of the planned change. Students are expected to follow all school bus rules. Students who engage in

disruptive or unsafe behaviors on the bus may lose their transportation privileges. Students may use their student identification card to ride the COTA buses to and from school. Students who ride public transportation to and/or from school must plan to arrive on time and stay until the end of the school day.

TUTORING

Academic assistance is available to all Fort Hayes students who require remediation, intervention, or occasional help. Tutoring is available through adult volunteers, teachers, and Fort Hayes students. If tutoring is desired, please contact a teacher or counselor to arrange for help. Computers are also available to help students in the learning process and to facilitate class assignments.

VISITORS

To ensure a safe and orderly school day and reduce school day interruptions, visitors are expected to make advanced arrangements with school personnel. Visitors are requested to check-in at the high school office (Building 101) and obtain a visitor's badge. Unauthorized visitors are subject to being prosecuted for trespassing. Visitors of school age are not permitted during the school day without a parent, and arranged in advance. Parents and guardians are invited and urged to arrange a visit to the school at any time.

WEAPONS

No one may possess a dangerous weapon in school buildings, vehicles, or on the premises. According to State statute, anyone knowingly possessing a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. The Board defines a weapon as a gun, knife, razor, karate stick, metal knuckle, throwing star, chain, club, or any other object which, by the manner in which it was used or intended to be used, or by its appearance as a dangerous weapon, is capable of inflicting bodily harm, or is capable of being used to threaten, frighten, or intimidate. Articles designed for other purposes but used or intended to be used to inflict bodily harm or intimidate may be considered dangerous weapons. Such articles include, but are not limited to, belts, combs, pencils, files, compasses, scissors, X-ACTO knives, and aerosol spray containers. Disciplinary measures taken will be initiated by the building principal and will include referral to the Board of Education for expulsion.

WITHDRAWAL/TRANSFERS

Student mobility within the district is carefully controlled. A student who enrolls at Fort Hayes has a commitment for the school year. During January-February, all students have access to the School Choice process and must make application to enroll in another CCS school for the following year. Students who are moving from the school district need to notify the guidance counselor and complete the following procedures.

1. Written notification from the student's parent/guardian must be presented to the guidance counselor before the withdrawal/transfer process can

begin. The parent/guardian needs to accompany the student and complete the withdrawal forms.

2. Following completion of the withdrawal forms, each teacher must "sign-off" to indicate the student's grade and attendance to date, the return of all school books and property, and the payment of all fees and debts.
3. The completed forms are to be returned to the records secretary or counselor of the school. School records will not be forwarded to the new school until ALL debts and obligations have been paid.

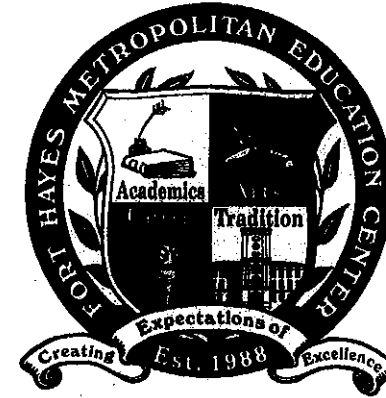
ZERO TOLERANCE

Fort Hayes maintains "Zero Tolerance" of violence, weapons, flagrant behaviors, criminal acts, and gang-related activities. Maximum penalties (10-day suspensions or expulsions) will be administered. Violent offenders and violators of the law are subject to arrest.



FORT HAYES METROPOLITAN EDUCATION CENTER SCHOOL-WIDE DISCIPLINE PLAN

| TARDY POLICY | CLASS CUTTING POLICY |
|---|---|
| <p>STEP 1: 1ST TARDY:</p> <ul style="list-style-type: none"> • Teacher gives verbal warning and reminds student of the Tardy Policy. <p>STEP 2: 2ND TARDY:</p> <ul style="list-style-type: none"> • Teachers gives verbal warning to student and contacts parent within 48 hours. • Teacher assigns student to Intervention Workshop. • Teacher may also assign lunch detention, if so desired. <p>STEP 3: 3RD TARDY AND BEYOND</p> <p>Teacher fills out an Office Referral (190) and documents the two previous interventions on the referral.</p> | <p>STEP 1: 1ST CUT</p> <ul style="list-style-type: none"> • Teacher submits Office Referral Form (190) before the next time the student has the class, i.e., 48 hours (Teacher includes "Recommend Intervention Workshop" on the form). • Teacher calls parent to notify them of the cut and writes this on the line under "Previous Corrective Measures" on the Office Referral Form. <p>STEP 2: ALL SUBSEQUENT CUTS</p> <ul style="list-style-type: none"> • Teacher writes the Office Referral listing the "Previous Corrective Measures": • Repeated behavior, parent conference, Office Referral, intervention workshop. |
| <p style="text-align: center;">INSUBORDINATION</p> <p>Refusal to follow directions. May include verbal abuse from a student to a teacher.</p> <p>STEP 1</p> <ul style="list-style-type: none"> • Teacher conferences with student, one-on-one. <p>STEP 2</p> <ul style="list-style-type: none"> • Teacher writes Office Referral with documented intervention. • Teacher calls home within 24 hours. • Student does not return to the class the same period. • Student is assigned Intervention Workshop. <p>STEP 3</p> <p>Teacher writes office Referral with documented intervention</p> | <p style="text-align: center;">CLASS DISRUPTION</p> <p>Any behavior which impedes the learning process of other students:</p> <p>STEP 1: 1ST DISRUPTION</p> <ul style="list-style-type: none"> • Teacher redirects student and reminds him/her of the class disruption policy. <p>STEP 2: 2ND DISRUPTION</p> <ul style="list-style-type: none"> • Teacher conferences with student one-on-one, i.e., hallway, or at desk. <p>STEP 3: 3RD DISRUPTION (could be on the same day or consecutive days)</p> <ul style="list-style-type: none"> • Teacher makes phone conference to parent within 24 hours. <p>STEP 4: 4TH DISRUPTION</p> <ul style="list-style-type: none"> • Teacher writes Office Referral, documenting previous intervention. • Student is assigned Intervention Workshop. <p>STEP 5: SUBSEQUENT DISRUPTIONS</p> <p>Teacher writes Office Referral, documenting previous intervention.</p> |
| <p style="text-align: center;">ELECTRONIC DEVICES</p> <p>CELL PHONES</p> <ul style="list-style-type: none"> • If we see or hear them, we take them. Students' cell phones may not be visible or audible. • Teachers will get the phone processed and to Mr. Ruffin at their earliest convenience. <p>STEP 1: FIRST OFFENSE</p> <ul style="list-style-type: none"> • Student may retrieve the cell phone from Mr. Ruffin after processing. <p>STEP 2: SECOND OFFENSE</p> <ul style="list-style-type: none"> • Parents may pick up the cell phone/electronic device from Mr. Ruffin after processing. <p>STEP 3: THIRD OFFENSE</p> <ul style="list-style-type: none"> • Student may get the cell phone/electronic device at the end of the school year. <p style="text-align: center;">**FAILURE TO RELINQUISH DEVICE WHEN REQUESTED WILL RESULT IN STEPS FOR INSUBORDINATION.**</p> | <p style="text-align: center;">EXTREME CLASS DISRUPTION/INSUBORDINATION:</p> <p>The RED EMERGENCY PASS will be used in only the direst of circumstances. An extremely disruptive student must leave the class, go to Mr. Ruffin's office, and wait. This student will not return to class the same day. A call will be made to the principal's office to advise of the student's expected arrival with the RED PASS. An Office Referral will follow as soon as possible.</p> |



THE FORT HAYES MISSION STATEMENT

**The Fort Hayes Metropolitan Education
Center's mission is
to create expectations of excellence
within students through
challenging and collaborative learning,
by blending the arts, academics,
and career programs.**