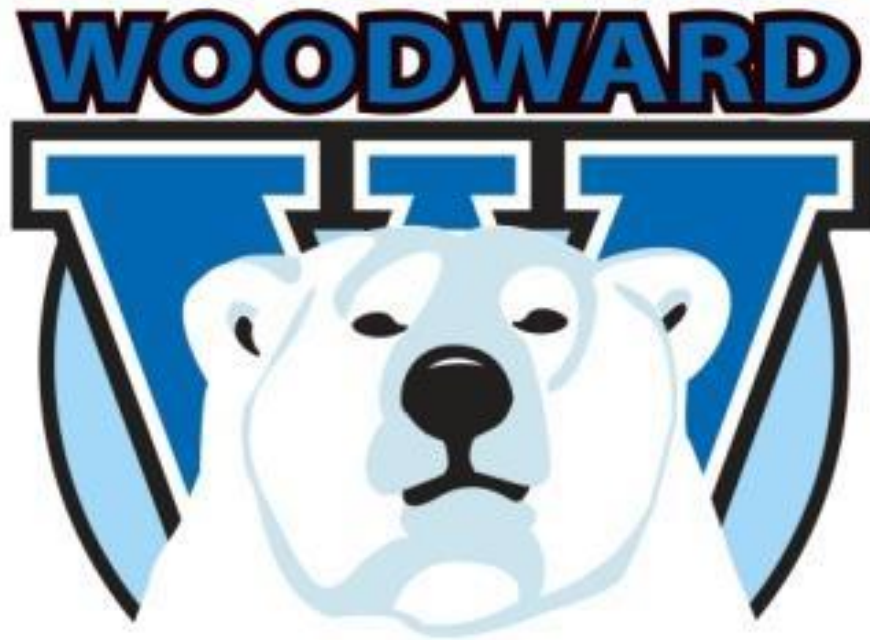


# Woodward High School



## STUDENT HANDBOOK And Planner



HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Student Handbook and have read the Attendance Procedures, Dress Code Policy, Discipline Code, Electronic Device Policy, and Military Opt Out Policy.

Parents should inform the school of changes in residence, custody and home phone, work, and emergency telephone numbers.

SECOND PERIOD TEACHER \_\_\_\_\_

STUDENT NAME (PRINT) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/ GUARDIAN SIGNATURE \_\_\_\_\_

TEXT NUMBER FOR TEXT BLASTS AND ATTENDANCE INCENTIVES \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR SECOND PERIOD TEACHER THE FIRST WEEK OF SCHOOL.**

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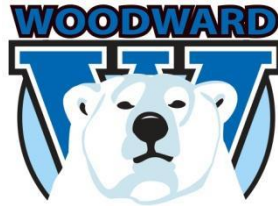
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\*Information in this handbook is subject to change. Please stay updated on current Toledo Public Schools Board of Education policies at <http://www.boarddocs.com/oh/tps/Board.nsf/Public>; and current news and information at <http://www.tps.org>.

## WOODWARD MISSION STATEMENT

The mission of Woodward High School is to create productive citizens for a successful tomorrow.



## ALMA MATER

Alma Mater Woodward High School  
Colors white and blue  
Polar Bear we claim as mascot  
Proud we are of you.  
Lift our colors to the heavens  
Let them wave on high.  
Hail to thee, our Alma Mater  
Hail to Woodward High.

## WELCOME

*Welcome to Woodward High School, Home of the Polar Bears.*

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

## Toledo Public Schools Mission and Vision:

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

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

## Toledo Public Schools Core Commitments:

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

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

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

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

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

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

**DIRECTORY**

	<b>Location</b>	<b>Telephone Numbers</b>
Athletic Office	Room 1415	(419) 671-6100
Attendance Office/Deans Office	Room 1320	(419) 671-6001
Attendance Office Recorder	Room 1320	(419) 671-6001
Cafeteria	Room 2407	(419) 671-6098
Counselors/Records Office	Guidance Office Room 1201N	(419) 671-6002
Curriculum Office	Main Office Room 1201B	(419) 671- 6000
East Toledo Pupil Personnel Center	DeVilbiss High School 3281 Upton Avenue~Room 1196	(419) 671- 8924
Library Media Center	Room 1202	(419) 671-6000
Main Office	Room 1201	(419) 671-6000
Northeast Toledo School Assistance Center	Room130, Career Center	(419) 671-8900
North Toledo Pupil Personnel Center	Start High School 2010 Tremainsville Road ~ Room 143	(419) 671-8907
Nurse	Room 1321	(419) 671-6078 OR 6070
TPS Pupil Placement Services	Thurgood Marshall Building 420 East Manhattan Boulevard ~ Room 211	(419) 671-8229

**ACADEMIC RECOGNITION**

Students are recognized for their academic achievement each May at the Academic Banquet and Awards Program. In order to be recognized, students must maintain a cumulative 3.2 grade point average determined after First Semester grades are earned and grade point averages calculated.

The following awards are presented annually:

First Year Letter	Second Year Pin
Third Year Pin	Fourth Year Pin

**ACCIDENTS**

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

**ACTIVISM**

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

**ACTIVITIES**

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

**ADVERTISING**

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

**AFTER SCHOOL DETENTION**

Any student may be kept after school, by any staff member, for unacceptable behavior in the classroom. Staff members may assign 15-minute to 30 minute detentions to students exhibiting unacceptable behavior in the classroom. Staff members will give students a 24-hour notice in order for the student to make arrangements at home. Students failing to attend staff members' detentions or failing to comply with staff members' requests will be referred to the Dean of Students for appropriate action including, but, not limited to, a 30-minute after-school detention which will be held Monday through Friday from 2:45-3:15 p.m.

**ANNOUNCEMENTS**

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

**ANNOUNCEMENTS WILL BE MADE AT 8:45 AM.  
IF NEEDED, ANNOUNCEMENTS WILL BE MADE AT THE END OF THE DAY AT APPROXIMATELY 2:35 PM.**

**ATHLETICS**

For information concerning Athletics, please contact the Athletic Director in the Athletic Office that is located behind the gymnasium. The Athletic Office telephone number is 419.671-6100. Currently, Woodward has athletic programs in the following sports:

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

**ATHLETIC ELIGIBILITY**

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

**ATHLETIC ELIGIBILITY 2015-2016 SCHOOL YEAR**

1. Student must pass 5 one-unit credit hours (Mathematics, English, etc.). Physical Education (P.E.) does **not** count as one of the units of credit. **This is the Ohio High School Athletic Association rule ~ NO EXCEPTIONS!**
2. Student must have a previous quarter G.P.A. of 1.7 or above. However, if a student has a G.P.A. between 1.0 and 1.7, that student must apply to the Athletic Director for academic probation. While on Academic Probation, the student may continue to participate in interscholastic extracurricular activities if the student regularly attends before or after school tutoring a minimum of 3 times a week, has 95% or better attendance, and has no Disciplinary Referrals. If the previous quarterly grade point average is below a 1.0, the student is ineligible. **NOTE:** Summer School may enhance a student's grade point average, but is not considered a grading period. Summer School does **not** count towards the 5 units of athletic eligibility.
3. Entering freshmen, in order to compete in fall sports, must pass at least 75% of their 4<sup>th</sup> Quarter grades during 8<sup>th</sup> grade year. For example, if a student has 7 classes or 8 classes, the student must pass *at least* 6 of the classes (not including Physical Education) to be eligible. Also, each individual coach may set stricter qualifications for his or her team. The rest of the year, freshmen adhere to the same rules as upperclassmen.
4. Student athletes assigned to the Behavior Intervention Class (BIC) remain isolated from **all** normal school activities including assemblies, participation in all school events and practice; including those scheduled after 2:45 PM/3:37 PM Late Bird. **Therefore, if a student-athlete is in BIC, he/she will not be allowed to practice or play until the day they resume their normal schedule.**

**ATTENDANCE**

The recent enactment of the Missing Child Law has added more importance to the need for good communication between the home and the school in regard to school attendance. If a student is going to be absent, parents/guardians should call the school the morning of the absence and also have a written note or documentation for days absent to give to the first hour teacher. The student's parent/guardian should call the Attendance Office Recorder at 419.671.6001 to report his/her child's/ absence from school. When leaving a message on the Recorder, please state clearly your full name, the full name of your child, the date, and the reason for the child being absent from school. **A call to the Attendance Office in the morning before school is very important and also the documentation for days absent is also very important. Please help us ensure your child's safety.**

**ATTENDANCE/GRADES**

Students who are absent six (6) class periods in one quarter may have their grade reduced one (1) letter grade. Students who are absent eight (8) or more class periods in a quarter grading period will receive an "F-" for the quarter. Suspension days: OUT-OF-SCHOOL will count as days absent from class; IN-SCHOOL (BIC) will not count as days absent as long as assignments are completed. Class time missed due to school-sanctioned meetings and programs will not be charged to the student's attendance if the appropriate permission forms have been signed and submitted prior to the school-sanctioned meeting or program. However, the student *is* responsible for class assignments and work missed.



**BEHAVIOR INTERVENTION CLASS (BIC)**

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

**BELL SCHEDULE**

School starts promptly at 8:00 AM and all students are expected to be in their First Hour Classes on time, prepared, and ready to complete all assignments. The TPS 2013-2014 Regular Daily High School Bell Schedule can be found on the next page. The Two-Hour Delay Bell Schedule, utilized when there is a delayed start due to inclement weather or staff development, can also be found in this Agenda/Planner. At Woodward High School, there are consequences for students who fail to abide by the attendance expectations and those consequences are explained in this Student Agenda/Planner.

**REGULAR SCHOOL DAY BELL SCHEDULE 2014-2015**

STUDENTS ENTER THE BUILDING	7:30 AM
FIRST WARNING BELL FOR 1 <sup>ST</sup> HOUR	7:45 AM
SECOND WARNING BELL FOR 1 <sup>ST</sup> HOUR	7:55 AM
1 <sup>ST</sup> HOUR BEGINS	8:00 AM
1 <sup>ST</sup> HOUR ENDS	8:50 AM
2 <sup>ND</sup> HOUR BEGINS	8:55 AM
2 <sup>ND</sup> HOUR ENDS	9:42 AM
3 <sup>RD</sup> HOUR BEGINS	9:47 AM
3 <sup>RD</sup> HOUR ENDS	10:34 AM
4 <sup>TH</sup> HOUR BEGINS	10:39 AM
4 <sup>TH</sup> HOUR ENDS	12:09 PM
LUNCH A	10:39-11:09 AM
LUNCH B	11:09-11:39 AM
LUNCH C	11:39 AM-12:09 PM
5 <sup>TH</sup> HOUR BEGINS	12:14 PM
5 <sup>TH</sup> HOUR ENDS	1:01 PM
6 <sup>TH</sup> HOUR BEGINS	1:06 PM
6 <sup>TH</sup> HOUR ENDS	1:53 PM
7 <sup>TH</sup> HOUR BEGINS	1:58 PM
7 <sup>TH</sup> HOUR ENDS	2:45 PM
LATE BIRD BEINGS	2:50 PM
LATE BIRD ENDS	3:37 PM

**BUILDING PERMITS—NON-MEDICAL APPOINTMENTS**

Students who leave the building during regular school hours (8:00 AM–2:45 PM/Late Bird 3:37 PM) MUST have a Building Permit and they must sign out in the Attendance Office before the school day begins (no later than 7:50 AM). Building Permits are issued by the Attendance Office for all appointments that are not medical in nature. Building Permits issued for medical appointments are issued by the School Nurse (and only by the School Nurse or the Nurse's Assistant). **Please do not ask your student to leave the school building without a Building Permit.** A student must bring in a written note signed by a parent/guardian with telephone number in order to have the Building Permit issued. A parent/guardian (with proper photo identification) must come into the building to get the student who has been issued the Building Permit. **A note of verification (on appropriate letterhead stationery from a non-medical professional), should come back to school with the student in order for the absence to be excused. Students returning to the building within the same school day must sign back in at the Attendance Office.** Immediately upon arriving back to the building, the student should report to the Attendance Office. Students who leave the school building without a Building Permit are listed as truant and may be issued demerits. **Parents/Guardians and students are encouraged to make appointments AFTER the conclusion of the school day.**

**BUILDING PERMITS - MEDICAL APPOINTMENTS**

**Students and their parents/guardians are urged to make doctor/dental appointments after the conclusion of the school day.** When this is not possible, the student **must** bring a written request signed by a parent/guardian to the Nurse's Office, Room 1321, *before the actual school day begins (no later than 7:50 AM).* The request **must** contain student's full name, parent/guardian name, and telephone number where the

parent/guardian can be reached, date and time of appointment, doctor/dentist's name, and the time that the student is to be dismissed from school. A Building Permit will then be issued. Someone from the Nurse's Office will call to verify the appointment. This Building Permit becomes the student's responsibility and will **not** be reissued if lost. **The student must bring back a note of verification (on appropriate letterhead stationery from physician, dentist, etc.) in order for the absence to be excused. Students returning to the building on the same school day must sign back in at the Nurse's Office, Room 1321.**

## **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 Woodward High School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Students and staff of Woodward High School have been educated on the Anti-Bullying Policy and fully understand the consequences of bullying behavior. Students may refer a bullying incident anonymously through their Counselor or Dean. Teachers and other school staff must file a written incident report when they witness an act of bullying. Bully forms are located in the Main Office, Guidance Office, and the Attendance Office for students to submit concerns. The referrals are thoroughly investigated by a counselor, dean, and/or administrator *and* appropriate action is taken.

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

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

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

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

## **BUS CONDUCT**

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

## **CAMPUS PROTECTION OFFICERS**

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

## **CHEATING**

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

## **CHECK-IN PROCEDURES:**

### **WHEN STUDENT ARRIVES TO SCHOOL AFTER 8:00 AM**

**If a student arrives to school after the 8:00 AM First Hour Bell has rung, and before 8:50 AM, the student MUST report to the cafeteria.** A student who brings in a note on official letterhead stationery from a doctor, dentist, or legal/professional advisor that is dated and signed properly with his/her name on it must report to the attendance office. The Attendance Secretary will write a note to the First Hour Teacher stating that the student is tardy but NOT in Hall Sweep and send the student to his/her First Hour class.

**If a student arrives to school after 8:50 AM, the student must report directly to the Attendance Office where the Attendance Secretary will have the student sign in.** Accurate attendance records are impossible to maintain if a student does not follow this procedure. **Failure to properly check-in will result in disciplinary action taken by the Attendance Office.**

In order to graduate from Woodward High School, a student must earn 21 units of credit. In order for a student to advance to the next grade level, the student must take *and* pass classes to earn credits. To be a **Sophomore**, the student must earn **5 units of credit**, to be a **Junior**, the student must earn

**10 units of credit**, and to be a **Senior**, the student must earn **16 units of credit**. Please refer to the **GRADUATION REQUIREMENTS** segment of this publication.

**CLOSED CAMPUS**

Woodward High School, as well as all other high schools in the Toledo Public Schools district, maintains a closed campus. This means that no student, unless he or she has a Building Permit, is permitted to leave the building during assigned classes and during special programs. **The Lunch Period is considered an assigned class that is “held” in the Cafeteria and no one is to leave the building without a Building Permit. No outside food is to be brought in for any student during the school day.**

**CO-CURRICULAR ACTIVITIES**

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

**COLLEGE/UNIVERSITY/MILITARY VISITS**

A student enrolled at Woodward High School is permitted to take **a total of three (3) academic days** to visit a college, university, and/or a branch of the military service, **during their junior and senior years** of high school. **College/University/Military Visit Permission Forms** are available in the Attendance and Counselors’ Offices. In order to receive an excused absence for the day(s) missed, the student must return to school with written verification of the visit from the College Admissions Office or the Recruiting Office, on official stationery. Proper written verification should be taken to the Attendance Office for authorization and to receive a Pink Slip. If verification is not submitted using the proper format, the day(s) absent will be unexcused. Questions/Concerns should be directed to the student’s counselor prior to the visit.

**COUNSELOR APPOINTMENTS**

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

A-J	Mrs.Sarah Ramirez	Guidance Office
K-Z	Mrs. Sally Thornton	Guidance Office

**COURSE SYLLABUS**

Within the first days of class at the beginning of the school year or semester (for semester classes), the teacher will issue two copies of the Course Syllabus to each student. The student will read the Syllabus, have his/her parent/guardian read and sign the Syllabus, and return one copy of the Syllabus to the teacher. The teacher will keep the signed copy; the second copy of the Syllabus should be kept at home for reference. Each Course Syllabus will include the following:

- Course Objective(s)
- Name of Teacher
- Evaluation Method(s) used to determine grades
- Requirements: Attendance/Grade Statement and any special items -  
(workbook, diary, equipment, fees, etc.)
- Classroom Management Policies

**CREDIT RECOVERY/PLATO**

Units of credit required for high school graduation can be earned through PLATO Credit Recovery, an on-line program used both during as well as after school held at Woodward High School. After school hours will be Monday-Friday from 2:50-3:45 PM in core subject classrooms. Students and/or Parents/Guardians should discuss this cost free credit recovery opportunity with the student’s appropriate guidance counselor, who will add it as an 8<sup>th</sup> hour to their schedule. Students who have fallen off-track for graduation on time should see their counselor about during school hours.

**DANCES**

All school policies are followed at dances and infractions will be dealt with in the usual manner. Dances are typically held from 7:00 PM until 10:00 PM in the cafeteria. Any student leaving a dance will **not** be readmitted. All dances are "drug free" and if a student is thought to be "under the influence," his/her parents will be notified. **A current photo ID is required by all students.** Guests, who attend schools other than Woodward must be pre-registered with the Attendance Office prior to the event according to the stated policy and also have a photo ID. The Assistant Principal/Pupil Personnel reserves the right to admit participants. In all cases, attendance and behavior are considered. Copies of the **Guest Application to Attend a School-Sponsored Dance** are available prior to the dances in the Guidance/Records Office.

**DEAD WEEK POLICY**

For years, the staff of Woodward High School has cooperatively agreed to abide by a “Dead Week” Policy. A Dead Week reflects the last week of a grading period and all students are expected to be in class. That is during Dead Week, no on-school time activity [pull out program, field trip, etc.] will be scheduled between the hours of 8:00 AM and 2:45 PM/3:37 PM Late Bird Students. The Woodward Staff asks parents/guardians and all other agency representatives to refrain from requesting classroom interruptions during these designated weeks. Complete cooperation is appreciated.

**DEANS OF STUDENTS**

At Woodward High School, there are two Deans of Students assigned to take care of student discipline problems. The Deans Offices are located on the First Floor within the Attendance Office in Room 1320. Deans are assigned to students by the first letter of the students' last names. The Deans of Students at Woodward are:

A-J	Mrs. Denise Wiczynski-Huddleston
K-Z	Mr. Aaron Kaun

**DISCIPLINE**

A specific TPS Code of Discipline is posted in the administrative offices. Disruptive behavior, physical or verbal, will **not** be tolerated. Students may be subject to after school detention, BIC, Suspension, Expulsion, or other school discipline for misconduct, including use or possession of alcoholic beverages or illegal drugs or chemicals in school buildings or on school grounds, missing class, truancy, leaving the school building without written permission, fighting, bullying, gambling, theft, harassment, breaking and entering, vandalism, cheating, profanity, and public display of affection. Students shall comply with the law at all times during their attendance at school, school functions, and while on the school grounds. **Eighteen-year-old students follow the same policies.**

**DISCIPLINE CODE****TARDINESS – HOURS 2 Through 7/Late Bird**

4 Times – 1 <sup>st</sup> Offense	After School Detention
8 Times – 2 <sup>nd</sup> Offense	1 Day BIC
12 Times – 3 <sup>rd</sup> Offense	2 Days BIC **
16 Times – 4 <sup>th</sup> Offense	3 Days BIC **

Possible out of school suspension

**\*Hall Sweeps should never be included in this formula for tardiness.**

**\*\*Educational Planning Conference with Assistant Principal/Pupil Personnel.**

**DISCIPLINARY REFERRALS**

Staff members who have problems or concerns with a student may send a Disciplinary Referral to the Dean of Students. The staff member must complete the top portion of the Referral in its entirety, filling in all appropriate information. If necessary, the staff member can request that a CPO deliver the Referral and/or the student to the Dean by calling the Attendance Office. The Dean of Students will return a copy of the Referral to the staff member with a disposition and/or recommendation.

**FOR VIOLATING SCHOOL RULES-**

Assault on staff member	Intent to Expel (Police Report)
Assault on student	Intent to Expel (Police Report)
Bullying	1-3-5-10 days/Intent to Expel
Cheating/Plagiarism, etc.	1-3-5-10 days (0 grade for assignment)
Disorderly Conduct	1-3-5-10 days
Failure to Follow Directions	1-3 days
Fighting	10 days
Forgery (on school forms)	3-5-10 days
Hazing	1 to 10 days
Leaving building without permission	6 demerits/warning 2 <sup>nd</sup> time 1-3 days
Other Good and Just Cause	1-3-5-10 days
Possession of drugs, alcohol	Intent to Expel (Police Report)
Possession of stolen property (monetary restitution by student)	3-5-10 days (Police Report)
Profanity/obscenities	1-3-5 days
Profanity/obscenities (to staff)	3 days
Public Display of Affection	1-10 days
Sexual Harassment	1-10 days (Police Report)
Smoking	3 days
Theft	1-10 days (Police Report)
Threatening	1-10 days (Police Report)
Under the Influence (drugs/alcohol)	3 days/Intent to Expel (Police Report)
Vandalism (minor-major) (monetary restitution by student)	1-10 days Intent (Police Report)

Weapons

Intent to Expel  
(Police Report)

**DISTANCE LEARNING**

Beginning in August 2011, the TPS District began offering courses via Distance Learning. Distance Learning Labs have been installed in each comprehensive high school.. Each Lab is equipped with the latest technology which enables teachers and students to interact remotely. Students are able to enroll in classes that may not be taught at their home schools. Course offerings include Advanced Placement (AP) and honors classes., Students are encouraged to pursue Distance Learning options with their Guidance Counselors.

**DRESS CODE ~ DISTRICT-WIDE**

Student, parents/guardians, and staff members should be aware of the fact that the 2014-2015 DISTRICT-WIDE HIGH SCHOOL DRESS CODE *and* the WOODWARD HIGH SCHOOL DRESS CODE are being implemented for all students at Woodward High School beginning the first day of school, Tuesday, August 26, 2014, 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. For your reference, please refer to the ***DISTRICT-WIDE HIGH SCHOOL DRESS CODE*** that appear on the following pages. “The Board believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. TPS is committed to instill and maintain a high standard of student dress that will prepare our students for future real world opportunities. Furthermore, the goal of the TPS Dress Code is to ensure safety and limit the amount of disruption to the educational environment.” *Policy JFCA (Revised 2013).*

**2015-2016**  
**DISTRICT-WIDE HIGH SCHOOL DRESS CODE**

**Please insert 2015-16 dress code here**

ITEM	NO FINANCIAL ASSISTANCE AVAILABLE		
<p align="center"><b>TOPS</b> No hooded clothing or sweatshirts of ANY kind. All tops must be long enough to tuck into pants. <i>*Tops must be tucked in.*</i></p>			
<p align="center"><b>BOTTOMS</b></p>			
<p>No jeans or sweat suits for either males or females.  Pants must be at waist.</p>			
<p align="center"><b>SWEATERS</b> No Hoods</p>			
<p align="center"><b>SOCKS</b></p>			
<p align="center"><b>SHOES/BOOTS/ATHLET/TENNIS SHOES</b> No Patterns or Designs on any shoes</p>			
<p align="center"><b>BELTS</b></p>			

<b>TIES</b>			
<b>PHYSICAL EDUCATION CLASSES</b>			

**DRESS CODE ~ CALVIN M. WOODWARD HIGH SCHOOL**

The WOODWARD Dress Code reflects the goal to promote school and individual pride by maintaining a safe, healthy, and appropriate educational setting. As stated previously, the TPS Dress Code and the Waite Dress Code are implemented on the first day of school.

**DRESS AND APPEARANCE**

1. All students attending Woodward will abide by the Toledo Public Schools DISTRICT-WIDE DRESS CODE *and* the Woodward Dress Code.
2. Students with inappropriate clothing and/or appearance will be issued a Disciplinary Referral for a Dress Code Violation and sent to their Deans. First time violators of the Dress Code will review the Dress Code Policy with the Dean, be given a warning, sign a Dress Code Violator Notification, and change their clothes to correct the violation. The Notification will be sent to the parent/guardian. Additional violations will result in more serious consequences.
3. In addition to the information regarding TOPS, BOTTOMS, SOCKS, SWEATERS, SHOES, ATHLETIC/TENNIS SHOES, BELTS, and TIES:
  - a. Hats, ball caps, headbands, and all other head coverings (scarves, wraps, bandanas, etc.) must be removed during the school day.
  - b. See-through clothing, halter tops, spaghetti straps, tank tops, and athletic tees are prohibited. Shoulders must be covered.
  - c. Clothing that does not cover the body's midsection is not acceptable.
  - d. Hemlines (dresses, shorts, skirts) must be knee length.
  - e. Plunging necklines, sagging pants, and/or clothing with holes will not be permitted. Spandex shorts, capris, and pants (including yoga pants) are not acceptable. Pant legs should never be bound at the ankles.
  - f. Winter jackets and/or clothing deemed outerwear are not to be worn during the school day and must be kept in lockers from 8:00 AM until 2:45 PM/3:37 PM Late Bird Students.
  - g. Clothing and/or tattoos with sexual content or bearing obscene, profane, pro-drug, and/or pro-alcohol content are not permitted.
  - h. Makeup that is inappropriate and that is distracting/disruptive to the educational process will not be permitted.
  - i. Inappropriate jewelry (such as chains, dog collars, items with spikes, etc.) is prohibited.
  - j. Sunglasses, curlers/rollers, and/or hairnets are not permitted.
  - k. All large/oversize purses, tote bags, book bags, backpacks, drawstring gym sacks, and drawstring bags must be in the student's locker between 8:00 AM and 2:45 PM/3:37 PM Late Bird Students. During school hours, these items are not permitted to be carried anywhere in the building (including the Field House, Cafeteria, Auditorium, etc.).
  - l. Students are encouraged to leave all electronic devices at home. However, the personal use of any electronic device during school hours is only permissible between classes and during a student's lunch hour. Toledo Public Schools is not responsible for lost, damaged, or stolen devices.
4. Students are permitted to wear Woodward themed shirts each school day as long as the solid colored shirt worn underneath is dress code compliant (i.e. collared, mock, and turtle neck). In accordance with the established Toledo Public School Policy (File: JFCA-R), a student shall not wear any clothing, jewelry, insignia, or other items that identifies support of a gang. Students are encouraged to leave expensive clothing that might be stored in a locker at home. Students, parents/guardians, and staff members should note that during the school year, the Building Principal has the authority to declare spirit and/or theme days. For these special occasions, students will be permitted to wear appropriate school spirit attire and/or other articles of clothing supporting predetermined themes. At all times, common sense must always prevail! **When appropriate, After-School Detentions, BIC, Saturday School Detention, Suspension, and/or Expulsions, will be issued.**

**SCHOOL DRESS CODE**

**VIOLATION PROCEDURES AND CONSEQUENCES**

Woodward students' dress code will be checked at the door before they enter the building. The student will be required to be in compliance before entering the building. If at some time during the day, a student is no longer in compliance, a staff member writes a Disciplinary Referral placing an X on the line denoting Dress Code Violation and sends the student, with Referral, to the appropriate Dean of Students who will call the home. If there is no answer, the student will go to BIC for the remainder of the day. If the student refuses, they will be suspended.

**EARLY HIGH SCHOOL OPPORTUNITY/LATE BIRD CLASSES**

Early High School Opportunity [EHSO]/Late Bird Classes was an initiative implemented in all Toledo Public Schools in August 2011. EHSO offers an opportunity for students in the 7<sup>th</sup> and 8<sup>th</sup> grade to take high school credit classes at their future high school. Students from Spring, Ottawa River, Chase, Sherman, Riverside, Leverette, and Edgewater Elementary Schools are currently enrolled in Woodward campus classes. The courses meet the Ohio Department of Education standards for graduation and are taught by teachers with high school licensures and credentials. These courses offer students more challenging academic opportunities, and will allow them to progress to upper level courses once enrolled in the high school. Students who earn a grade of "C" or better at the semester will receive high school credit for their efforts. To learn more about EHSO please contact the appropriate Elementary School Counselor and the High School Assistant Principal/Curriculum and Instruction.

**EARLY RISER MUSIC PROGRAM**

The Early Riser Music Program was a new initiative implemented in all Toledo Public Schools in September of 2012. The Program offers Band, Choir, and Orchestra classes at the high school to students in grades 5-8. Students from Spring, Ottawa River, Chase, Sherman, Riverside, Leverette, and

Edgewater Elementary Schools may enroll in classes taught by high school Band and Orchestra teachers. The students attend classes before the beginning of the elementary school day and are transported by yellow buses to/from their elementary school. The students perform in musical concerts throughout the school year. To learn more about the Early Risers Music Program please contact the appropriate Elementary School Principal and the High School Assistant Principal/Curriculum and Instruction.

**PUPIL PERSONNEL CENTER**

The East Toledo Pupil Personnel Center is located at DeVilbiss High School, 3281 Upton Avenue in Room 1196. The Supervisor of the Center acts as a designee for the Superintendent of Schools in matters of attendance, discipline, custody matters, and out-of-district placement. Referral to this Office may place the student and/or the parent/guardian one step closer to court action. This Office can be reached by calling 419.671.8924.

**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.** If a student uses an electronic device during the school day any other time than what has been previously listed, the following consequences will be in effect:

**ELECTRONIC DEVICES CONSEQUENCE(S)**

**FIRST OFFENSE** Electronic device is confiscated and student can pick up the device at the end of the school day in the Attendance Office Room 120. Student will be issued 3 demerits by the Dean of Students for failure to follow directions.

**SECOND OFFENSE** Electronic device is confiscated and parent/guardian can pick up the device at 2:45 p.m. the following school day in the Attendance Office Room 120. A photo ID is required. Student will be issued 6 demerits by the Dean of Students for failure to follow directions and repeated violations.

**THIRD OFFENSE** Electronic device is confiscated and student will be issued one (1) day of In-School Suspension (BIC) by the Dean of Students. Parent/guardian may pick up the device at 2:45 p.m. in the Attendance Office Room 120 **after** the BIC assignment is served by student. A photo ID is required.

**ADDITIONAL OFFENSES** Electronic device is confiscated and student will be issued one (1) day Out of School Suspension by the Dean of Students. Parent/guardian may pick up the device at 2:45 p.m. in the Attendance Office Room 120 **after** the Out of School Suspension is served by student. A photo ID is required. In addition, student will be barred from bringing **ANY** electronic device for the remainder of the school year.

**EMERGENCY MEDICAL AUTHORIZATION**

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

**EXAMINATION EXEMPTION POLICY**

Good attendance is a prerequisite to success. The administration, faculty, and staff at Woodward High School strive to encourage success for each student. A Semester Examination Exemption Policy is in place to promote good attendance. Sophomores, Juniors, and Seniors may take advantage of this Policy both First and Second Semesters if they qualify. **BIC equals an absence.**

Any student who maintains the following criteria in a class may exempt the exam for that class:

- 1 The student must earn a grade of "A" or higher in each quarter of the class.
- 2 The student must have no more than 2 absences during the semester. Approved field trips do not count as absences.
- 3 The student may have no more than three tardies to class per quarter.
- 4 The student may not exempt a "performance" portion of any exam. This includes required band, orchestra or choir concerts which are required as a portion of the class exam grade.

The schedule for exemption is as follows:

- Freshmen ~ can exempt from two examinations both Semesters
- Sophomores ~ can exempt from two examinations both Semesters
- Juniors ~ can exempt from four examinations both Semesters
- Seniors ~ can exempt from four examinations both Semesters

**In order for an Examination Exemption Application to be considered, the entire Application must be filled out completely and correctly (this includes ALL signatures!), and it must be submitted on or before the established deadline to the appropriate individual/office.**

**SEMESTER EXAMINATION SCHEDULE**

**DAY ONE (ADJUSTED SCHEDULE)**

1 <sup>st</sup> HOUR	8:00 AM-8:39 AM	39 MINUTES
2 <sup>nd</sup> HOUR	8:44 AM-9:23 AM	39 MINUTES
3 <sup>rd</sup> HOUR	9:28 AM-10:07 AM	39 MINUTES
4 <sup>th</sup> HOUR	10:12 AM-11:42 AM	90 MINUTES
A LUNCH	10:12 AM-10:42 AM	
B LUNCH	10:42 AM-11:12 AM	

	C LUNCH	11:12 AM-11:42 AM	
5 <sup>th</sup> HOUR		11:47 AM-12:26 PM	39 MINUTES
6 <sup>th</sup> HOUR		12:31 PM-1:10 PM	39 MINUTES
7 <sup>th</sup> HOUR	<b>1:15 PM-2:45 PM</b>	<b>90 MINUTES (EXAM)</b>	
8 <sup>th</sup> HOUR		2:50 PM-3:37 PM	47 MINUTES
		<b>***EHSO at normal time</b>	

**DAY TWO**

1 <sup>st</sup> HOUR		8:00 AM-9:30 AM
2 <sup>nd</sup> HOUR	9:40 AM-11:10 AM	
EHSO 7 <sup>th</sup> HOUR EXAM		1:58 PM-3:37 PM

**DAY THREE**

3 <sup>rd</sup> HOUR		8:00 AM-9:30 AM
4 <sup>th</sup> HOUR		9:40 AM-11:10 AM
EHSO 8 <sup>th</sup> HOUR EXAM		1:58 PM-3:37 PM

**DAY FOUR**

5 <sup>th</sup> HOUR		8:00 AM-9:30 AM
6 <sup>th</sup> HOUR		9:40 AM-11:10 AM

**EXCUSED ABSENCES**

Every student is expected to be in school, on time, each day unless he or she is ill. Too many students are missing school because of minor illness problems such as headaches or just not feeling like attending. **ALL** students are expected to bring in a note for their day(s) absent. Parents may call the attendance office and report the same information as the written excuse would provide to have the student to record the absence.

Each note should include:

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

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

**REASONS FOR EXCUSED ABSENCES**

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

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

**EXTRACURRICULAR ACTIVITIES ARE PRIVILEGES**

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

**FEES/FINES**

Many Courses such as Art, Business Technology, Foreign Language, Music, and Science have a fee imposed for various materials used. Please be



aware that these fees are necessary to cover material costs for the length of the particular class and are approved by the Board of Education. **Fees should be paid within the first two weeks of the semester to the teacher. All fees/fines thereafter are to be paid to the cashier.**

### FIGHTING

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

### GRADE APPEAL PROCEDURE

A student receiving an "F-" grade for excessive absence will be given an opportunity for due process and the right of appeal due to mitigating circumstances. Quarterly Grade Appeal Forms for student or parents/guardians wishing to appeal an "F-" grade for eight (8) class periods of absence must notify the Principal or Designee in writing as to the reason for appeal. There must be documentation on file as to why the student was absent (such as doctor notes, funeral information, etc.) The appeal will be given to the Grade Appeal Committee for its recommendation. Fourth Quarter Appeals must be filed prior to the last day of the Fourth Quarter. Specific instructions are delivered routinely through daily announcements.

### GRADUATION

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

### GRADUATION REQUIREMENTS

The state of Ohio also requires that the student must pass all parts of the Ohio Graduation Test (through 2017).

The course requirements for students who will graduate in 2016 and thereafter are:

4	Units of English
4	Units of Mathematics (Algebra, Geometry and Algebra II or its equivalent)
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
½	Unit of Health
½	Unit of Financial Literacy
1	Unit of Fine Art
4½	Units of Elective Course Work
TOTAL = 21 Units	

In addition to the course requirements, the State of Ohio also requires minimal scores/levels in standardized tests. 2016 and 2017 will be responsible for the Ohio Graduation Tests. Students on track for graduation in 2018 and beyond will be responsible for Ohio's State Tests. Please contact the school counseling office for more information on these tests and other requirements for graduation.

### 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. Also note that when visiting the school or attending a function (ball games, a concert, open house, etc.), PLEASE park in the lot in the designated spots. Parking on the actual lawn of the school grounds or on the sidewalk at any time is discouraged, unsightly, and disrespectful.

### HALL SWEEPS

**School begins promptly, Monday through Friday, at 8:00 AM.** All students are expected to be in their classrooms when the bell rings. Being late to school has been a serious problem at Woodward High School. In an effort to maintain the dignity of the educational process, **First Hour Hall Sweeps will once again be conducted each and every regular school day. Periodically throughout the school day during other class periods, Hall Sweeps may be held.**

*Students not in class on time when there is a Hall Sweep are detained for the entire period. Students receive a "0" grade for that class period and they are also marked absent for that class period. Work missed because of a Hall Sweep may not be made up. If a student accumulates 6 or more Hall Sweeps in one quarter, the student will be assigned one Saturday School Detention by his/her Dean.*

**The Court System looks at lateness to school the same as absent from school. Deans will send letters to the homes of those students who are in frequent Hall Sweeps and/or who continue to be late to school and to class. Educational Planning Conferences will be scheduled and conducted for students who are chronically late to school. A student will only be excused from a Hall Sweep if he/she provides documentation on official letterhead (medical, dental, psychiatric, court, etc.) noting date and time of appointment.**

### HAZING

Hazing is strictly forbidden and not tolerated at Woodward High School. Hazing includes any act of initiation, which creates a risk of mental or physical

harm to a person. Permission of the student does not alter this policy. Any club/ organization/athletic team participating in hazing will be disbanded. Any student guilty of hazing will be suspended from 1 to 10 days.

#### **HOMEWORK**

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

#### **HONOR ROLL**

Students earn Honor Roll status each quarter by attaining a 3.0 or better grade average. The Quarterly Honor Roll is posted on the wall outside the Guidance Office.

#### **HONOR SOCIETY MEMBERSHIP**

The Calvin M. Woodward Chapter of the National Honor Society has been in existence for more than 70 years. Juniors and Seniors who have maintained an accumulative grade point average of 3.0 may be considered as prospective members. An application process is followed and Induction usually takes place in April.

#### **IDENTIFICATION CARDS**

Replacement ID cards cost \$5.00 and can be ordered in the Attendance Office. A temporary ID card will be issued until a new one is available. ID cards will be issued for all students and students who are new to Woodward for the school year. If an ID Card is lost, please see the Attendance Office Secretary for a replacement ID card. Seniors who wish to serve as a Student Assistant **must** have an ID photo on file. This is required for the volunteer's badge. **ID cards are used throughout the school year and are a must in order to vote in student elections, to be admitted to school-sponsored dances, etc.** Incoming freshmen and all previous students of Woodward High School should retain their ID cards from the previous school year during the months of August and September.

#### **LATE BIRD CLASSES/EARLY HIGH SCHOOL OPPORTUNITY [EHSO]**

For information regarding Late Bird/Early High School Opportunity Classes, please refer to Early High School Opportunity/Late Bird Classes section within this publication.

#### **LIBRARY MEDIA CENTER**

The Library Media Center is located on the 1<sup>st</sup> Floor and is opened daily from 7:45 AM until 2:45 PM, except when it is reserved for meetings, class instruction, or testing. Most books may be borrowed for two weeks; magazines may be kept overnight only. If any materials are kept longer than the specified period of time, a fine of 10 cents per day is charged. Students must pay the replacement cost for lost or damaged books. In order to use the computers to access the Internet, a signed Toledo Public School Parental Permission Form must be on file in the library media center.

#### **LOCKERS**

Upon enrolling/entering Woodward High School, a student is assigned a locker (and a lock). Lockers are the property of the school and should be kept clean at all times by the student who has been assigned the locker. Students should not be sharing lockers; one locker per student! Sharing of lockers may result in disciplinary action. Lockers will be assigned when the school year officially begins. As property of the school, school officials at any time may inspect lockers.

**REMEMBER: Always make sure that your locker is locked. DO NOT TELL ANYONE YOUR COMBINATION!**

**Do not leave valuable items in your hall locker or in your gym locker.**

#### **LOST AND FOUND**

Take all found articles to the Main Office, Room 1201. Students who have lost possessions may claim them in the Main Office. Positive identification is necessary for making claims.

#### **LUNCH**

Lunch is an assigned period held in the Cafeteria. **No outside food is to be brought in for any student during the school day.**

#### **MAKE-UP WORK**

Make-up work for excused absences is not equivalent to class attendance. It is, therefore, at the discretion of the teacher to determine whether the work missed can be made up and when such work is to be completed. Work missed due to truancy or due to Hall Sweeps **cannot** be made up.

#### **MEDICATION**

In the event a student must take prescription medication during the school day, Toledo Public Schools provides a form that **must** be filled out and signed by the prescribing physician and the parent/guardian. This request **must** be on file in the Nurse's Office, Room 1321 when the medication is brought to school. Prescription inhalers will be carried at all times by the student. All students carrying inhalers should have the same Toledo Public Schools medication form on file with the School Nurse. These medication forms must be renewed yearly. Whenever the medication and/or dosage are changed, the parent/guardian and the prescribing physician must also complete a new medication form.

#### **MESSAGES**

The school cannot guarantee that telephone messages will reach students. **Teachers should not let a student out of class to make outside telephone calls. Also, students should not use telephones (classroom or teacher's) during regular school hours.**

#### **OBSCENITY**

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

#### **PARENT/GUARDIAN ORGANIZATIONS**

All Woodward parents, guardians, and interested adult family members are encouraged to participate actively in one or more of these organizations.  
Woodward Band Parents      Woodward Sports Boosters

#### **PRINCIPAL'S LIST**

**Students** who maintain at least a 4.0 cumulative grade point average will earn the Principal List status each semester. The current Principal's List is posted outside the guidance office in the hallway.

#### **PROFANITY**

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

#### **PUBLIC DISPLAY OF AFFECTION**

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

#### **PUBLICATIONS**

The **Saga** is an annual history of Woodward through pictures, copy, and artwork. The Book must be preordered with at least a minimum deposit. **Yearbooks** are distributed in late spring or early fall.

#### **PUPIL PERSONNEL CENTER**

Educational Planning Conferences and other important meetings for students with special needs and their parents/guardians may be scheduled at the North Toledo Pupil Personnel Center located at Start High School, 2010 Tremainsville Road in Room 143. The telephone number is 419.671.8907. The meetings are conducted by the Center Supervisor.

#### **PUPIL PLACEMENT OFFICE**

Located in the Thurgood Marshall Building, 420 East Manhattan Boulevard, Room 211, the Pupil Placement Office provides various services to parents/guardians of Toledo Public School children. The office telephone number is 419.671.8229.

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

With significant public input, Toledo Public Schools reviewed and updated its policies regarding recruitment of students for college, employment or the military. The Board of Education adopted the revised policies on Tuesday, April 25, 2006. While recruiters of all types (employment, education, service opportunities, or the military) will be given equal access to TPS high school students, TPS always will focus on its primary goal to educate students and not allow unwarranted disruption of the educational process by an organization or individual. If at any time a student under age 18 or his or her parent/guardian inform the school that no further contact between the student and any recruiter or recruiting organization is desired, the school and the district will enforce the student's and family's rights in this matter by not permitting further contact with that student at school by the recruiting individual or group.

#### **RIGHT TO "OPT OUT"**

Before the start of the school year, all families of high school students now receive a letter through the U.S. Mail advising them of their right to "opt out" of releasing their student's directory information and a form for stating their preferences in this matter. This letter and this handbook information satisfies the Federal No Child Left Behind Law requiring notice to parents/guardians of their right to "opt-out" of providing their student's directory information to military recruiters. Parents/Guardians and students age 18 or older also can obtain this opt-out form from any high school at any point during the school year.

*Copies of the policies relating to recruitment can be found at each school and at the district website: [w.w.w.tps.org](http://w.w.w.tps.org), District & Board, Board of Education, Tuesday, April 25, 2006, Minutes (Policies KND and LEC).*

#### **SCHEDULE CHANGES**

All schedule changes will be handled by the student's counselor. Any schedule change made past 3 weeks into the grading period may incur an automatic "F" for the course dropped. Any corrections after school has started, must be counselor or teacher initiated.

All student-initiated changes must be accompanied by signed teacher permission/approval of the change. **Approval from the parent is needed.** **Final decision on a student-initiated schedule change will be determined by Assistant Principal/Curriculum and Instruction.**

#### **SCHEDULING PROCESS**

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

**SCHOOL NURSE**

A Registered Nurse, who is certified in school nursing, is on duty from 7:45 AM until 2:45 PM. **Students who have doctor/dental appointments during the day should bring a written request for a building permit to the Nurse's Office, Room 1321 before school.** Please keep the School Nurse informed of any special medical problems. Vision and audio screening will be available to all freshmen and other students. **If a student becomes ill in school, he or she must report to the Nurse's Office with a pass** as required. If a student needs to go home because of illness, the Nurse will make the necessary arrangements. Every effort will be made to keep your student healthy and in school. Ohio law allows high school student to carry their inhalers with them. Toledo Public Schools Policy states that any student who requires administration of prescribed medication (including inhalers) must have a completed Authorization to Administer Medication in Toledo Public Schools Form on file in the Nurse's Office. This Form must be completed with parent/guardian signatures AND, if a student is carrying an inhaler, the required written information must be received before any medication can be administered at school.

**SCHOOL RESOURCE OFFICER**

There is a full time School Resource Officer on duty at Woodward to protect students and staff members to enforce school policies and to keep the school safe for everyone. The School Resource Officer also assists students and parents/ guardians to prevent any problem that may occur during school. The SRO may be reached by calling the Main Office at 419.671.6000 during school hours.

**SCHOOL RINGS**

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

**SCHOOL SERVICE**

A student who would like to be an assistant in one of the offices or for a staff member must be a Senior with a 2.0 G.P.A. or better, and meet all criteria. A Student Assistant Form may be picked up in the Guidance Office, Room 116, from their counselor. It must be completed and signed by the appropriate staff members and returned to the guidance office for approval before the student may be a Student Assistant. Seniors who are approved to provide School Service must have a school ID (with photo). Upon approval, an assignment will be made and a School Service Volunteer Badge will be issued.

**SMOKING AND TOBACCO**

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

**STUDENT AGENDAS/PLANNERS**

**Each and every Woodward student is expected to use his/her Student Agenda/ Planner each and every day.** All students are encouraged to utilize all portions of the Agenda/Planner including the calendar to log assignments and take notes. Sharing of planners among students is not permitted. Please use Hall Passes wisely!

**STUDENT BEHAVIOR**

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

**STUDENT GOVERNMENT**

Students have an opportunity to participate in student government through Student Government. A President is elected by students and class Vice Presidents serve on the Board as well as other interested students. The purpose of Student Government is to promote the welfare of the school, encourage loyalty and school spirit, sponsor activities, and develop leadership. Students should contact Student Council officer to call issues to the attention of student leaders who will follow up utilizing the proper channels of communication.

**STUDENT PARKING**

Parking insured, registered vehicles on campus is a privilege! **Licensed and insured Junior and Senior drivers who wish to drive to school and park their vehicles in a Woodward Parking Lot must complete a Registration Form each year in the Attendance Office and pay an annual registration fee of \$5.00. A current driver license AND proof of insurance must accompany every application.** Upon completion of all of the necessary paperwork, the student will be issued a numbered parking permit that must be displayed in the vehicle each and every time the vehicle is driven to Woodward High School and parked in the student lot. The vehicles registered by students and that have the appropriate parking permits displayed **MUST** be parked in the appropriate area. Failure to do so will result in forfeiting the student's privilege of parking on school property.

**STUDENT/SCHOOL INTERRUPTIONS**

All deliveries of flowers or gifts for students will be held in the Attendance Office until the end of the school day. Students will be notified to stop by the Attendance Office before leaving school. Parents/Guardians bringing in lunch money, personal items, etc. must report directly to the Attendance Office. **No outside food is to be brought in for any student during the school day. Students will not be called out of class but will be asked to stop by the Attendance Office at the end of the class period to pick up items or any messages.**

**SUPERVISION OF STUDENTS-SCHOOL POLICY  
(BEFORE AND AFTER SCHOOL)**

**Doors Open for Students, with Adult Supervision, at 7:15 AM**

Students who are working directly with a Woodward Staff Member are permitted to enter the building at 7:15 AM and report to the designated work site. All other students should plan to enter the building at approximately 7:30 AM and report directly to the Cafeteria to eat breakfast. Students should not be "hanging around" the building or at their lockers until after 7:45 AM. **Building Closes for Students, without Adult Supervision, at 2:55 PM/3:45 PM EHSO and Credit Recovery students.** The Dismissal Bell rings at 2:45 PM/3:37 PM EHSO/Credit Recovery students. Students have approximately ten (10) minutes to go to their lockers, get their belongings, AND exit the building. Students involved in sanctioned, supervised extracurricular activities (including a Woodward athletic team) should go to their lockers, get their belongings, and report promptly to the supervised location of the activity, meeting, rehearsal, practice, game, match meet, etc. by 2:55 PM.

**If a meeting, practice, game, etc. is scheduled later in the afternoon/early evening, the student participants must exit the building until the adult supervisor enters the building and is present at the meeting site.**

**PLEASE NOTE:** *At the conclusion of the activity, meeting, rehearsal, practice, game, match, meet, etc., the students must exit the building using the door closest to the site of the event. Students are not permitted anywhere in the halls unsupervised during the event nor may they walk the halls after the event has concluded. Advisors, sponsors, coaches, etc. are expected to supervise the entire exit process.*

**SUSPENSION OR EXPULSION**

Students who are suspended or expelled will **not** be allowed to make up work missed. *These students are **not** allowed on school property or allowed participation in school activities or events until all of the specifications of the suspension/expulsion are met.*

**TARDINESS**

Students are expected to be in the classroom on time and prepared to work. Students who enter the school building after 8:00 AM must report to the appropriate Hall Sweep location. If the student does not check-in properly, he/she will be recorded as absent for the day, and a telephone call will go out to the home. Tardiness to school will be dealt with in the form of Hall Sweeps, Detentions, BIC placement, Saturday School Detention, Suspensions, Parent/Guardian/Dean/Student Conferences, and/or Educational Planning Conference with the East Toledo Pupil Personnel Officer, located at DeVilbiss High School, 3281 Upton Avenue in Room 1196 or with The North Toledo Pupil Personnel Officer located at Start High School, 2010 Tremainsville Road in Room 143.

**TELEPHONES**

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

**TRUANCY**

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

**TUTORING**

**Ohio Graduation Test tutoring** is available before and after school many times throughout the school year at Woodward Schedules are posted and announcements made informing students of these worthwhile opportunities. All students who need to take a part or parts of the OGT are encouraged to take advantage of these very important sessions. **Homework tutoring** is available in various areas. If you would like a tutor for your student, please contact his/her counselor at (419)671-6000.

**TWO-HOUR DELAY SCHOOL DAY SCHEDULE**

The schedule that appears below is to be followed in case of severe weather conditions *and* whenever there is a district two-hour delay. Throughout the school year for the purpose of staff development, there may be two hour delayed starts scheduled. Please listen to local radio and television broadcasts concerning school delays and to announcements and telephone calls made regarding scheduled two-hour delays. **Whenever there is a two-hour delay, students are instructed to be at school, in their First Hour Class no later than 10:00 AM The doors to the building will open at 9:30 AM.**

**TWO-HOUR DELAY SCHOOL DAY BELL SCHEDULE 2014-2015**

FIRST WARNING BELL FOR 1 <sup>ST</sup> HOUR	9:45 AM
SECOND WARNING BELL FOR 1 <sup>ST</sup> HOUR	9:55 AM
1 <sup>ST</sup> HOUR BEGINS	10:00 AM
1 <sup>ST</sup> HOUR ENDS	10:30AM
2 <sup>ND</sup> HOUR BEGINS	10:35 AM
2 <sup>ND</sup> HOUR ENDS	11:02 AM
3 <sup>RD</sup> HOUR BEGINS	11:07 AM
3 <sup>RD</sup> HOUR ENDS	11:34 AM
4 <sup>TH</sup> HOUR BEGINS	11:39 AM
LUNCH A	11:39 AM-12:09 PM
LUNCH B	12:09-12:39 PM

**LUNCH C 12:39-1:09 PM**

<b>5<sup>TH</sup> HOUR BEGINS</b>	<b>1:14 PM</b>
<b>5<sup>TH</sup> HOUR ENDS</b>	<b>1:41 PM</b>
<b>6<sup>TH</sup> HOUR BEGINS</b>	<b>1:46 PM</b>
<b>6<sup>TH</sup> HOUR ENDS</b>	<b>2:13 PM</b>
<b>7<sup>TH</sup> HOUR BEGINS</b>	<b>2:18 PM</b>
<b>7<sup>TH</sup> HOUR ENDS</b>	<b>2:45 PM</b>
<b>LATE BIRD BEGINS</b>	<b>2:50 PM</b>
<b>LATE BIRD ENDS</b>	<b>3:17 PM</b>

**WORK PERMITS**

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

Students who need a work permit may pick up a Work Permit Application in the Main or Guidance Office before school or during lunch hours only. It is the student's responsibility to make sure that all portions of the form are completed before returning the Application to the Assistant Principal/Pupil Personnel for processing. **Work Permit Applications will be processed once a week on Friday only.** The certificate for the employee portion will be completed and available for pick up at the end of the school day on the Friday following submission. **Students and parents/guardians should note that attendance records and grades are reviewed prior to approval of an Application.**

The following information on the Work Permit Application must be completed before returning the form to the Assistant Principal's Office:

1. Student's legal name on the Student Summary Screen and the proof of birth record must be identical.
2. Custodial parent/guardian's name used on the Work Permit Application and the student's custodial parent/guardian's name on the Student Summary Screen must be identical.
3. Student's address used on the work permit application and student's address on the Student Summary Screen must be identical.
4. The "Physician Certificate" section of the Work Permit Application must be completed and signed by the physician or physician's assistant, with the office's official stamp.
5. The employer's federal tax ID number (TIN#) is mandatory.
6. Once the application is completed, the Woodward student or custodial parent/guardian must take it to the Pupil Personnel Office with one of the following forms of identification: student's birth certificate, student's state ID, student's driver's license, student's hospital certificate, or student's passport.

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

**VALEDICTORIAN/SALUTATORIAN/CLASS RANKING**

Class rank is determined by using the following guidelines:

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

<u>Grade</u>	<u>Points per unit of credit</u>
A	4.0 points
A-	3.7 points
B+	3.3 points
B	3.0 points
B-	2.7 points
C+	2.3 points
C	2.0 points
C-	1.7 points
D+	1.3 points
D	1.0 point
D-	.7 point
F	.0 point

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

**To compensate for the grade point average (GPA) distortion caused by honors points, the following system is used in selecting the Valedictorian and Salutatorian at each high school and ranking students over a 4.0 GPA.**

1. The rank of students with a GPA greater than 4.0 is determined by the guidance office. All students above 4.0 are ranked numerically until the first 4.0 student is reached.

2. The GPA of students above 4.0 is set aside when figuring ranking based on the Ranking Point System. Students' GPA will appear on all transcripts and records.

3. The Ranking Point System

A. The student receives one ranking point for each completed semester of an honors course.

B. Points are deducted from this ranking total for any semester non-"A" grade using the following

scale:

GRADE	RANKING POINTS	GRADE	RANKING POINTS	GRADE	RANKING POINTS
A-	-0.5	C+	-2.5	D	-4.5
B+	-1.0	C	-3.0	D-	-5.0
B	-1.5	C-	-3.5	F	-5.5
B-	-2.0	D+	-4.0		

For example, students 'A' and 'B' have 24 semesters of honors classes. Student 'C' has 20 semesters of honors credit. Their class ranks are figured below.

GRADES	STUDENT A-24 pts.	STUDENT B-24 pts.	STUDENT C-20pts.
A-	5 @ -.5 = -2.5	3 @ -.5 = -1.5	3 @ -.5 = -1.5
B+	1 @ -1 = -1	0 @ -1 = 0	0 @ -1 = 0
B	0 @ -1.5 = 0	0 @ -1.5 = 0	0 @ -1.5 = 0
B-	0 @ -2.0 = 0	0 @ -2.0 = 0	0 @ -2.0 = 0
FINAL RANKING SCORE	20.5	22.5	18.5
CLASS RANK	#2	#1	#3

C. Students above 4.0 are then ranked based upon their final ranking score.

D. This ranking was implemented with the graduating class of 1995.

**VALUABLES**

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

revised 6/10/2014