



E. L. Bowsher High School

A proud Title 1 school!

Student Handbook

2021-2022

E.L. Bowsher High School Vision:

*Bowsher exists to create a productive learning environment to equip students
to become life-ready citizens.*

2021-2022 Calendar Events

Aug. 18	First day of school - Freshmen
Aug. 19	First day of school - Upperclass
Aug. 20	Last day to apply for EHSO
Aug. 24	EHSO begins
Sept. 6	No School - Labor Day
Sept. 8	Bowsher open house 6:30-7:30
Sept. 23	School pictures & senior panoramic picture
Oct. 15	1st quarter ends
Nov. 2	No School - Staff in-service day
Nov. 24-26	No School - Thanksgiving holiday
Dec. 15-17	Modified day - 1st semester exams
Dec. 17	2nd quarter/1st semester end
Dec. 20-Jan.4	No School - Winter holiday & Staff in-service days
Jan. 17	No School - M.L. King Day
Feb. 18	No School - In-service day
Feb. 21	No School - Presidents' Day
Mar. 18	3rd quarter ends
Apr. 15-22	No School - spring break
May 24-26	Modified day - 2nd semester exams
May 26	4th quarter/2nd semester ends - Last day of school

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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>.

MISSION STATEMENT

Bowsher High School is committed to provide a rich variety of educational opportunities to challenge and prepare students to be productive community leaders. The cooperative effort of our staff is dedicated to prepare all students for college, career and industry through rigorous and authentic instruction. Emphasis is placed on students leading with respect, readiness, and responsible behaviors to achieve their goals.

ALMA MATER

With loyal hearts, O Bowsher High, we sing to you today.
 Our praises firm with love and pride and lasting friendships here abide;
 With faithful hearts, O Bowsher High, we honor you today
 With voices raised in grateful song –
 We will be ever strong.

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.

Welcome to Bowsher High School!

Information in this Student Agenda/Planner will make your days at Bowsher 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 Bowsher High School depends upon your understanding of our entire academic, activity, and athletic programs and policies.

DIRECTORY

Main Office:	(419) 671-2000
• Principal:	Ms. Teri Sherwood
• A.P. Curriculum:	Ms. Michelle Milnar
• Head Secretary	Mrs. Sue Hafner
• Secretary	Ms. Shelly Veronica
• Cashier:	Mrs. Marni Serrao
Guidance Office:	(419) 671- 2002
• Freshmen	Mr. Matt Krueger
• Sophomores	Mrs. Melisa Welch-Shackle
• Juniors	Mrs. Jennifer Keys
• Seniors	Mrs. Althea Dorn
• Secretary:	Mrs. Kim Rose
Deans Office:	(419) 671-2001
• AP Pupil Personnel:	Mrs. Meghan Barnum
• A-K Dean:	TBD
• L-Z Dean:	Mr. John Pearce
• Secretary:	Ms. Joyce Millimen
Librarian:	Mrs. Jackie Tapper
Nurse's Office	(419) 671-2167
• Nurse:	Mrs. Laurie Gladieux
• Secretary:	Miss Carrie Studer
Athletics	(419) 671-2100
• Athletic Director	Bear (Mr. Terry Reeves)
School Safety	(419) 671-2168
• TPD	Officer Tierney
• School Resource Officer	Ms. Annette McClair

ACADEMIC RECOGNITION

A quarterly honor roll is maintained to recognize those students who maintain high academic achievement. A student must earn a 3.0 average to earn Honor Roll status and a 3.5 or higher to be on the Principal's List for the quarter. These lists are posted in the hall outside the main office and the attendance office each quarter.

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. An incident report may be filed.

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

ADVERTISING

ALL banners, posters, and/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 blue 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 staff member, for unacceptable behavior in the classroom, may keep any student after school. Staff members may assign 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.

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 announcement 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 end of seventh hour. Forms are available in the Main Office.

ATHLETICS

For information concerning Athletics, please contact the Athletic Director in the Athletic Office. The Athletic Office telephone number is 419.671.2100. Currently, Bowsher High School has athletic programs in the following sports:

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

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 immediately 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 2021-2022 SCHOOL YEAR

1. Student must pass five 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 1.0 or above. However, if a student has a G.P.A. between 1.0 and 1.69, 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. Students must keep/pass *at least* 5 core classes (not including Physical Education) to be eligible. In addition, each individual coach may set stricter qualifications for his or her team.
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 five units of athletic eligibility.
3. Entering freshmen, in order to compete in fall sports, must pass at least 72% of their 4th Quarter grades during 8th grade year. For example, if a student has 7 classes, the student must pass *at least* 5 of the classes (not including Physical Education) to be eligible. In addition, 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 In School Suspension (ISS) 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 ISS, he/she will not be allowed to practice or play until the day they are released from ISS.**

ATTENDANCE

The enactment of the Missing Child Law has added more importance to the need for good communication between the home and the school about school attendance. If a student is going to be absent, parents/guardians should call the school the morning of the absence and have a written note or documentation for days absent that should be given to the attendance office secretary upon return. The student's parent/guardian should call the Attendance Office Recorder at 419.671.2001 to report his/her child's/ absence from school. When leaving a message on the Recorder, please clearly state 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 the documentation for days absent is very important. Please help us ensure your child's safety.**

ATTENDANCE/GRADES

Suspension days: OUT-OF-SCHOOL SUSPENSION will count as days absent from class; IN-SCHOOL SUSPENSION 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.

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 2021-2022 Regular Daily High School Bell Schedule can be found below. 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 handbook. At Bowsher High School, there are consequences for students who fail to abide by the attendance expectations, those consequences are explained in this handbook.

REGULAR SCHOOL DAY BELL SCHEDULE 2021-2022

STUDENTS MAY ENTER THE BUILDING	7:30 AM
FIRST WARNING BELL FOR 1 ST HOUR	7:45 AM
SECOND WARNING BELL FOR 1 ST HOUR	7:55 AM
1 ST HOUR BEGINS	8:00 AM
1 ST HOUR ENDS	8:50 AM
2 ND HOUR BEGINS	8:55 AM
2 ND HOUR ENDS	9:42 AM
3 RD HOUR BEGINS	9:47 AM
3 RD HOUR ENDS	10:34 AM
4 TH HOUR BEGINS	10:39 AM
4 TH 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 TH HOUR BEGINS	12:14 PM
5 TH HOUR ENDS	1:01 PM
6 TH HOUR BEGINS	1:06 PM
6 TH HOUR ENDS	1:53 PM
7 TH HOUR BEGINS	1:58 PM
7 TH HOUR ENDS	2:45 PM

BULLYING

One or more students with the purpose of embarrassing, humiliating, or threatening the target student define bullying as a pattern of behavior. 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 Bowsher High School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Students and staff of Bowsher 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. A Bully Box is located in the guidance office for students to anonymously submit referrals. 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 Bowsher 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 Bowsher High School is handled in a serious manner and is not tolerated. Plagiarism is a form of cheating. The teacher will review incidents of cheating and/or plagiarism carefully 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

If a student arrives to school after 8:00 AM, they may only enter the building from the Attendance Office in the back of the building. You will not be able to enter the front doors and walk through the building to get to the Attendance Office. You will exit the front office and walk around the building, to the Attendance Office. The attendance secretary will issue a dated/timed pass to enter your classroom. 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.

CLASS STATUS

In order to graduate from Bowsher, 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 have earned **5 units of credit**, to be a **junior**, the student must have earned **10 units of credit**, and to be a **senior**, the student must have earned **16 units of credit**. Please refer to the **GRADUATION REQUIREMENTS** segment of this publication.

CLOSED CAMPUS

Bowsher 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 or during special programs. **The Lunch Period is considered an assigned class that is "held" in the Cafeteria and no student is to leave the building without a Building Permit. No outside food is to be brought in for any student during the school day. Students are not permitted to have food delivered via food delivery services (Door Dash, UberEats, etc.) food deliveries will be turned away and not accepted for delivery.** If your child forgets their lunch or lunch money, they may charge their lunch for the day. Repayment is expected the next school day.

CO-CURRICULAR ACTIVITIES

Students are encouraged to be involved in co-curricular activities. There are many clubs and organizations at Bowsher from which to choose. All requests for student activities must be cleared through the Principal or their Designee 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 Bowsher High School is permitted to take **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 letterhead/stationery. Proper written verification should be taken to the Attendance Office for authorization so that system can be updated accordingly. 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, and selection of courses of study 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 grade level and will continue with that student through graduation. Counselors are available before school to provide information and to answer questions. If a longer session is needed, the student should sign the Appointment Request Sheet posted in the office of his/her counselor 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 provide a pass for the student to visit 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 Bowsher School Name Guidance Counselors are:

- | | |
|--------------|---------------------------|
| • Freshmen | Mr. Matt Krueger |
| • Sophomores | Mrs. Althea Dorn |
| • Juniors | Mrs. Jennifer Keys |
| • Seniors | Mrs. Melisa Welch-Shackle |
| • Secretary: | Mrs. Kim Rose |

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, diaries, equipment, fees, etc.)
- Classroom Management Policies

CREDIT RECOVERY/APEX

Units of credit required for high school graduation can be earned through Apex Credit Recovery at some High Schools. Students and/or Parents/Guardians should discuss this cost-free credit recovery opportunity with the student's appropriate guidance counselor.

DANCES

All school policies are followed at dances and infractions will be dealt with in the appropriate 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. **All students require a current photo ID.** Guests, who attend schools other than Bowsher, must be pre-registered with the school prior to the event according to the stated policy and 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 from the dance sponsor.

DEANS OF STUDENTS

At Bowsher 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 across from the cafeteria. Deans are assigned to students by the first letter of the students' last names. The Deans of Students at Bowsher are:

A-K	TBD
L-Z	Mr. John Pearce

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 In School Suspension (ISS), Wednesday Detention, Saturday School, 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 CONSEQUENCES

VIOLATION	CONSEQUENCE
*Arson or attempted Arson	Mandatory Expulsion
*Assault (Physical)	Mandatory Expulsion
Breaking and Entering	2-10 Days ISS, Suspension, Expulsion
Class Disruption	Teacher Based Intervention (Options) <ul style="list-style-type: none"> • Contact Parent • Teacher assigned written penalties, teacher proctored detention, lunch detention
Disorderly Conduct	2-10 Days ISS, Suspension, Expulsion
Disorderly Conduct/ Gang Activity	2-10 Days ISS, Suspension, Expulsion
Dress Code Violation 1 st offense 2 nd offense 3 rd offense 4 th and each successive offense thereafter	<ul style="list-style-type: none"> • Warning & documented. • Lunch detention • Wednesday detention • ISS (1 day), call parent for change of clothes
Electronic Device/ Cell Phones 1 st offense 2 nd offense 3 rd offense 4 th offense 5 th and thereafter **All offenses include confiscation of cell phone.	<ul style="list-style-type: none"> • Warning/phone returned by end of day • Wednesday detention/parent picks up phone • 1 Day ISS, parent picks up phone • 2 Days ISS, parent picks up phone • 2 Days Suspension **If phone is not surrendered, automatic 1-10 day suspension will be issued
*Explosives	Mandatory Expulsion
Failure to Serve Teacher issued Detention, Penalty or Wednesday detention	1 Day ISS
Failure to Follow Directions	Wednesday detention, 2-10 Days ISS, Suspension
Failure to ID/False ID	Wednesday detention, 2-10 Days ISS, Suspension
*False Fire Alarm	Mandatory Expulsion
*Fighting	5-10 Days Suspension
Gambling	2-10 Days ISS, Suspension
*Possession of Illegal Drugs	2-10 Days Suspension, Expulsion
Non-authorized use of intercom system	1-10 Days suspension
Offering to Sell Illegal Drugs or Alcohol	Mandatory Expulsion
*Possession Non-Firearm, Non-Use	2-10 Days Suspension, Expulsion

*Possession of A Firearm	Mandatory Expulsion
Use of or Threat of Non-Firearm Weapon	Mandatory Expulsion
Profane/Obscene Language	2-10 Days ISS, Wednesday detention
Profane/Obscene Language toward and adult	3 Days Suspension
Reckless driving on school property 1 st offense	2 Days ISS, Suspension/Revocation of driving privilege
2 nd offense	5-10 Days ISS, Suspension/Hearing/Police Report
Repeated Violation of any Infraction	2-10 Days ISS, Suspension, Expulsion
Selling food/snacks	2-10 Days ISS, Suspension
*Sexual Assault	Mandatory Expulsion
Sexual Activity	2-10 Days ISS, Suspension, Expulsion
Smoking/possession of tobacco products including e-cigarettes 1 st offense	2 Days ISS, Suspension
2 nd offense	3 Days Suspension
3 rd offense	3-10 Days Suspension
4 th offense	Expulsion Hearing
Tardy to 1 st Period (per quarter) 1 st – 3 rd offense	*Teacher warning/reminder
4 th offense	*Parent call/Lunch Detention
8 th offense	*Wednesday detention
12 th offense	*1 Day of ISS
Every 4 th offense after	*2 Days of ISS
Tardy to 2 nd -7 th periods (per quarter) 1 st -3 rd offense	*Teacher Intervention
4 th offense	*Lunch detention
8 th offense	*Wednesday detention
12 th offense	*1 Day of ISS
Every 4 th offense after	*ISS
Theft (less than \$150)/ Extortion	2-10 Days ISS, Suspension/Hearing/ Expulsion
*Theft (more than \$150)/ Extortion	Mandatory Expulsion
Trespassing	2-10 Days ISS, Suspension
Leaving the building without permission	2-10 Days ISS
Vandalism (less than \$150)	Restitution and 2-10 Days ISS, Suspension, Expulsion
*Vandalism (more than \$150)	Mandatory Expulsion
Unregistered Vehicle/Illegal Parking 1 st offense	Warning
2 nd offense	2 Days ISS
3 rd offense	Revocation of driving privileges

****Any violations/infractions not covered above will be dealt with in accordance with the Toledo Public Schools District Discipline Code.**

1. A Police Report shall be made in accordance with the agreement between the Board of Education and the Toledo Federation of Teachers.
2. A Police Report may be made on any offense or infraction not starred if such a report appears warranted.
3. Students who refuse to go to ISS/disrupt ISS will be suspended for the number of days assigned to ISS plus an additional day and will NOT return to their regular classes until the suspension has been served.
4. All students must go to their appropriate lunch each day in the cafeteria.
5. A student may be taken to an Expulsion Hearing for repeated violations of any of the above set infractions.
6. During a period of suspension, expulsion, or removal, the student may not enter any school building owned by Toledo Public Schools, nor be on the property owned by Toledo Public Schools. The student may not participate in any school related activity.
7. Students shall not keep in their lockers or desks any item prohibited by the TPS Discipline Code. Student lockers and desks are property of the Toledo Public Schools and are subject to searches without notification by a School Official. Items found that violate the discipline code will be seized and the student will receive discipline through the means of suspension or expulsion. A student's personal property in which the student has brought onto school property may be searched if a School Official believes that there is evidence that is in violation of the TPS Discipline Code. If such items are found, the student will receive either a suspension, or be referred to an expulsion hearing.

Outline of Due Process Procedures: Suspension

The Ohio Revised Code provides that a superintendent or a principal may suspend a child from school for not more than ten days.

1. A student will be given written notice of the intent to suspend which includes the specific reason (s) for the action.
2. A student will be given the opportunity to appear at an informal hearing to challenge the reason (s) for the intended suspension, or to otherwise explain his/her actions.
3. Suspension may be invoked immediately after steps 1 and 2 above.
4. Within 24 hours after the time of the suspension, a written notice will be provided to the student and the parent, which includes among other things, the reasons for the suspension, the right for the student and parent to appeal the action, and the right to be represented in an appeal by a representative of their choice.

Outline of Due Process Procedures: Removal

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat disrupting the educational process.

Outline of Due Process Procedures: Expulsion

The Ohio Revised Code provides that a superintendent may expel a pupil from school for periods up to eighty (80) days, in addition, that a student to a one (1) year expulsion for bringing a gun or dangerous weapon onto the school property.

1. A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action.
2. Parents are advised of the intended action by telephone, when possible, and a copy of the notice is mailed within 24 hours which advises the students and parents:
 - a. For an Intent to Expel, a formal hearing is scheduled to be conducted not sooner than three (3) days nor later than (5) days from the date of the notice to expel; for a Removal with Intent to Expel, the formal hearing must be heard within seventy-two (72) hours (3 school days) of the time of removal.
 - b. The time and place of the hearing.
 - c. The reason (s) for the intended expulsion.
 - d. The right of the student or the parent to challenge the reason (s) for the intended expulsion or explain the student's actions.
 - e. The right to be represented at a hearing by a representative of choice.
3. During a period of suspension, expulsion, or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by the Toledo Public School District; nor may the student attend or participate in any school related activities.

DISCIPLINARY REFFERRALS

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. The student code of conduct describes three levels of possible response to inappropriate and disruptive behavior. Each inappropriate or disruptive behavior is assigned to one or more of these levels of intervention and response. Principles and School staff must initially use response to intervention associated with the level of behavior. In cases where a range of possible levels of response is indicated administrators should determine the appropriate level by considering the students age, disability, developmental level, individual needs, behavior history, the root cause of the behavior, the circumstances surrounding the incident.

DISMISSAL PASSES—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 Dismissal Pass and they must sign out in the Attendance Office before the school day begins (no later than 7:50 AM). The Attendance Office issues Dismissal Pass for all appointments. Building Permits issued for medical related reasons may be issued by the School Nurse or the School Nurse's Assistant (See below). **Please do not ask your student to leave the school building without a Dismissal Pass.** A student must bring in a written note signed by a parent/guardian with telephone number in order to have the Dismissal Pass issued. If a note is not provided, a parent/guardian (with proper photo identification) **must** come into the building to sign out the student. **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 Dismissal Pass are listed as truant and may be issued disciplinary action. **Parents/Guardians and students are encouraged to make appointments AFTER the conclusion of the school day.**

DISMISSAL PASSES - 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 1103, *before the actual school day begins (no later than 7:50 AM).* The request **must** contain the 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 may 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 1103.**

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. Students are encouraged to pursue Distance Learning options with their Guidance Counselors.

DRESS CODE ~ DISTRICT-WIDE

HIGH SCHOOL STUDENT DRESS CODE

Toledo Public Schools has adopted the following dress code for all students who attend one of the district's traditional, comprehensive high schools: Bowsher, Rogers, Scott, Start, Waite and Woodward. It is expected that all students will comply with the dress code, beginning with the first day of school. Parents and students are equally responsible for the appearance of the student.

The purpose of Toledo Public School's High School dress code is:

- To enhance school safety
- To support the learning environment
- To promote good behavior
- To avoid discipline problems
- To prepare students for the world of work.

The following items are **NOT** appropriate:

1. Clothing/grooming that illustrates or promotes drugs, alcohol, tobacco and/or sex and that could be considered offensive or degrading to others; have symbols of hate or oppression; reference gang membership or present a hazard to an individual or other people.
2. Clothing/grooming that is disruptive to the educational process:
 - a. Undergarments should not be visible at any time (this includes underwear, bras, etc.)
 - b. Skirts or shorts must be no higher than just above the knee.
 - c. Spaghetti straps, halter-tops, tube tops or tank tops are not allowed.
 - d. Cleavage should not be visible at any time.
 - e. Holes/tears in jeans are **not** permitted.
 - f. Tight, form-fitting clothing is not permitted. Tights and leggings are allowed if the front and back are covered by a long shirt, skirt or dress.
3. Clothing/grooming that is deemed **unsafe** for the classroom or school environment, including but not limited to hats/coats/outerwear/gloves, etc.
4. Clothing/grooming that does not reflect good personal hygiene.
5. Tops and bottoms that do not overlap while standing or seated (i.e. no midriffs).
6. Pajama pants, including pants made of flannel or fleece.

Additional guidelines:

- A. Hooded sweatshirts are permitted as long as hoods are not worn or cover the head.
- B. Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with heels no higher than two inches.
- C. Slippers, shoes with retractable skates, cleats, or footwear with flexible, soft soles (flip-flops, beach shoes, etc.) are not permitted.
- D. Shoes that expose the feet or toes are not allowed in shop areas or in science classes when chemicals are being used.
- E. Hair curlers/rollers/bonnets/wraps/bandanas/hair picks are not permitted. Sunglasses are not to be worn inside schools/buildings.
- these guidelines are to be followed on all days when school is in session and for school-sponsored events where students are actively participating and/or representing Toledo Public Schools.
- the school administration shall determine the appropriateness of student dress and grooming, acting in the best interests of establishing and maintaining a safe and effective learning environment for the benefit of the school.

Students who do not comply with the dress code are subject to progressive disciplinary action.

SCHOOL DRESS CODE VIOLATION PROCEDURES AND CONSEQUENCES

See discipline consequences.

EARLY HIGH SCHOOL OPPORTUNITY/

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 7th and 8th grade to take high school credit classes at their future high school. Students from Arlington, Beverly, Burroughs, Byrnedale, Glendale-Feilbach, Harvard and Walbridge Elementary Schools are currently enrolled at the Bowsher High School campus. The courses meet the Ohio Department of Education standards for graduation and are taught by teachers with high school 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. There are two tiers for the High School Program this year.

	Eligibility Requirements	Course Student Can Take
Tier ONE	<ul style="list-style-type: none"> None-Open to all 7th & 8th graders 	Band, Choir or Orchestra
Tier TWO	<ul style="list-style-type: none"> 3.0 GPA Proficient or Above on State Required Reading Assessment 75% overall performance on Spring MAP math for Algebra 1 Fewer than 12 absences 	Band, Choir, Orchestra, High School specific electives. 8 th grade students may take Algebra 1

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 Principal and the High School Assistant Principal/Curriculum and Instruction.

PUPIL PERSONNEL CENTER

The Toledo Pupil Personnel Center is located at Start High School, 2010 Tremainsville Rd, Toledo, OH 43613, room 143. 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 419.671.8907.

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: see discipline consequences.

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 substitutes 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

Taking exams will better prepare students for tests such as: OST, Core Curriculum, AIR tests, SAT, PSAT and college entrance exams. Failure to take semester exams may result in failure of the course. **ALL** students are eligible to exempt **2 exams** if:

- they have 2 or less absences per quarter
- they have a "B" or better in the class
- they have NO days of ISS, Suspension or Expulsion
- specific class allows for an exemption

SEMESTER EXAMINATION SCHEDULE**DAY ONE (ADJUSTED SCHEDULE)**

1 st HOUR	8:00 AM-8:39 AM	39 MINUTES
2 nd HOUR	8:44 AM-9:23 AM	39 MINUTES
3 rd HOUR	9:28 AM-10:07 AM	39 MINUTES
4 th 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 th HOUR	11:47 AM-12:26 PM	39 MINUTES
6 th HOUR	12:31 PM-1:10 PM	39 MINUTES
7 th HOUR	1:15 PM-2:45 PM	90 MINUTES (EXAM)
8 th HOUR	2:50 PM-3:37 PM	47 MINUTES

***EHSO at normal time

DAY TWO

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

DAY THREE

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

DAY FOUR

5 th HOUR	8:00 AM-9:30 AM
6 th 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 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. 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 based on 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, "...We produce college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity." Bowsher 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 Bowsher High School 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 Respectful, Responsible, and Ready.**

FEES/FINES

Some Courses such as Art, Business Technology, Foreign Language, Music, and/or Science may have a fee imposed for various materials used. Please be aware that these fees may be necessary to cover material costs for the length of the particular class or association dues 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, room 1100D in the main office.** Individual teachers will notify students of imposed fees.

FIGHTING

Students fighting in school, on the way to, or from school, or in a fight at a co-curricular activity may: 1) be suspended from school, 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.

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 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**Toledo Public Schools Required Coursework Graduation Component**

For Students Entering Their Freshmen Year after July 1, 2010

Per Ohio Department of Education Standard and Toledo Board of Education

A student must earn a minimum of 2 credit hours from the school from which he/she will graduate

Successful completion of required coursework fulfills one component of the State of Ohio's graduation requirements

TPS Required Coursework--21 Credits	Course	Credit(s)//Length
English- 4 credits		
	English 1	1 credit/1 year
	English 2	1 credit/1 year
	English 3	1 credit/1 year
The following courses will fulfill the fourth year English requirements	English 4 English 4 Honors	1 credit/1 year
	AP English Literature & Comp	
	AP English Language & Comp	
	Contemporary Literature	
	Senior Composition	
	World Literature	
Mathematics- 4 credits		
Students must successfully complete Algebra 2 or the equivalent	Algebra 1	1 credit/1 year
	Geometry	1 credit/1 year
	Transitional Geometry	2 credits/ 1 year
	Algebra 2	1 credit/1 year
	Functions & Trig	1 credit/1 year

	Math Elective	1 credit/1 year
Science-3 credits		
	Physical Science	1 credit/1 year
	Biological Science	1 credit/1 year
	Science Elective	1 credit/1 year
Social Studies- 3 credits		
	World Studies	1 credit/1 year
	American Studies	1 credit/1 year
	American Government	.5 credit/ 1 semester
	Social Studies Elective	.5 credit/ 1 semester
Health & Physical Education-1 credit		
	Health	.5 credit/ 1 semester
	Physical Education-.25 credit per semester	.5 credit/ 2 semesters
Economic & Financial Literacy-.5 credit		
The following courses fulfill this requirement	Economics, Personal Finance, Financial Management, Business Administration Finance or Personal Financial Management	.5 credit/ 1 semester

Overview of Additional Graduation Requirements by Graduating Class

In addition to satisfying, the required coursework detailed above, students in the classes of 2021 through 2023 and beyond will satisfy the following:

Classes of 2021 and 2022 <i>Students who entered grade nine between July 1, 2017 and June 30, 2019</i>	Classes of 2023 and beyond <i>Students entered grade nine between July 1, 2019 and June 30, 2020</i>
Three Pathways OR Permanent Requirements	Permanent Requirements

Ohio Graduation Tests

Students must pass the five Ohio Graduation Tests in math, reading, writing, science and social studies or meet one of the alternatives below:

1. Satisfy the requirements of the OGT Alternative pathway outlined here;
2. Satisfy the requirements of the “Three Pathways” listed below;
3. Meet the OGT substitutions outlined here.

Three Pathways

Students must complete one of the following three pathways:

1. Earn 18 graduation points on Ohio’s State Tests;
2. Earn a remediation-free score on the ACT or SAT;
3. Score work ready on the WorkKeys and earn a 12-point, approved industry-recognized credential (or group of credentials).

Ohio’s State Test Requirements

To meet the 18 graduation points criteria on the Ohio’s State Tests, students are required to take seven end-of-course assessments referred to as Ohio’s State Tests. Students are required to score a cumulative score of 18 on seven end-of-course assessments. The courses assessed are Algebra I, English I & II, Geometry, Biology, American Government and American History (Studies).

Each assessment is worth a maximum of five points. These assessments test information taught on Ohio’s New Learning Standards in English Language Arts and Mathematics and Ohio’s New Learning Standards for Science and Social Studies. *A combination of at least four points must be earned between ELA 1 and ELA 2; a combination of at least four points must be earned between Algebra 1 and Geometry; a combination of at least six points in Biology, American Students and American Government. A student who has not obtained the required 18 points on all of the required Ohio State Tests, and/or does not have the required combination points should retake the test(s) each time they are offered. Students participating in Advanced Placement (AP) and/or College Credit Plus (CCP) courses may be eligible to use course grades as OST point substitutions. Students should seek guidance from their guidance counselor in this area.

Permanent Graduation Requirements

State law created new, permanent requirements that will be available starting with the class of 2018.* Students in the classes of 2021 and 2022 who have met or are on track to meet one of the original three pathways (listed above) may continue to use those pathways to satisfy graduation requirements. Students in the classes of 2023 and beyond will be required to meet the permanent requirements in order to graduate. The permanent requirements are listed below:

1. Demonstrate Competency:

Students must demonstrate competency in mathematics and English by passing the state’s Algebra I and English II tests. Students who have taken required tests more than once without passing and have received remedial support are able to show competency through one of the options below:

- Earn credit for one math and/or one English course through College Credit Plus;
- Demonstrate career readiness and technical skill through foundational and supporting options;
- Enter into a contract to enlist in the military upon graduation.

2. Preparation for College or Careers:

Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions.

State System of Diploma Seals	
OhioMeansJobs Readiness Seal	Honors Diploma Seal
State Seal of Biliteracy	Technology Seal
Industry-Recognized Credential Seal	Citizenship Seal

College-Ready Seal	Fine and Performing Arts Seal (locally defined)
Military Enlistment Seal	Student Engagement Seal (locally defined)
Science Seal	Community Service Seal (locally defined)

Detailed information regarding the State of Ohio's high school graduation requirements can be found at the Ohio Department of Education's website, <http://education.ohio.gov/>.

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 Photo ID may be required when visiting the school or attending a function (ball games, a concert, open house, etc.),

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 Bowsher High School. In an effort to maintain the dignity of the educational process, **First Hour Hall Sweeps will once again be conducted each regular school day. Periodically throughout the school day during other class periods, Hall Sweeps may be held.**

The Court System looks at lateness to school the same as absences from school. Teachers will contact parents/guardians 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 they provide documentation on official letterhead (medical, dental, psychiatric, court, etc.) noting date and time of appointment.

HAZING

Hazing is strictly forbidden and not tolerated at Bowsher 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 Bowsher 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 in the front and back of the building.

HONOR SOCIETY MEMBERSHIP

The E. L. Bowsher Chapter of the National Honor Society is a prestigious organization available to students who excel academically, have outstanding character, and understand the importance of service toward their community. Sophomores, Juniors, and Seniors who have maintained an accumulative grade point average of 3.5 are encouraged to fill out an application. An induction ceremony occurs in the fall of each academic school year. If you have any questions, please email Ms. Stacy Bell - sbell@tps.org

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 Bowsher 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 Bowsher High School should retain their ID cards from the previous school year during the months of August and September.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension class is 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.). In School Suspension is not intended to replace serious consequences of the TPS City-Wide Discipline Code.

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 the school resource for the latest books and magazines and offers computer access for research and printing. A certified Media Specialist is available to help with all information and technology needs. The Library Media Center is open daily from 7:45 until 2:45, except when reserved for school functions. Books may be borrowed for two weeks, and no late fees are charged, but students are responsible for the cost of lost or damaged items. Internet access is available for those students that have a signed Toledo Public Schools Parental Permission Form on file.

LOCKERS

Upon enrolling/entering Bowsher High School, a student must bring a lock within the first two weeks of school. Student lockers will be assigned to each student. Locker numbers can be found on student schedules. Lockers are the property of the school and are to be kept clean at all times by the student who has been assigned the locker. Students may not share lockers; one locker per student! 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. 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 may be brought in for any student during the school day. Students are not permitted to have food delivered via food delivery services (Door Dash, UberEats, etc.) food deliveries will be turned away and not accepted for delivery.** If your child forgets their lunch or lunch money, they may charge their lunch for the day. Repayment is expected the next school day.

MAKE-UP WORK

Make-up work for excused absences is not equivalent to class attendance. It is the students' responsibility to request missing assignments for excused absences. 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 1103, when the medication is brought to school. The student may carry prescription inhalers all times. 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. Prescription medicine found in the possession of a student will be confiscated and a parent/guardian must retrieve it. Exceptions: **documented** inhalers and Epi Pens.

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. In addition, students should not use telephones (classroom or teacher's) during regular school hours. In the event of an emergency or death, please do not contact the student via cell phone. Please contact the office so that the student may be notified in a private setting.**

OBSCENITY

Any gross, vulgar, coarse, crude, indecent or repulsive behavior will not be tolerated at any time at Bowsher 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 Bowsher parents, guardians, and interested adult family members are encouraged to participate actively in the Bowsher Boosters Club. Information can be found on the Bowsher Boosters Facebook page.

PRINCIPAL'S LIST

Students who maintain at least a 3.5 accumulative grade point average will earn the Principal List status each semester. The current Principal's List is posted in the front and back of the building

PROFANITY

Inappropriate language (profanity, obscenities) is not permitted at any time when in Bowsher High School and/or on the Bowsher 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 Bowsher 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 Bowsher 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 enforced and followed.

PUBLICATIONS

The **Apogee** is an annual history of Bowsher through pictures, copy, and artwork. The Book must be preordered with at least a minimum deposit. **Yearbooks** are distributed in the spring.

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 TPS Summit Campus 1609 N. Summit Street, Toledo Ohio, 43604, the Pupil Placement Office provides various services to parents/guardians of Toledo Public School children. The office telephone number is 419.671.0812.

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.

RESOLUTIONS – HAIR DISCRIMINATION

IN HONOR OF BLACK HISTORY MONTH THIS RESOLUTION REJECTS ALL FORMS OF DISCRIMINATION INCLUDING THOSE BASED ON HAIR TYPES AND HAIR STYLES WHEREAS, since the days of slavery, natural hair types and natural hair styles commonly associated with African-Americans have been the focus of intentional as well as unintended discrimination against those individuals, based on negative, lingering, cultural biases that frequently favor hair styles and hair types that more closely resemble Eurocentric hair types and hair styles; and WHEREAS, Toledo City Council voted on December 10, 2019 to amend the “discrimination prohibited” chapter of Toledo Municipal Code to include a prohibition against discrimination on the basis of natural hair types, hairstyles, and head wraps commonly associated with race, culture, or religion; and WHEREAS, the Toledo City School District has existing policies in place that prohibits all forms of discrimination including those based on natural hair types, hairstyles, and head wraps that are commonly associated with race, culture, or religion; and WHEREAS, the Board of Education of Toledo City School District is student-centered and wants no TPS student to be marginalized or discriminated against simply because of their hair style or texture. THEREFORE, BE IT RESOLVED that the Board of Education of the Toledo City School District supports the amendment to the nondiscrimination law passed by the Toledo City Council on December 10, 2019; and BE IT FURTHER RESOLVED that the Board of Education of the Toledo City School District hereby continues to reject all forms of discrimination, but specifically rejects race discrimination on the basis of natural hair types, hairstyles, and head wraps commonly associated with race, culture, or religion. The Board hereby finds and determines that all formal actions related to the adoption of this Resolution were taken in open meetings of this Board; and that all deliberations of this Board and of its committees, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable law. This Resolution shall be in full force and effect from and immediately after its adoption

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, 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 and must take place within two weeks of the start of the semester. Corrections after two weeks, must be counselor or teacher initiated. All student-initiated changes must be accompanied by a form available from the counseling office. **Approval from the parent is needed. Final decision on a student-initiated schedule change will be determined by the Counselor and/or Assistant Principal/Curriculum and Instruction.**

SCHEDULING PROCESS

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

SCHOOL NURSE

A Registered Nurse, 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 1103, 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 hall pass,** as required. If a student needs to go home because of illness, the Nurse will make the necessary arrangement. 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 SECURITY

There is a full time School Resource Officer, Officer McClair, on duty at Bowsher to protect students and staff members to enforce school policies and to keep Bowsher safe for everyone. The School Resource Officer also assists students and parents/ guardians to prevent any problem that may occur during school. There is also a Toledo Police Officer located at Bowsher; Officer Tierney. Officer Tierney is also on duty at Bowsher to protect students and staff members to enforce school policies and to keep Bowsher safe for everyone. Officer Tierney also assists students and parents/ guardians to prevent any problem that may occur during school. Officer Tierney may be reached by calling the office at (419)671-2168 during school hours.

SCHOOL RINGS

Students will have the opportunity to purchase our official school ring during the school year. In the spring, 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 in good standing in their academics, attendance and behavior. You should discuss your desire to be a student assistant with your senior counselor. Student assistants must always wear their assistant lanyard. Misuse of a student assistant assignment will result in the period being replaced with a regular class.

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. **School property limits** are defined as the public sidewalks surrounding Bowsher and Bowsher athletic fields. This is a **State Law** and has been added to the City-Wide Discipline Code.

STUDENT BEHAVIOR

It is everyone's responsibility at Bowsher High School to assist in maintaining an environment that allows maximum opportunity for learning. Students at Bowsher 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 Bowsher High School. **All Bowsher students should be ready, respectful and responsible.**

STUDENT GOVERNMENT

Junior and senior students have the opportunity to represent their class on student government. Each year the teacher advisor for each class will make announcements regarding participation and election of officers.

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 Bowsher parking lot must complete a Registration Form each year in the Dean's 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 Bowsher High School. Students may only park 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 Main Office until the end of the school day. Students will be notified to stop by the Main Office before leaving school. Parents/Guardians bringing in lunch money, personal items, etc. must report directly to the Main 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 Main 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 Bowsher 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 3:00 PM.** The Dismissal Bell rings at 2:45 PM. 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 Bowsher 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

Discipline is designed to modify and improve school behavior so all students can learn; it is not intended to diminish educational opportunities. For that reason, students are entitled to make-up classwork for full credit or be held harmless when they are excluded from their regular classroom schedule or school and work cannot be assigned. Students are responsible for completing make-up work in a timely manner. **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 school each day and in class by the official start time. Being tardy means coming late to school/class after the day starts or the bell rings. A school may consider an absence as excused with a written or verbal explanation by the parent for certain circumstances including illnesses, religious holidays, illness or death in the family, and other similar circumstances. If a student does not check-in properly, he/she will be recorded as absent for the day/class period, and a telephone call will go out to the home. Tardiness will be dealt with in a variety of ways depending on the school environment where the child attends. Students cannot be suspended/expelled for tardiness or absences from school.

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.**

TITLE I

Bowsher is a proud Title 1 school wide building. Being such, we receive Title I funding to serve at risk and disadvantaged students. These funds are federal dollars that supplement State and Local funds; they do not supplant them, and is based on a building's percentage of low-income students. Title I services are based on the academic needs of the students. Being a 'school wide' building, every students and every staff member is eligible for services.

Being a Title I building helps our students and staff by providing opportunities to increase student achievement, instructional supplies and materials, instructional programs and experiences, educational field trips, additional teachers and support staff, professional development for the entire staff and parent engagement activities.

TITLE I; PARENTS' RIGHT TO KNOW

As a parent/guardian with a student participating in a Title 1 funded program run by and supported by Toledo Public Schools, you the right to know the qualifications of your child's classroom teacher. The federal *Every Student Succeeds Act (ESSA)* required that any local school district receiving Title 1 funds must provide information to the parents/guardians who ask about the professional qualifications of their child's classroom teacher. 1) Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provided classroom instruction. 2) Whether the teacher is teaching under an emergency or temporary status that waives the state licensing requirements 3) The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree, and 4) Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications. All requests must be made in writing and should include the following information: student's full name, legal parent/guardian's full name, address, city, state, zip code, and teacher's name. Your request can be sent to the Toledo Public Schools Educational Campus, Human Resources, 1609 N. Summit St, Toledo, OH 43604

TITLE I; PARENT INVOLVEMENT PLAN

At Bowsher High School, we recognize the importance of having parents (this term is also meant to include families and guardians) involved in the child's education. The support of the parents regarding school and academic policy is crucial to our success. We promise to provide a safe open environment that welcomes you as a valued member. We encourage you to attend our annual Open House, which is held the evening in the fall, right after school starts.

HOME SCHOOL CONNECTION: Our parent/student handbook contains a multitude of items that include topics of school policies. This handbook is updated annually and provided to every family. Information regarding Support Services is available through the main office for specific needs like family support, health, language translations, and special education needs.

COMMUNICATION: Academic reports are given at a minimum of 8 times a year in the form of Mid Quarter and end of Quarter report cards. In addition, every fall we schedule formal parent teacher conferences during November. Educators or parents have the right to request additional face-to-face or phone conferences as needed. In addition, Teachers are encouraged to maintain an open line of communication with parents via phone calls, agenda books, and / or teacher notes.

PARENT EDUCATIONAL OPPORTUNITIES: there are several events throughout the year that encourages parents to participate. We have parent nights designated for Open House and Community Night. We also offer for parents College Credit Plus meetings.

VOLUNTEER OPPORTUNITIES: Parents are required to apply to volunteer through Partners in Education. This form is available in the main office or via written request. Please see a school administrator for specific opportunities or to discuss where your skills can be best utilized.

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

Tutoring is available before and after school many times throughout the school year at Bowsher. Schedules are posted and announcements made informing students of these worthwhile opportunities.

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 2021-2022

FIRST WARNING BELL FOR 1 ST HOUR	9:45 AM
SECOND WARNING BELL FOR 1 ST HOUR	9:55 AM
1 ST HOUR BEGINS	10:00 AM
1 ST HOUR ENDS	10:30 AM
2 ND HOUR BEGINS	10:35 AM
2 ND HOUR ENDS	11:02 AM
3 RD HOUR BEGINS	11:07 AM
3 RD HOUR ENDS	11:34 AM
4 TH HOUR BEGINS	11:39 AM
4 TH HOUR ENDS	1:09 PM
LUNCH A	11:39 AM-12:09 PM
LUNCH B	12:09-12:39 PM
LUNCH C	12:39-1:09 PM
5 TH HOUR BEGINS	1:14 PM
5 TH HOUR ENDS	1:41 PM
6 TH HOUR BEGINS	1:46 PM
6 TH HOUR ENDS	2:13 PM
7 TH HOUR BEGINS	2:18 PM
7 TH HOUR ENDS	2:45 PM
LATE BIRD BEGINS	2:50 PM
LATE BIRD ENDS	3:37 PM

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 Office before school, after school, in between class periods 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 Main Office for processing.

The following information on the Work Permit Application must be completed before returning the form to the Main 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 Bowsher student must take it to the Bowsher Main Office with one of the following records of birthdate: 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 above. Work Permits can be denied due to poor attendance and/or grades. **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.**

VALIDICTORIAN/SALUTATORIAN

The ranking of students within a high school class is permitted to determine honor students, to award various distinctions related to high school graduation and to provide information for college entrance officials. The ranking used for ceremonial purpose is based on seven semesters of high school coursework.

No listing of the ranking of students will be posted or published and, except as made available for the purposes previously mentioned. The ranking of an individual student is considered information available only to the student or parent and authorized staff.

The student's final class ranking will be reflected on their final transcript.

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.

9. The ranking used for ceremonial purpose is based on seven semesters of high school coursework.

10. The student's final class ranking will be reflected on their final transcript.

When the GPA of the top students (Valedictorian and Salutatorian,) are so close where the second semester grades may change the standings, the determination will not be made until the day of Graduation when final grades are known. The top (2) students will attend the end of the year celebrations together and be equally recognized as the top students of the class.

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.**