



# STUDENT HANDBOOK

## ADMINISTRATORS

Mark Smiley, High School Principal  
Dan Perlman, Assistant Principal

## GUIDANCE SERVICES

Marla Heckman, Guidance Counselor (A-L)  
Katie Ryan, Guidance Counselor (M-Z)  
Matt Lakamp, School Psychologist  
David Bingle, School Resource Officer  
Cathy Glatt, School Social Worker

## **A WELCOME TO ALL STUDENTS AND PARENTS**

We would like to be the first ones to welcome you to Taylor High School. This handbook is designed to help students plan their high school course of study. We have made several changes to our current programs and requirements, and we hope that these changes will encourage all students to take advantage of every opportunity offered at THS. Taylor High School has a faculty that is very caring, experienced and nurturing. We hope you will use this handbook as a guide to help you through your high school career.

WELCOME AND GOOD LUCK!!



This student handbook was developed to answer many questions of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August 1, 2020. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

[www.threeriversschools.org](http://www.threeriversschools.org)

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### **School Contacts**

Main Line	513-467-3200
Attendance	513-824-7356
Fax	513-467-0053
Principal	Mr. Mark Smiley
Assistant Principal	Mr. Dan Perlman
Counselor, Alpha A-K	Mrs. Marla Heckman
Counselor, Alpha L-Z	Mrs. Katie Ryan
Guidance Secretary	Mrs. Kim Kurzhals
Athletic Director	Mr. Larry Herges
School Resource Officer	Mr. David Bingle
School Social Worker	Mrs. Cathy Glatt

### **District Office Contacts**

Main Line	513-941-6400
Fax	513-941-1102
Superintendent	Mr. Craig Hockenberry
Director of Student Services	Mrs. Megan Rivet
Director of Communications	Mrs. Lisa Whiteley
Treasurer	Ms. Alice Gundler
Food Service/Transportation	Mr. Tim Wagner

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## WE ARE THREE



MORE THAN JUST A VALUE,  
IT'S OUR PROMISE



#WeAre3  
3 Rivers, 3 Schools, 3 Core Values

### CORE VALUES

**Cultivate Excellence:** We believe in the relentless pursuit of our very best in everything we set our hands, hearts, and minds toward. We commit to challenging one another to be better as we strive to give our staff, students, and families the highest quality educational experience possible.

**Inspire Innovation:** We believe in the creative spark that lives in all our staff and students. We will constantly create ways in which that creativity can be used to solve problems for our school, community and our world. It is our job to construct experiences and environments where this creativity can be unearthed and fostered to make the world a better place.

**Nurture Inclusion:** We believe that every life we touch possesses incredible value and worth. It is our job to enthusiastically cultivate the diversity of strengths, talents and gifts that every individual in our care possesses no matter what their background, gender, race or belief system. Everyone is welcome and embraced.

### MISSION AND VISION STATEMENT

The mission of Three Rivers Local Schools is to provide a safe, united, academically challenging environment where all students achieve excellence. The vision of Three Rivers Local Schools "We are a state-of-the-art, world-class educational provider recognized for developing future leaders and productive citizens."

*At Three Rivers Local Schools, we strive to....*

Provide an atmosphere that gives each individual the support needed to succeed.

Provide cohesion as a school district and the uniqueness of our individual schools.

Provide high expectations for students and staff and view all stakeholders as learners.

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## THS SCHOOL SPIRIT

### Alma Mater

My head's held high  
So proud am I,  
To be one of your numbers.  
Thy past is great  
Thy paths are straight  
Thy future shall be pure.

Chorus:

O Taylor High  
Our Taylor High,  
Thy sons sing out thy glory,  
Our voices raise  
To sing thy praise

O Taylor, here's to thee  
We hear thy call  
To one and all  
To go forth into glory  
To strive for good and brotherhood,  
To honor right o'er wrong

Thy tow'ring dome,  
Like mighty Rome  
Looks high out o'er the river;  
So all may see  
Thy sons, like thee  
Are able, just and proud.

### Fight Song

Here's to dear old Taylor  
Long may she stand high;  
Down through the ages  
May her banner fly,  
Rah! Rah! Rah!  
Keep her name untarnished  
and her flag unfurled,  
do this fellow students,  
And she'll stand before  
the world.  
We go out to conquer  
Fighting clean and fair  
Fight for all that's worthy  
Only get it square  
Rah! Rah! Rah!  
And the burning flame  
Play with soul and sinew  
And we're sure to win the game.

Here's to dear Old Taylor  
Dear old Gold and Brown  
Keep her colors flying  
Never let them down  
Rah! Rah! Rah!

Cherish all her standards  
Keep her straight and true;  
You'll be proud of Taylor  
And you'll make her proud of you.

## **POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)**

“Be Taylor Made” is our Positive Behavior Intervention System (PBIS) framework that Taylor High School will be following this school year. The main focus of PBIS is to achieve a positive school culture that supports the Three Rivers District Core Values and the Taylor High School mission statement. Through continued implementation of PBIS, students, teachers, and administrators interactions define the courageous culture of Taylor High School. Effective classroom management, positive feedback, and preventative school discipline are essential for supporting teaching and learning. PBIS goes further by emphasizing that classroom management and preventative school discipline must be proactive, integrated, collaborated with effective instruction in a positive and safe school climate to maximize success for all students.

**Creating a Positive Culture:** Taylor High School has developed a behavior matrix which includes our expectations that align with “Being Taylor Made” expectations (Be Respectful, Be Responsible, Be Safe). Each expectation is broken down into different categories along with an explanation of how each expectation should look and sound for that specific setting. Taylor High School settings are the Classroom, Hallways/Stairways, Restrooms, Lockers, Cafeteria, Activities/Events, and the Parking Lot.

The PBIS expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the right way until they demonstrate fluent performance because of the reminders that are posted in each area.

JACKET Expectations Rewards:

(INSERT AFTER WE DECIDE THE REWARDS)



# ACADEMICS



THREE RIVERS LOCAL SCHOOL DISTRICT  
CALENDAR 2020-2021 SCHOOL YEAR

August 11-12	Tuesday-Wednesday	District Level PD
August 13	Thursday	First Student Day
September 7	Monday	Labor Day holiday - School Closed
September 16	Wednesday	Open House
October 7	Wednesday	End of 1st Quarter
October 8	Thursday	No school for students/Conference Day
October 9	Friday	No school for students/Teacher Records Day
November 3	Tuesday	No school for students/Election Day
November 23-27	Mon-Fri	Fall Break – School Closed
December 14-17	Mon-Thur	1st Semester Exams
December 17	Thursday	End of 2nd quarter
December 18	Friday	No school for students/Teacher Records Day
December 21	Monday	First day of winter break
January 4	Monday	First day after winter break
January 18	Monday	Martin Luther King Day – School Closed
February 10	Wednesday	Scheduling Fair
February 15	Monday	Presidents Day – School Closed
February 16	Friday	No school for students/Conference Day
March 12	Friday	End of 3rd Quarter
March 15	Monday	No school for students/Teacher Records Day
April 2	Friday	First day of spring break
April 9	Monday	First day after spring break
April 27	Tuesday	Senior Awards Night
April 28	Wednesday	9-11 Awards Day
May 24-27	Tues-Fri	2nd Semester Exams
May 26	Wednesday	Graduation
May 27	Thursday	Last Student/Teacher Day

## BELL SCHEDULES

Regular Bell Schedule		Extended Advisory Schedule	
1st Period -	8:08-8:59	1st Period -	8:08-8:55
2nd Period-	9:03-9:52	2nd Period-	8:59-9:43
3rd Period-	9:56-10:45	ADV-	9:47-10:17
4th Period-	10:49-11:38	3rd Period-	10:21-11:05
		4th Period-	11:09-11:53
A Lunch -	11:42-12:12		
5th Period-	12:16-1:05	A Lunch -	11:57-12:27
		5th Period-	12:31-1:15
5th Period-	11:42-12:31		
B Lunch -	12:35-1:05	5th Period-	11:57-12:41
		B Lunch -	12:45-1:15
6th Period-	1:09-1:58	6th Period-	1:19-2:03
7th Period-	2:02-2:51	7th Period-	2:07-2:51
Pep Rally Schedule		2 Hour Delay Schedule	
1st Period-	8:08-8:55	1st Period-	10:08-10:42
2nd Period-	8:59-9:43	2nd Period-	10:46-11:18
3rd Period-	9:47-10:31	3rd Period-	11:22-11:54
4th Period-	10:35-11:19		
		A Lunch-	11:58-12:28
A Lunch-	11:23-11:53	5th Period-	12:32-1:04
5th Period-	11:57-12:41		
		5th Period-	11:58-12:30
5th Period-	11:23-12:07	B Lunch-	12:34-1:04
B Lunch -	12:11-12:41		
		4th Period-	1:08-1:40
6th Period-	12:45-1:29	6th Period-	1:44-2:16
7th Period-	1:33-2:17	7th Period-	2:20-2:51
Assembly-	2:21-2:51		

## GRADING SCALE

POINTS	LETTER GRADE	VALUE
93-100	A	4.0
90-92.9	A-	3.7
87-89.9	B+	3.3
83-86.9	B	3.0
80-82.9	B-	2.7
77-79.9	C+	2.3
73-76.9	C	2.0
70-72.9	C-	1.7
67-69.9	D+	1.3
63-66.9	D	1.0
60-62.9	D-	0.7

GPA and Class Rank: Semester grades (percentages) in all courses earning letter grades are used to determine a student’s grade point average (GPA), the basis of class rank. Class rank is determined at the conclusion of each semester by using GPA and ranking students numerically. The following scale is used to determine a student’s grade point average.

**GRADING POLICY**

Taylor High School offers several (4) tiers of weighted courses. Weighted GPA is calculated by dividing total quality points by total credits attempted. However, weighted GPA uses the 4-level system of quality points summarized below.

Advanced (AP and CCP) - 5.0  
 CP - 4.5

Honors - 4.75  
 General - 4.0

Numerical Grade	Letter Grade	Non-Weighted Value	Weighted College Prep (Level 2)	Weighted Honors (Level 3)	Weighted Adv. Place. (Level 4)	Semester Avg. /Final Avg. Range
93.0 - 100	A	4.0	4.5	4.75	5.0	3.88-4.0
90.0 - 92.9	A-	3.7	4.2	4.45	4.7	3.54-3.87
87.0 - 89.9	B+	3.3	3.8	4.05	4.3	3.18-3.53
83.0 - 86.9	B	3.0	3.5	3.75	4.0	2.88-3.17
80.0 - 82.9	B-	2.7	3.2	3.45	3.7	2.54-2.87
77.0 - 79.9	C+	2.3	2.8	3.05	3.3	2.18-2.53
73.0 - 76.9	C	2.0	2.5	2.75	3.0	1.88-2.17
70.0 - 72.9	C-	1.7	2.2	2.45	2.7	1.54-1.87
67.0 - 69.9	D+	1.3	1.8	2.05	2.3	1.18-1.53
63.0 - 66.9	D	1.0	1.5	1.75	2.0	.88-1.17
60.0 - 62.9	D-	0.7	1.2	1.45	1.7	.60-.87
0.00-59.9	F	0	0	0	0	.00-.59

**GRADE POINT AVERAGE (GPA) / VALEDICTORIAN**

Grade point average (GPA) and class rank are important measures of a student’s academic level and achievement in high school. GPA will be calculated both by weighted and non-weighted methods. The unweighted GPA will be used to determine the honor roll. The weighted GPA will be used to determine class rank and the Valedictorian and Salutatorian for each graduating class of Taylor High School. The valedictorian and salutatorian shall be decided by their weighted averages through the first seven semesters.

Computation of the unweighted GPA and weighted GPA is based on semester grades for all courses taken for credit. Unweighted and weighted GPAs are determined by quality points earned, divided by credits attempted. Quality points for weighted GPA are calculated by multiplying the numerical value of a semester grade (weighted according to the level of the course) by the amount of credit attempted in one semester. The unweighted GPA (honor roll) does not consider the level of the course. Both GPAs will be calculated to three decimal places. There are four levels of courses at Taylor High School. A list of courses and how they are weighted is written in the Course Registration Guide.

**HOMEWORK POLICY**

Taylor High School believes that homework supports our educational program and the development of skills necessary for the success of our students. Homework can help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as the reading of worthwhile books and the preparation of research papers. When assigning homework, the teacher will clearly state the objective(s) of the assignment to the student and provide appropriate directions for achieving the objective(s).

Homework that is assigned should meet one or more of the following objectives:

1. To practice and reinforce skills and concepts taught in the classroom;
2. As preparation or introduction for material that will be taught;
3. To provide an opportunity to extend learning beyond the classroom;
4. To provide enrichment about a subject taught;
5. As an opportunity for creative expression and to encourage analysis, synthesis, and evaluation of a lesson and/or...
6. To complete unfinished classroom work or work that was missed due to absence.

The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and *take into account other responsibilities which make a legitimate claim on the student's time*. Homework assignments should never be the reason a student fails a course.

### **HONOR ROLL / ACADEMIC LETTERS**

At the close of each grading period, a three level honor roll will be determined based on the student's quarterly grades. Only students enrolled in and earning grading marks in a minimum of 5 courses are considered for the honor roll. Students achieving a 4.0 average for the grading period receive "Highest Honors"; students earning a 3.500 to 3.999 average will be designated as "High Honors"; students who average 3.000 to 3.499 achieve "Honors" status. If a student receives a quarterly grade of F for any course, the student is ineligible for honor roll regardless of grade point average. All courses taken by a student will be computed (unweighted) to determine the grade point average and honor roll status. Names of students qualifying for honor rolls will be posted in the school and provided to the local newspapers. Academic awards are given annually at the Awards Ceremony to students who receive "High Honors" or "Highest Honors" for the first three quarters of the school year.

### **COURSE CREDIT INFORMATION**

In grades 9 through 12, courses that earn High School Credit are individually passed or failed. A student must obtain a minimum of six (6) quality points and receive passing grades in two of the following: 3rd quarter, 4th quarter, and 2nd semester exam. To be awarded  $\frac{1}{4}$  or  $\frac{1}{2}$  credit for a semester course, a student must obtain a minimum of three (3) quality points *and* receive passing grades in two of the three reported grades (2 quarters; 1 exam).

### **GRADUATION CREDIT REQUIREMENTS**

<b>Courses</b>	<b>Class of 2021 and beyond</b>	<b>Courses</b>	<b>Class of 2021 and beyond</b>
English	4	Science**	3
Health	$\frac{1}{2}$	Social Studies	3
Mathematics****	4	Electives*	5
Physical Education***	$\frac{1}{2}$	Fine Arts Elective	1
<b>TOTAL</b>			<b>21</b>

\*Must include 1 unit or 2 half units in Business, Technology Education, and/or Foreign Language

\*\*Must include 1 unit Physical Science and 1 unit Biological Science

\*\*\*The Physical Education Waiver may apply.

\*\*\*\*Must include 1 unit of Algebra II or equivalent

## **AP COURSES**

Any student enrolled in an Advanced Placement course must take the AP exam. The student is also responsible for payment of the testing fees for each exam by the deadline. Courses Available:

English Language	English Literature	Calculus AB
Environmental Science	US History	US Government
Psychology	Art – 2D	Art – 3D
Art – Studio Art Drawing		

## **COLLEGE CREDIT PLUS**

College Credit Plus is a program in which eligible students can take a course and earn both high school and college credit that appears on both their transcripts. CCP replaces the former Post-Secondary Education Option and Dual Credit Courses. Students may take courses online, at a college campus, or in the high school setting taught by adjunct college professors. At Taylor High School, we have partnerships with several local universities for CCP courses. For more information on these programs and the options for our students to earn college credits in high school, see the Course Guide, visit the website, or see your Counselor.

## **CREDIT FLEXIBILITY**

The Board of Education recognizes that an effective educational program is one that provides students opportunities to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually developed and school approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills.

Students can earn high school credit by:

1. Completing coursework;
2. Testing out or showing mastery of course content;
3. Pursuing an educational option and/or an individually approved option; and/or
4. Any combination of the above.

For more information on Credit Flexibility please visit our website, Academics tab on Taylor’s main page or see your Guidance Counselor.

## **PHYSICAL EDUCATION WAIVER**

Students may apply for a Physical Education Waiver. The waiver is for the course itself but does not waive the credit. This means that even with the waiver as a student must still meet the 20/21 required credits for graduation through other courses/electives. To receive the waiver, students and their parents must complete an application and submit it to the main office at the high school. Upon completion of each season, the student must have a verification form signed by their coach, band director, or advisor. Two successful seasons of any combination of interscholastic athletics, cheerleading or marching band must be verified for students to receive the waiver. One season of sports or band and one PE course does not satisfy the requirement.

## **VIRTUAL SCHOOL**

The purpose of the Taylor Virtual School is to better serve our student population by providing an additional alternative method of achieving credits. Terms of acceptance into Virtual School are decided collectively by the principal, counselor, virtual school coordinator, parent(s), and student and agreed upon through a contact. The decision-making process will include an evaluation of the student's likelihood of success and his/her priority level. Half-day or full-day virtual school students will report to CT Young during their designated times to the Virtual School classroom. Students taking just one period of virtual school will be assigned a location within the main campus to complete their work.

NOTE: More detailed information about Taylor High School's academic programming can be found in the current Course Guide. Copies of this can be found on the website and counseling office.

## **EXAMS**

All students 9-12 who are enrolled in a credit earning course for graduation must take an exam. Exams count as 1/5 (20%) of a student's semester grade in a course. Only students who have a doctor's note will be permitted to reschedule an exam. Those students MUST make up their exam within 5 school days from their return.

## **EXAM EXEMPTIONS (EOC courses and Seniors)**

Students may be exempt from their 2<sup>nd</sup> semester exam for any course in which he/she is enrolled if he/she meets all of the following criteria:

1. 3rd and 4th quarter grades must each be a "B" or better.
2. No suspensions or BIC assignments during the 2nd semester.
3. No more than 5 absences in a semester class and no more than 10 absences in a yearlong class. (School sponsored field trips and college visits do not count against the student.)
4. Determined on a class to class basis (can be exempted from English 10, but not Geometry).

Teacher period attendance in Progress Book will determine #3. The teacher will notify students who will be exempt from their 2<sup>nd</sup> semester exam. Notification will take place as soon as possible, but no later than the day prior to the first day scheduled for exams.

Whenever a student is exempted from an exam, the student's exam grade will be the average of the 3rd and 4th quarter grades, with ascending or descending status being the deciding factor when necessary. For example, if the 3rd quarter grade is an A and the 4th quarter grade a B, the exam grade will be a B because the grades are descending. If the 3rd quarter grade is a B and the 4th quarter grade an A, the exam grade would be an A because the grades are ascending. Students may opt to take exams even though they are exempt if it will improve their semester grades.

## **ACADEMIC TESTING REQUIREMENTS**

<b>9th Grade</b>	<b>10th Grade</b>	<b>11th Grade</b>	<b>12th Grade</b>
Semester Exams	Semester Exams	Semester Exams	Semester Exams
AIR EOC Exams	AIR EOC Exams	AIR EOC Exams	AIR EOC Exams
Pre-ACT	Pre-ACT	PSAT/NMSQT	ACT/SAT
	PSAT/NMSQT (Honors English 10 & Opt in)	ACT/SAT	AP Exams
	AP Exams	AP Exams	ASVAB (Opt in)
		ASVAB (Opt in)	

**SEMESTER EXAMS**– In grades 9-12, Semester Exams will be given at the end of each semester for any course that earns H.S. Credit.

**PRE ACT** – This assessments offers students early practice for the ACT test. Scores will reflect predicted ACT score ranges to the ACT 1-36 scale. Students may opt to share their information with colleges and scholarship agencies. The ACT interest inventory provides students with a personalized view of interests with college and career alignment. All students grades 9-10 will take this.

**PSAT/NMSQT** – This assessment offers practice for the SAT test and allows students to have a greater awareness of academic strengths and weaknesses. It is also an opportunity to possibly qualify for the National Merit Scholarship. Like the SAT, the questions are in the subjects of Reading, Math, and Writing. All juniors and students enrolled in Honors English 10 will take this assessment on Plan for the Future Day.

**ACT** – Is a college entrance test that includes questions in English, Reading, Math, and Science. Writing is an optional component. The score from this test is used as one criterion for college acceptance and scholarship. The maximum score is 36. All students will be given a free administration of this assessment during the spring of their junior year.

**SAT** – Is a college entrance test that includes questions in Reading, Math, and Writing. The core from this test is used as a criterion for college acceptance and scholarship. The maximum score is 2400. Students must sign up for this on their own, and this will be taken off campus, outside of school hours.

**ASVAB** – Is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students. This assessment will be offered during the spring, and students are able to opt in to take it.

**AP Exams** – Are exams taken at the end of an Advanced Placement course. With the appropriate test score, many colleges will award college credit for the course. Taylor High School offers a broad range of AP courses in which AP tests will be taken and possible college credit earned.

**AIR End of Course (EOC) Exams** – State required tests in the spring that measure student achievement in Common Core and Revised State Standards. See the chart below for what subjects have EOY exams.

<b>AIR End of Course Exams</b>	
English 10	Biology
Algebra I & Geometry	American History & Government



## **GRADUATION TESTING REQUIREMENTS**

### **For the Class of 2021:**

OPTION 1: Satisfy one of the three original pathways to graduation that were in place when you entered high school. The pathways include:

1. [Ohio's State Tests](#) - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.
2. [Industry credential and workforce readiness](#) - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.
3. [College and career readiness tests](#) - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

OPTION 2: Satisfy the new graduation requirements for the classes of 2023 and beyond by:

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
2. **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

### **Class of 2023 & Beyond:**

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
2. **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

## **TEST SECURITY**

Many times in your school years you will be taking tests. You should know that all tests and examinations are considered "secure." That means that we keep them locked up until they are given to you and that no school employees (including teachers) are permitted to let you know questions or answers to questions ahead of time. AIR EOC Tests, Advanced Placement Tests, achievement tests, and ability tests are given special protection. If there is evidence that cheating took place, the papers in question will be disqualified and disciplinary action may be taken. These procedures are for your protection to make sure that everyone who takes these tests does so in a fair and equal manner.

## **CHEATING & ACADEMIC INTEGRITY**

Plagiarism is literary theft and therefore a form of cheating. Plagiarism in most instances is easy to identify and expose. The very force that makes plagiarism easy and tempting, the internet, also makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. Students should be aware that Taylor High School places a priority of maintaining integrity

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on all coursework. All parties to plagiarism or cheating are considered equally guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. NOTE: Teachers may establish rules and regulations specific to their course(s)

# ATTENDANCE



## **ATTENDANCE POLICIES AND PROCEDURES**

The Three Rivers Board of Education realizes that the key to a great education is the student being on time to school and ready to learn. With that in mind each school is ready to work to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and the use of strict guidelines in regard to tardiness and absences. Parents are encouraged to schedule doctor, dentist and counseling appointments after school hours when possible.

### **TARDINESS TO SCHOOL**

Any student who reports to school after 8:08 a.m. is considered tardy. It is the parent/student's responsibility to arrive at school on time, and only in rare cases and with administrative approval, will exceptions be made to excuse tardiness. Oversleeping and car problems are not excused reasons for tardiness even with a parent note. Students who are tardy should make-up work missed during the tardy. Habitual tardiness will result in school discipline and/or a referral to the district's attendance and truancy officer. Students are responsible for the work missed because of their tardiness.

### **ABSENCES**

When a student is absent, the parent or guardian should **call the 24-hour attendance line at (513-824-7356) by 8:30 a.m.** In the event that a parent does not contact the school by the required time, a call will be made to the student's home or parents to notify them of their child's absence. All absences will be recorded as unexcused, receiving a "0" for the day's work if the office does not receive a note and/or phone call prior to the beginning of the school day that the student returns. All students' absent hours are counted and tracked throughout the academic year. Parents and students are encouraged to schedule doctor and dental appointments at the beginning or end of the school day to avoid accruing large amounts of absent hours.

**After seven (7) full day absences during the school year, third party documentation will be required for verification of absence.** Those not verified by a third party will be marked as unexcused. A parent phone call/note will no longer be sufficient and absences without third party documentation will be considered unexcused. Unexcused absences will be referred to the district attendance officer for possible court action. A student is satisfactorily excused under the following circumstances, and conjunctly acceptable third party documentation includes:

- Personal illness – documentation from a licensed medical professional
- Illness in the family – documentation from a licensed medical professional
- Quarantine of home – notification from Board of Health
- Death of relative – obituary or memorial card from funeral
- Observance of religious holiday – knowledge by administrator of the existence of holiday on this date

- Medical/dental appointments that cannot be scheduled outside school hours – verification of attendance at appointment from a medical professional
- Educational/psychological testing – verification of attendance at appointment from a medical professional
- Court appearances – subpoena or receipt from court

Any absences that do not fit the above criteria may be considered unexcused. After five consecutive absences a doctor’s note will be required to excuse those days of absence. The importance of regular and prompt attendance cannot be overemphasized. **If it is necessary for your child to remain at home, please call the attendance line @ (513-824-7356) at any time (24 hours a day).** Please remember to send a note when your child returns to school, stating the reasons for the absence. Calling the school is required by the Missing Child Act, Section 3313.205 of the Ohio Revised Code. Illegal absence of a student with the parents’ knowledge is termed Failure to Send. Illegal absence without the knowledge of the parent is termed truancy. Excessive tardiness is categorized with Failure to Send. Cases of Failure to Send, Truancy or Excessive Tardiness are handled by the Hamilton County Attendance Officer. We anticipate and appreciate your support in helping your children develop good attendance patterns.

**EXCESSIVE ABSENCES AND HABITUAL TRUANCY**

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with a student's progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. The laws of the State of Ohio requires the school attendance of every person between the ages of 6 and 18 years of age during each day the school is open. To support academic success for all students, the district will partner with students and families to identify and reduce barriers to regular school attendance.

Truancy will be defined as including any of the following circumstances:

1. Not attending school or individual classes after leaving home to do so.
2. Being absent from school without parental and/or school permission.
3. Leaving class without permission, or not attending a class without permission of school authorities.
4. Leaving school or school grounds without permission of the principal, or other school authority. Students who leave school because of illness or some other reason after approval from the school nurse or a member of the administrative staff must sign out in the Main Office. Students who fail to sign out will be counted as a truant.
5. Any other absence from class without notifying the school and receiving permission from home.

The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;

- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.

Starting the 2017-2018 school year, truancy laws have changed as a result of Ohio HB 410. The definition of “habitual truancy” moves from defining truancy in terms of days missed to hours missed, meaning under HB 410 a student is considered to be a habitual truant if they have missed:

Habitual Truant - based on hours:

- a. Absent 30 or more consecutive hours without a legitimate excuse
- b. Absent 42 or more hours in one month without a legitimate excuse
- c. Absent 72 or more hours in one year without a legitimate excuse

Excessive Absences – based on hours:

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

If a student reaches the level of “habitual truant,” they will be assigned to an absence intervention team composed of at least two district staff members and the student’s parent or guardian. The intervention team will develop an intervention plan for the student focused on reducing or eliminating further absences. If needed, the intervention team can contact the juvenile court to request that the student be informally enrolled in an alternative to adjudication to assist with absenteeism.

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team
  - b. Make three meaningful attempts to secure the student’s parent or guardian’s participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team
3. Within 14 days after the assignment of the team, the district will develop the student’s absence intervention plan
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

On the 61st day after assignment to the intervention team, if the student has refused to participate in or failed to make satisfactory progress on the intervention plan, or continues to have absences that reach the level of an habitual truant after being assigned to the intervention team, the school must file a complaint with juvenile court.

**ABSENCE PROCEDURE**

If a student's absence is unavoidable, the following steps should be taken by the parent(s)/guardian(s):

1. **Call the Taylor Attendance Line at (513-824-7356) by 8:30 a.m.**, and leave a message concerning the student's absence and the reason for the absence, as directed by the voicemail message.
2. If a student is not called in by a parent or guardian on the day of the absence, the student must bring a note, signed by the parent, stating the date(s) of the absence(s) and the reason for their absence(s). This note should be present to the attendance personnel in the Main Office by 8:05 a.m. If students are late to class as a result of turning in notes, they will be counted as tardy. All parent notes must be turned in to the Main Office by the second Friday following an absence for the absence to become excused. Failure to bring a signed parent note for the absence will result in the absence remaining unexcused.
3. Absences during exams are only excused with a doctor's note. The note is due the day after the absence. Students who do not submit a doctor's note will receive a score of zero on all exams missed.

### **ARRIVAL AND DEPARTURES**

Students in 9-12, who are dropped off to school, should arrive between 7:50 and 8:05. Please pull up to the designated secondary drop off circle. If a student is early in the morning, the building doors open at 7:30 am. Students arriving before 7:30 am will be held in the main office vestibule. At 7:30 am, the doors will open, and those students who are early will report to the cafeteria for supervision until 8:00 am.

Students being picked up after school should get to their cars as quickly as possible. Drivers should continue to pull forward in the circle to alleviate traffic back-up. Students who drive will have numbered spots assigned to them. Any student who drives to school MUST register their vehicle with the main office, fill out the registration form and pay the registration fee. Students should not loiter in the parking lot.

### **EARLY DISMISSAL – Excused & unexcused**

A student requesting an early dismissal from school should bring a parental note to the Main Office prior to 8:08 a.m. on the day the dismissal is requested. These notes should be dated and indicate the time and reason for the early dismissal. Students are to report to the Main Office and sign out before leaving. Verification (notes) of doctors' visits should be turned in the next day. If the student returns to school the same day of the dismissal, he/she should report directly to the Main Office to sign back in and present a medical note. Students who leave school will be counted as tardy, one-half or one full day absent depending upon the amount of time missed. Students are responsible for the work they missed because of a dismissal.

### **EXTENDED ABSENCES**

In order to accommodate parents who must take their vacations during the school year, students will be permitted to accompany their parents without penalty (providing it does not involve the last week of any semester or term) or put the total number of student absences beyond five (5) days in any one quarter. Before permission is granted, a meeting should be held with the parents and a building administrator to make sure they understand the potential effects of the absence on the student's academic success and the provisions for make-up. The student may be given their instructional materials, and the general content areas that will be dealt with during the absence. There is a vacation form that must be completed by the student and signed off on by the student's teachers and administrator prior to vacation being approved.

Whenever possible a student should inform the Main Office and make arrangements with his/her

teachers about homework and assignments in advance if the student is going to be absent for an extended period of time because of medical reasons. missed. Students are responsible for the work they missed because of extended absences.

We do allow the absence to be excused and students to make up work for full credit if they meet the following conditions:

- a. The administration must be notified of the absence by parental note at least 2 school days in advance of the first missed day of school.
- b. Once the parental note is received and approved by the administration, the student will be given a form to notify all of their individual teachers of the absence and collect work that will be missed during the absence.
- c. The vacation is with the student's family.
- d. The absences do not exceed five school days.
- e. Work assigned is completed and turned in on the day the student returns to school.

Failure to follow this process will result in the Out of Town absence(s) remaining unexcused.

### **ILLNESS WHILE AT SCHOOL**

Pupils who become ill during the day should ask their teacher for permission to go see the school nurse or the main office if the nurse is not available. No person will be admitted to the nurse's office without a pass from a classroom teacher or school administrator. The nurse, principal, or designee, will decide what action to take, (i.e. rest in the office, go home, go to a doctor or hospital, or return to class.) The student will not be permitted to go home unless seen by the school nurse or their designee and parental permission can be secured. Any student not following this procedure will be considered an unexcused absence. Students may not contact parents using their own personal devices to pick them up from school because they are ill; they must follow the above procedure.

### **FIELD TRIPS**

Students on field trips are responsible for their work in the classes that they miss on the day of the field trip. It is the student's responsibility to contact the teachers of those classes before the student leaves on the field trip. Class work must be completed by the next day. Students are responsible for getting each of their teachers to sign the permission form along with their parents. Teachers will not sign if the student is failing or has missing work for that course. If a teacher does not sign the form, the student is not permitted to attend. Attendance: if a student has FIVE or more unauthorized/unexcused absences during the quarter of the field trip, they will not be allowed to attend. Students are responsible for the work missed because of a field trip.

**\*Money for field trips is due in advance.**

**\*\*Money for field trips will not be refunded.**

### **LEAVING SCHOOL GROUNDS**

During school hours, school authorities are responsible for each student. Once a student has set foot on campus, he/she is NOT permitted to leave school grounds during school hours. If a student needs to leave, then he or she must be signed out in the main office by a parent, legal guardian, or approved contact on the student's registration or EMA form. This rule applies for all students, including students who are 18 years of age or older. It is important to know the whereabouts of students to ensure their safety, so leaving school grounds will result in disciplinary action.



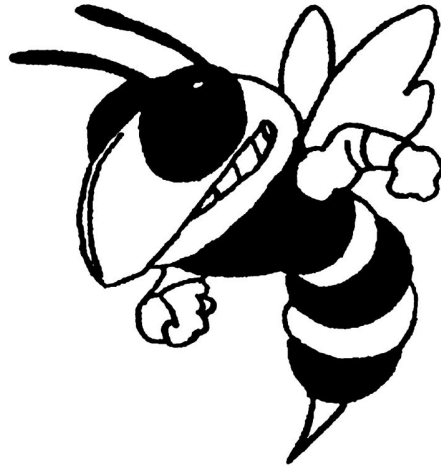
### **MAKE-UP WORK**

It is the responsibility of the student to make arrangements with each classroom teacher to make up assignments missed while absent. Students will be permitted the same number of days to make up assignments, both daily and long-term, as their absence. If a student's first day of absence is on the due date of an assignment, no extension will be granted upon the student's return. Students who leave school early because of an excused early dismissal are responsible for the assignments in their missed classes. The student should contact the teacher before leaving to discuss both the assignments and due dates.

### **PERFECT ATTENDANCE**

In order to receive recognition for perfect attendance, the student's attendance must be perfect. No student should expect to be recognized as having perfect attendance if he/she has accrued any absences, tardies, or early dismissals.

# GUIDANCE



## **SCHOOL COUNSELORS**

School Counselors play an integral part in the development of the individual student for effective living in the modern world by striving to accomplish the following goals with each student:

1. Help each student to understand himself/herself.
2. Help each student to understand and make the most of his/her abilities, aptitudes and interests.
3. Help each student develop as a social being so that he/she can contribute to society.
4. Help each student develop the confidence to think his/her problems through and to select intelligent courses of action.
5. Guide students in learning to seek and utilize available resources.

The focus of the guidance program is on individual counseling and is supplemented by various activities within the school. Guidance counselors are responsible for assisting students with course selections, career guidance, college placement, testing, and individual problems which impede the learning process. A student should feel free to arrange an appointment with his/her counselor whenever he/she encounters an academic or personal problem.

## **ENROLLMENT PROCEDURES**

Enrollment packets for grades 9 - 12 may be picked up at the High School Office during regular office hours Monday through Friday. Appointments are highly recommended for enrollments to avoid long wait times. You may schedule your appointment when picking up the packet or call the main office at 513-467-3200. Please allow up to 30 minutes for your appointment.

For your enrollment appointment, you will be required to provide your completed enrollment packet along with the child(ren)'s original birth certificate, photo ID, proof of residence, and any divorce/custody documents as they apply. A document checklist is included with the enrollment packet to help you with items needing to be provided. All other forms are provided in the packet.

## **WITHDRAWAL PROCEDURES**

1. Notify the main office of withdrawal and complete withdrawal form.

This does not officially withdraw a student from the Three Rivers School District.

2. Pay any outstanding school fees, lunch fees, return all books and clean out lockers/cubbies.

Unpaid school fees will result in withholding grades to other schools and agencies.

3. Enroll in a new school as soon as possible.

Your student will not be officially withdrawn from the Three Rivers schools until a Request for Records is received from the new school. Your student is required to attend Three Rivers Schools until fully enrolled in a new school. Failure to enroll your student in a new school will result in a referral to the Truancy Officer of the Three Rivers School District.

## **SCHEDULE CHANGES**

Making good decisions about course selections is critical for students to consistently progress toward graduation. Our counselors, teachers and administrators are all available to provide any information and guidance during the course selection process to help ensure that the best possible scheduling decisions are made.

Preparing the master schedule and individual schedules is a very important, involved process. Parents and their students should devote adequate thought and planning to course selections prior to submitting course requests. After the course selection sheet has been turned in and entered into the computer, it will be

considered a final schedule request.

A student may make a schedule change only under one of the following circumstances:

- 1) Administrative Error
- 2) Academic level change that is found to be in the best interest of the student (teacher/counselor recommendations)
- 3) Dropping a study hall.

Students in grades 9 – 12 must maintain enrollment in six (6) courses. If a course is dropped before Aug 31<sup>st</sup> (Jan. 30<sup>th</sup> – 2<sup>nd</sup> semester), students will receive a “W” on their report card and transcript. If the course is dropped after Aug 31<sup>st</sup> (Jan. 30<sup>th</sup> – 2<sup>nd</sup> semester), a “W/F” (withdrawn/failure) will show on their report card and transcript as well as reflect in their GPA. If a student wishes to add a course in place of a study hall, he/she must notify his/her counselor prior to the first day of school. Any exceptions must receive administrative approval.

Students are responsible for all course fees once final course selections have been entered unless a change is made due to administrative error or academic level change as listed above.

### **STUDENT RECORDS (CUMULATIVE)**

A cumulative record shall be maintained for each student. This record shall begin with first entry in school and continue all years of enrollment. The cumulative record shall include but not be limited to:

1. Student personnel information: name, address, telephone number, date and place of birth, date of enrollment.
2. Family information, parent names, addresses, employment telephone numbers, marital status, brother and sisters, custody information.
3. Records of academic progress for report card grades and attendance.
4. Standardized test scores.
5. SAT and ACT scores.
6. All current IEP papers (present year) plus the IEP for the next school year (if any)
7. Most recent multi-factored evaluation, including the most recent psychological evaluation.
8. Student Information Record Form for new students. This record will be purged at the end of grade 12.
9. All suspension and expulsion records in sequential order.

Cumulative records shall be directly accessible only to the professional staff, the student (18 years or over), and custodial parents or legal guardian of a student under 18 years of age.

### **COLLEGE VISITATIONS**

Taylor Juniors and Seniors are permitted a total of two days each school year for college visits. College visit forms are available in the guidance office. They must be completed and submitted to the main office for approval at least two full days prior to the date of the visit. Confirmation from the College Admissions Office on their official letterhead must be presented to the main office upon the students return to school. Students are urged to make college visits after school and on weekends. College visits are not counted as absences unless verification of the visit is not presented upon the student’s return as stated on the college visit form and in the student handbook.

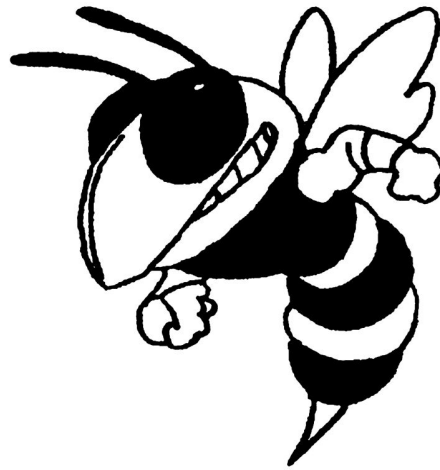
### **DRIVER’S LICENSE SUSPENSION (O.R.C. SECTION 3321.13)**

According to section 3321.13 of the Ohio Revised Code, if a student is unexcused absent for ten consecutive days, or if a student accumulates a total of fifteen (15) unexcused absences at any time during the school year, the Bureau of Motor Vehicles must be notified. Upon such notification, the Bureau of Motor of Vehicles will suspend or deny the opportunity to obtain an Ohio Driver’s License or a valid instructional permit. Any drug or alcohol offense on school grounds and/or at school event also results in a similar suspension.

### **JOB SHADOWING**

As part of the Three Rivers District Career Education Plan, Taylor High School provides students in grades 9 – 12 the opportunity to participate in a job shadowing experience. Each year, students in grades 9 – 12 will be given one excused day to shadow a job that aligns with their future career aspirations. The job shadowing experience provides students with a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace. The student and their parents or legal guardians are responsible for setting up the job shadowing experience. Appropriate paperwork must be completed before and after the job shadowing day. Job Shadowing days will not be considered an absence unless appropriate paperwork and proper procedures have not been followed.

# ATHLETICS & EXTRACURRICULARS



## **ELIGIBILITY**

Athletic Eligibility will be determined 5 days after the end of a grading period by the Athletic Department. Students determined to be ineligible will be notified by the Athletic Director and a call placed to the student's parents or guardians.

Students **must be in school six bells to participate in extracurricular activities** that day. Activities other than interscholastic athletics include, but may not be limited to: band, drill team, cheerleaders, class and student council officers, student council members, theatre, drama, speech and debate, chess, language clubs, science clubs, yearbook, foreign exchange club, athletic team trainers, managers, and statisticians, intramurals, show choir, stage crew, library aides, science aides, physical education aides, and dancers.

The Parent Student Athletic Handbook, OHSAA rules and guidelines, Sudden Cardiac Arrest, Concussion information and Physical Forms can be located in your final forms athletic account.

## **PARTICIPATION IN SCHOOL EVENTS**

To participate in or attend a school sponsored event, performance, or extracurricular contest, the **student must be present in school for six bells on which the event is held or have a medical note of absence.**

1. If the event is to be held on Saturday, the students Friday attendance must meet the attendance requirements of attending six bells.
2. Exceptions can be made only with administrative approval.
3. To participate in or attend school sponsored extracurricular practice sessions, students must arrive at school no later than the start of 4th bell and/or 10:49 am with confirmation (note/phone call by parent or guardian) of the absence and complete the school day.
4. If a student is suspended, expelled or is attending alternative school (including BIC), the student will not be permitted to participate in athletic events or practice.

Frequent late arrivals to school may result in removal from the extracurricular activity. Possible exceptions will only be considered for the following situation:

- Illness in the family
- Death of a relative
- Observance of a religious holiday
- Verified doctor or dentist appointment
- Emergency or set of circumstances judged as sufficient cause by school authorities.

The appropriate building administrator may excuse absence for "personal reasons" prior to the date of absence.

## **EXTRACURRICULAR/ACTIVITY FEES**

Participation fees for extracurricular activities shall be collected by each coach or advisor to help defray the cost of the activities to the Three Rivers School District. Fees are payable by check or money order to: Three Rivers Local School District. Receipts will be issued for cash payments. Fees for teams, clubs and even will be shared by the coach, club advisor, or coordinator. Coaches and/or sponsors are responsible for tracking student payments and for counting and turning in money.

Students may not participate in extracurricular activities if the student has outstanding or delinquent school fees. For fall sports and activities, school fees must be paid up through the final quarter of the previous school year. For all other sports or activities school fees must be paid through the previous quarter. Extracurricular fees are nonrefundable after the first competition, activity, performance, or meeting.

## **NATIONAL HONOR SOCIETY**

Qualifications for membership:

1. Earn an unweighted cumulative GPA of 3.0 and semester GPA of 3.5 or better for three consecutive semesters.
2. Complete the NHS Application Form and all other forms and return by the date indicated.
3. Receive two written recommendations from faculty and/or coaches who have been instrumental in the life of the candidate within the present school year.
4. Submit a self-evaluation.
5. Attend an after school meeting to review the parameters of NHS membership.
6. Be approved by the Faculty Council.
7. Turn in Membership Acceptance Form by the indicated date.
8. Attend the induction ceremony.

To remain full members of THS Honor Society, members must:

1. Maintain a cumulative semester GPA of 3.0
2. Pass the annual character and leadership evaluation by the THS faculty and faculty council.
3. Fulfill the following annual service requirements:
  - a) Attend at least 7 out of the 9 regularly scheduled meetings (first Tuesday of every month). These meetings are mandatory and will not count toward any service credit hours earned.
  - b) Earn 25 hours of service credit prior to April 15 of each school year. Please note that no less than 15 should be done prior to March 1 or members will be put on probation.
4. Receive no F's on a report card for a quarter grade at any time.
5. Receive no suspensions.
6. Pay the annual dues. Please see the advisor if this is an issue.

Violations of #1 will result in suspension from NHS for at least a full semester, until a 3.0 is again attained. Failure to attain #2 or #3, or violations of #4 or #5 may result in suspension or dismissal from the NHS according to the ruling of the Faculty Council.

## **STUDENT COUNCIL**

Student Council provides for student activities and serves as training experience for leaders, promotes the common good of the school, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are the students' representatives and their liaison to the school administration.

The Student Council is composed of the officers (President and Vice-president) from each class, the Student Body President, and four Student Council Representatives from each class (two elected by the class, and two chosen by the Student Council). To be eligible to become a candidate for any office of the Taylor High School Student Council, the following requirements must be met:

1. Minimum cumulative GPA of 2.5 with no final grades of "F";
2. No more than 3 unexcused absences in a quarter.
3. No out-of-school suspensions, alternative school assignments, or expulsions during high school;
4. Submit a completed application by the established deadline. The application includes the following:
  - a) answers to specific questions on application
  - b) two teacher endorsements
  - c) the Student Council Advisor's endorsement
5. Prepare and deliver a campaign speech if requested.



To be eligible to run for Student Body President, individuals must complete all of the above criteria and have a minimum of two years experience serving on Taylor Student Council. To be eligible to run for Senior Class President or Senior Class Vice-president, individuals must complete all of the above criteria and have a minimum of one-year experience serving on Taylor Student Council. The requirements for incoming freshmen will be based on their 7th and 8th grade records and teacher endorsements.

Students who run for student council must campaign in a manner that validates their own candidacy and does not disrespect other candidates in any way. Signs must adhere to this guideline and must be approved by the advisor or an administrator. Removal as a candidate may result for any improper behavior as determined by the school administration.

To remain a member of the Student Council, officers and representatives must attend all meetings and all major functions. 3 unexcused absences will result in dismissal from the Student Council. Any student who is determined by the advisor to not be fulfilling his/her duties may be removed from office at any time. The remaining student council officers, along with the advisor, will select the replacement of an outgoing member.

### **HOMECOMING/PROM COURT CANDIDATES**

To be eligible to be a member of either Homecoming or Prom courts or to be elected as King or Queen, students must meet the following requirements:

1. Minimum cumulative GPA of 2.0 during high school.
2. Participation in at least two board approved extra-curricular activities or organizations during high school.
3. No expulsions during high school.
4. No assigned days in Out of School Suspensions from the beginning of the school year.
5. Must be a senior to be eligible to be a candidate. Fifth year seniors are not eligible.
6. At the date of nomination students must have all outstanding fees, fines or other financial obligations paid in full. If a student is not paid in full, they must have an up to date payment plan on file in the Main Office.

Students who run for an office or for homecoming/prom king or queen must campaign in a manner that validates their own candidacy and does not disrespect other candidates in any way. Signs must adhere to this guideline and must be approved by the designed advisor or administrator. Removal as a candidate may result for any improper behavior as determined by the school administration.

# OTHER IMPORTANT INFORMATION



## **MEDICATION**

No person employed by the Three Rivers Local Board of Education shall, in the course of such employment, administer any medication prescribed by a physician or any over the counter medication to any student enrolled in the schools of the district, except as described.

1. For all medication: An authorization form filled out by an attending physician and signed by her/him shall accompany the medication to school.
2. Parents shall sign a permission slip giving school personnel the authorization to administer the medication to their child.
3. All medication must be properly labeled with the name and address of the child, the name of the medication, the dosage, the time of administration and the prescribing physician.
4. All medication must be brought to school in the original container.
5. No more than 30 doses of medication will be kept in school at any one time.
6. All medication is to be taken to the principal's office or the assistant principal's office by an adult. No child is to keep any medication on his person during school hours or take medication without proper supervision.
7. The medication shall be administered according to the physician's directions as listed on the request form. The directions on the prescription label of the medication container and physician's written request must correspond.
8. The appropriate teacher will be informed when a child needs to take medication during school. The teacher will allow the child to be released from the classroom if/when necessary.
9. New request forms must be submitted each school year and/or as necessary for change in medication distribution.

### **Clarification of student medication procedures:**

1. No student is to furnish medication of any kind to another student.
2. No student is to accept medication of any kind from another student.
3. With the exception of approved asthma inhalers, students shall not administer any drug to themselves. They shall bring the original container to the office at the beginning of the school day. This applies to both prescription and over-the-counter drugs.
5. Parental permission is required before office personnel will allow students to take these medications.
6. Detailed building procedures shall be as approved by the principal.
7. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms if the prescribed conditions are satisfied.

## **EMERGENCY PROCEDURES**

### **IN CASE OF A FIRE**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency fire alarm. Remember these basic rules:

1. Check the instructions in each class (they are posted by the door indicating how to leave the building in case of fire).
2. Walk. Second floor stays to the right in the stairwell. Third floor stays to the left in the stairwell.
3. No talking.
4. Move quickly and quietly to the designated area.
5. Stay with your class so that teachers may take attendance.

## **IF WE NEED AN EVACUATION**

1. Follow the first four steps above.
2. In the event of evacuating for an emergency, students will be directed and supervised to CT Young and appropriate safety personnel will be notified.

## **IN CASE OF A TORNADO**

In case of tornado emergency or drill, everyone must go to their assigned areas in corridors or along inside walls. When students are asked to assume the “tornado position,” they are to do the following:

1. Sit on a floor facing the wall.
2. Hold a hard-backed book or their arms over their heads and put their heads between their knees.
3. Remain quiet until the all-clear is sounded.

## **LATEX FREE / NUT FREE CAMPUS**

Students with a latex allergy may develop life-threatening reactions when exposed to the protein found in natural rubber latex. Natural rubber latex is found in products such as balloons, rubber-bands, adhesive bandages and latex gloves. Latex balloons and gloves pose a special hazard because as a balloon deflates or gloves are removed, rubber protein particles are released into the air. Taylor High School requests that no latex balloons be brought into the building. Mylar balloons are acceptable.

Students with nut allergy may develop life threatening reactions when exposed to nuts or nut products. Nuts can be found in many foods, including candy bars, cookies, cakes. Nuts and nut products can induce certain individuals into an allergy attack. Taylor High School requests that no nuts or nut products be brought into or consumed in the classroom.

## **FEES & FINES**

Students owing school fees and fines must pay by the end of the grading period of each semester when new fees are assessed. Fees from a previous year(s) should be paid by the beginning of the school year. Fees and fines are cumulative from year to year and could result in retention of student records after he/she has completed graduation requirements as well as exclusion from extracurricular activities

Student fees must be paid in full or a current payment plan in place for students to be able to participate in Athletics, Extra-Curriculars, Dances, Prom, and Graduation. Please contact the school main office at 513-467-3200 with any questions, or to set up a payment plan.

In order for a student to be exempt from paying school fees, a “fee waiver” form must be on file in the main office before the end of the current school year. Families who are unable to pay school fees should contact the main office to arrange a payment schedule.

## **SNOW DAY PROCEDURE**

When weather conditions or other calamities occur, the Superintendent will declare Three Rivers Schools “closed”, “open with limited bus service”, and/or on a “one-hour delay or a two-hour delay.” Whenever possible, the decision to close will be made prior to 6:45 a.m. although there may be occasions when a later decision becomes necessary. A “one-hour delay” or a “two-hour delay” may also be changed later to a “closed” status. A “one-hour delay” or a “two-hour delay” indicates that all buses will pick up all students one or two hours later than normal, including students transported to schools in other districts, regardless of whether or not that other district is on a delay. Dismissal will be at normal times. Depending on whether it is a one or two hour delay, parents should drop off students at school buildings either one or two hours later than usual.

The district web page is a recommended source of information, ([www.threeriversschools.org](http://www.threeriversschools.org)) as is WKRC (55kHz) or WLW (700kHz). It is also recommended that you follow Three Rivers Local School District on social media platforms (Twitter, Facebook) for announcements.

### **WORK PERMITS**

Work permit forms may be obtained in the Main Office. Forms must be completed and returned to the Main Office to the secretary. Any student under the age of 18 years old who is working must have a work permit on file. Students who are 14 years or older may apply for a work permit. The cost of a work permit is \$7.00 payable by check or money order to Taylor High School. A re-issued work permit (second or different job) is \$4.00.

### **LOCKERS**

Each student has been assigned a locker. It is the student's responsibility to see that the locker remains undamaged and in good working condition. Possessions will be safe if the locker is kept locked, and no one but the student(s) assigned to the locker know(s) the combination. **Students should not share or trade lockers.** Since the lockers belong to the school, the administration reserves the right to inspect lockers and their contents at any time. Any student, who has something taken from his/her school locker or gym locker, must report the theft to the assistant principal or to the physical education teacher immediately.

### **TEXTBOOKS**

Students are issued textbooks at no charge at the beginning of a course. Teachers will assign books, indicating the book number, and condition. Students shall sign the class inventory register indicating they received their course book. Fines may be charged for excessive wear, or damage to a book. Lost books or damage beyond repair will require students to pay replacement costs. Students are responsible for making sure all books are returned to the appropriate teacher or staff member. Books left in lockers are not considered "turned in". Students will be charged for books that are not returned to the teacher who issued the book to the student. Each textbook is identified with a number. When a student signs out that book he/she is responsible for returning that same book. Taylor High School will not accept replacement books that have been purchased from outside vendors including internet sales.

**WARNING:** It is important for students and their parents to understand that if a teacher tells students that they may leave their books in the classroom, it is still the responsibility of the student to make sure that the book is checked in at the end of the course. It is NOT in the best interest of the student to leave unattended textbooks anywhere in the building other than in their assigned locker.

### **THE USE OF SCHOOL BAGS**

Students are not permitted to use book bags during school hours. Students are permitted to bring book bags to school. Upon arrival, students' book bags are to be placed in the students' lockers and may not be removed until dismissal or until students leave for the day. Students are only allowed to carry their notebooks, binders, and Chromebooks in the hallways and to classes. Although staff will work with students on organizational strategies throughout the year, we also ask parents to set aside time each week to help students clean out and organize their materials at home.

**Purses with a shoulder strap, or a hand strap are the only bags that will be permitted during school and should be no larger than a piece of notebook paper.** Students are not to carry backpacks or cinch packs of any size. If a student has a medical necessity that requires a bookbag, they should receive approval for the

bag from the administration before taking it into classrooms. Failure to comply with this policy may result in items being confiscated and/or disciplinary action.

## **FOOD AND DRINK**

All food and drinks must be kept in the cafeteria with the exception of pure water. Water may be carried to classrooms under the following guidelines:

1. Water must be clear pure water. No flavored water, Gatorade, soda, etc. will be permitted.
2. Water must be carried in a clear plastic container.
3. Contents may be checked at any time.
4. This privilege may be revoked at any time if a student misuses a water container in any way.

## **STUDENT PARKING**

All automobiles driven to school by students shall be parked on the school grounds in the area designated for such purposes, locked, and not occupied or moved until the student is ready to return home at the end of the school day, except by special permission by the principals.

1. The area designated for student parking is in the main parking lot. The spaces will be numbered.
2. Once the vehicle is parked, the student(s) must report to the school building and not return to the vehicle until leaving for the day.
3. All parking regulations are to be observed with safety in mind. Parking and driving privileges will be denied at any time a student fails to adhere to the regulations or drives in an unsafe manner.
4. There will be a fee for parking privileges. Students who pay their fee will receive a parking pass which must be displayed while parked on school grounds.
5. The administration reserves the right to search any student vehicle when reasonable suspicion of an infraction occurs.

## **STUDENT JOURNALISM**

Official student publications (social media accounts, magazines, yearbooks, etc.) are a part of the school curriculum and, as such, editorial control remains with school authorities.

## **VISITORS**

Students *are not* permitted to have visitors at any time during the school day, including during lunch, unless permission is given in advance by the administration. All visitors are subject to the above procedures and must follow Taylor's code of conduct and dress code.

*All visitors must check in*, present proper identification, and register with the receptionist. A visitor's I.D. will be issued and must be displayed by the individual while present on school property. The visitor I.D. is to be returned to the office upon leaving the school grounds. All visitors must sign out. Visitors will not be permitted to loiter on the school campus or in school buildings.

Parents are to schedule conferences in advance at times convenient for both teacher and parents. Typically, conferences will be scheduled at such times that do not interrupt or interfere with a teacher's class.

## **BULLYING/CYBERBULLYING/HAZING/INTIMIDATION/DATING VIOLENCE**

Bullying/Hazing/Intimidation in Ohio schools is defined in Ohio law (Ohio Revised Code 3313.666(B)(E)) as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both: causes mental or 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. This act also includes violence within a dating relationship. Cyberbullying is the above prohibited behavior perpetuated with computers, cellular phones, internet websites, and/or other electronic devices. The term bullying will be used in what follows for all acts as defined above.

While many of these issues may occur “on school property” or “at school events”, if the act of bullying occurs off school property/during non-school hours, it still results in school discipline if it manifests itself or there is a disruption in the learning environment in the school setting. Any acts of bullying, as defined above, should be reported immediately to school administration. Penalties for such behavior include a range of disciplinary action including suspension from school. Taylor High School must be a safe haven where all students feel physically and emotionally safe and secure at all times. Parents can assist the school and help protect their children by joining in this effort.

## **HARASSMENT**

The Three Rivers Local School District is committed to providing an environment that is free from harassment, hostility, or defamation, whether verbal, written, or physical. Such acts will not be tolerated and will constitute grounds for disciplinary action, including suspension and/or expulsion from school. Legal agencies may be contacted as well.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating hostile or offensive school or work environment. Sexual harassment between employees, students, students and employees, and students or employees and a member of the public visiting the school, will not be tolerated.

The sexual harassment of an employee or student of this district is strictly forbidden. Any employee or student of this district who is found to have sexually harassed an employee or student of this district will be subject to disciplinary action.

Any student who believes he/she is being subjected to sexual harassment should let the offender know immediately and firmly that the behavior is offensive and not acceptable. The student should also report the offending behavior to the administration to help insure the behavior is stopped.

## **LABORATORY AND STUDIO SAFETY**

Safety and hazards instruction is intended to alert you to potential dangers so be alert and cautious, but not afraid. The use of the sharp tools in the art and science classrooms carries with it the responsibility for proper use.

Caution: X-acto knives are sharp, so sensible precautions should be observed when using them. Always cut away from yourself, preferably into a cutting mat, pad, or non slip surface. Don't press too hard, let the knife cut, and never force it.

Possession or use of a sharp tool outside these art and science classrooms are prohibited. Students caught violating this rule will be reprimanded. Classroom sets of tools and equipment and materials are provided to all students registered in that particular course. Tools provided are to remain in the classroom. At all times, students are expected to adhere to the art and science safety protocols when working in the classroom or operating the equipment.

## **DRUGS, TOBACCO & ALCOHOL POLICY**

The Three Rivers Local School District Board of Education shall not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in school owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, THC, vape pen, tobacco and tobacco products and drug paraphernalia. Students found in violation of this policy are subject to disciplinary action described in the Student Code of Conduct up to and including expulsion and referral for prosecution.

The following policy pertains to illegal drugs and alcohol:

Any student found to be in possession or under the influence of drugs and/or alcohol at school, at a school-sponsored event or on a Board-operated transportation vehicle will be suspended from school for a period of ten (10) days and recommended for expulsion. At the building administrator's discretion and with reasonable cause, any or all of the following may be conducted: drug and/or alcohol testing, searching of the student's person and personal belongings (purse, backpack, etc.), searching of the student's locker, and searching of the vehicle that a student occupied to or from school.

Students who are recommended for expulsion should bring documentation of an assessment; including a drug/alcohol screening from a TRLS approved drug and alcohol specialist, agency or facility. A form that authorizes disclosure of information to school authorities regarding the student's attendance and compliance to treatment recommendations must be completed as well. In addition, any cost incurred is the responsibility of the student or his/her parent/guardian. This documentation, along with a treatment plan for the student, will be reviewed by the superintendent and may result in the expulsion being conditionally held in abeyance.

In such cases, the student may be permitted to:

Complete his/her suspension in Alternative School upon receipt of an assessment and treatment documentation; return to school after the suspension is served *and* documentation of an assessment and treatment plan is provided.

In either of these instances, an expulsion hearing will still occur and a term of expulsion determined. Any student who is found to be in noncompliance with the recommendations of the drug and alcohol assessment and/or treatment plan will be expelled from school for the duration of his/her term of expulsion.

## **CELL PHONES/ELECTRONIC DEVICES**

A student's cell phone, MP3 player, or other electronic device (tablet, Chromebook, laptop, etc.) must be turned off and concealed before the beginning of 1st period. Cell phones and other electronic devices are not permitted to be out and visible at all during the school day (8:08-2:51); The only exception is during the students' 30 minute lunch bell. After lunch any/all devices must be turned off and put away before the student continues to class. Students will not be permitted to use their device in the hallway between lunch and their lockers. Headphones/ear-buds are not permitted at any point during the school day and will be confiscated. Students who chose not to secure their cell phone in a Locker must place the cellphone in the classroom phone holder. Unauthorized use of cell phones during class time will result in the confiscation of the cell phone. Students who do not comply with these expectations are subject to office discipline and confiscation of the device for the remainder of the day.

All actions (e.g. texts, websites visited, social media posts, pictures, etc.) by the student on his or her device are subject to the expectations and rules set forth in the student code of conduct. Any student taking,



possessing, disseminating or sharing pictures, images, and/or videos that were obtained with electronic devices during school hours, without the expressed written consent of those involved, on school property, or at a school activity will be subject to discipline under the Student Code of Conduct. Disseminating and sharing pictures includes but is not limited to posting on social websites (e.g. Facebook, Kik, TikTok, Tumblr, Twitter, SnapChat, etc ), photo sharing websites (e.g. Flickr, VSCO, Instagram, Photobucket, etc) or video sharing websites (e.g. YouTube, etc).

Students who use an electronic device without permission, in the hallway, in classrooms or other school locations not permitted will have their device confiscated for the remainder of the school day. Students may pick up their electronic device at the end of the day from the front office. Repeated offenses will result in consequences listed below. When a teacher confiscates a device, the student will turn over his or her device immediately. Students who refuse to turn their electronic device over to a teacher or adult will have further consequences for insubordination. Any student who has any kind of device out during an exam, test, or quiz will automatically receive a zero in addition to the above consequences.

**\*Taylor High School or any individual employees therein are not responsible for loss of property that results from students not abiding by school policy and any resulting confiscation.**

### **ACCEPTABLE USE POLICY (TECHNOLOGY & NETWORKS)**

The Taylor High School and Three Rivers Local School District and Extended Computer Network is defined as not only all of the computers, network wiring and network wiring located within the Taylor High School and The Three Rivers School District, but also any equipment with which the school and district computers may connect electronically. Therefore, when a student uses a Taylor computer, iPad, iPod, or other device brought from home to connect through the Internet to another computer, no matter where in the world that device is located, those become part of the Taylor High School and Three Rivers Local and Extended Network. Computers and devices that are outside of the buildings of the Three Rivers District that connect into our system are also considered part of our network. Students should be aware that the list of rules below governing the use of computers and devices in the Taylor and Three Rivers Local and Extended Computer Network are also enforced through state and federal laws. In addition, any act by a student on a device connected to the Three Rivers Network is subject to disciplinary action from the student code of conduct.

To use any device and the internet service on the Three Rivers Campus, each student and his/her parent must sign the district's "Internet Acceptable Use Agreement." Once signed, this agreement must be returned to the office and will be kept on file for the duration of the student's tenure at Taylor High School.

The user is held responsible for her or his actions and activity on the Internet no matter what device that student is using, be it a computer, iPad or cell phone allowed by the teacher. The Three Rivers Local School District Code of Conduct applies to all student users. Unacceptable uses will result in the suspension or revocation of internet and BYOD privileges or more serious penalties. Full disclosure of the Three Rivers Responsible Use Guidelines can be found on the district web site <http://www.threeriversschools.org>.

Examples of unacceptable uses on school premises includes but is not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or plagiarism.
2. Access of any internet site which has been deemed inappropriate by the system administrator including pornographic material via email, website, or any other source.
3. Using the internet for financial or commercial gain without the express approval of school administration.
4. Degrading, disrupting or vandalizing equipment or system performance.
5. Vandalizing or plagiarizing the work of another user.

6. Gaining unauthorized access to resources entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Online gambling.
10. Posting personal communications without the author's consent.
11. Posting anonymous messages.
12. Using the network for product advertising.
13. Purchasing goods or services.
14. Using the network for advertising or political lobbying.
15. Displaying obscene writing or pictures.
16. Sending chain letters, broadcast messages or messages which contain slurs, obscenity or which could be considered to be harassment or defamation.
17. Downloading, sending or copying anything pertaining to illegal, immoral, unethical or unacceptable activities.

In addition, the following two uses of the internet are **unacceptable wherever they may occur and are subject to disciplinary action up to and including expulsion from school:**

1. Threatening other students with violent action to occur on school grounds.
2. Slandering, defaming, harassing or ridiculing any employee(s) of the Three Rivers School District.

### **STUDENT CODE OF CONDUCT**

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed herein is subject to expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to 3313.66, Ohio Revised Code.

#### **Types of conduct prohibited by this Code of Conduct are as follows:**

1. Damage or destruction of school property, property of school employees, or property of other students, on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault or threat of assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting, hitting or unauthorized, unwelcome touching.
6. Hazing, bullying, taunting, or ridiculing (to persecute, harass or humiliate another student and/or employee). Two incidents by one student towards another will result in reporting and labeling a student to the Board per O.R.C. 3313.666.
7. Chronic misbehavior which disrupts or interferes with any school activity, including throwing of objects.
8. Disregard of reasonable directions, rules or commands by school authorities including administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.

10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention or other assigned discipline.
13. Falsifying information given to school authorities in the legitimate pursuit of their jobs or withholding information from them, including one's identity.
14. Forgery or altering school-related documents.
15. Cheating, plagiarizing, or stealing.
16. Gambling
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, mace, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possession of any substance containing tobacco, including, but not limited to, cigarettes, vape, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
23. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
26. Violation of the Taylor Secondary School Cell Phone/Electronics policy.
27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
28. Cursing or use of foul, profane, or offensive language.
29. Use of indecent or obscene language in oral or written form; indecent or obscene gestures or conduct.
30. Publication or possession of obscene, pornographic or libelous material.
31. Placing of signs and slogans on school property without the permission of the proper school authorities.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school premises during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.

39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration of the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms or any other activity that induces panic defined as:
  - a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report is false.
  - b. Threatening to commit an "offense of violence" or
  - c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
44. Presence on school property with a communicable disease.
45. Failure to abide by rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises
47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
48. Sell, order to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
49. Carrying concealed weapons.
50. Aggravated murder.
51. Murder.
52. Voluntary manslaughter.
53. Involuntary manslaughter.
54. Felonious assault.
55. Aggravated assault.
56. Rape
57. Gross sexual imposition.
58. Felonious sexual penetration.
59. Any disruption or behavior, which could or does interfere with school activities.
60. Willfully aiding another person to violate school regulations.
61. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal from the bus or school.
62. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
63. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
64. Any other activity including, but not limited to Baccalaureate and Graduation which pupils know or should know will disrupt the academic process or a curricular or extracurricular activity either on the school premises or on premises where a school-related activity is taking place.
65. Misuse of a computer as outlined in the District Policy.
66. Students are not permitted to ride skateboards on Three Rivers School property.

67. Violation of any Board rule, regulation and/or policy.

### **STUDENT DRESS CODE**

Part of the total education of the students at Taylor High School is learning to dress appropriately and behave responsibly and respectfully in a variety of situations. Students are expected to dress in a manner appropriate to the school environment and not cause disruption to the academic process.

The Administration and Faculty of Taylor High School has the responsibility of deeming what is appropriate, excessive, and distracting in the educational setting. These regulations will assist parents, students, faculty and administrators in determining appropriate students standards for dress while at school or school sponsored events.

- Parents and students maintain responsibility for students' dress and personal appearance.
- Dress and grooming should be neat, clean and appropriate. Clothes should be clean and personal hygiene and grooming regarded as a matter of course. When dress and grooming interferes with the cleanliness, health, welfare, or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
- During school sponsored events, the administration reserves the right to deny admittance to any athletic/extracurricular event due to immodest or inappropriate dress.
- As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.
- If there are persistent issues throughout the school year, the administration may amend, change, or add to the dress code policy at any time.

All students shall observe general guidelines for dress and appearance including:

1. No undergarments should be visible.
2. No transparent, mesh, or garments with large open sides may be worn without clothing underneath.
3. Dress for school should provide a decent coverage of the body for both male and female students. Shirts must have sleeves and /or straps with appropriate covering for the midriff, and cleavage. Spaghetti straps are not permitted.
4. No clothing and accessories adorned with drugs, alcohol, tobacco or sexual messages or innuendoes, inappropriate language or graphics, violence, or other disruptive slang words or images are permitted to be worn to school.
5. No outerwear, coats, earphones/earbuds, hats, caps, visors, sunglasses, sweatbands, scarves, and bandannas are permitted to be worn. Students wearing sweatshirts with hoods must have the hoods down when in the building.
6. No pants should be worn below waist level. No underwear or shorts worn underneath pants should be visible.
7. No stockings, or sheer skin-tight pants are permitted without a top, dress, skirt or pair of shorts that meets the length requirement below.
8. Shorts must be modest in length and provide appropriate coverage. Skirts must reach mid-thigh length.

Students are not permitted to leave school premises to change clothes. Violations in dress code may result in office discipline.

LOCATION	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<b>All settings</b>	Use appropriate language. Use manners. Be patient and helpful. Listen actively. Be honest. Appreciate differences.	Be on time. Be prepared. Keep areas clean. Follow directions. Be a positive THS citizen.	Walk. Report potential problems. Use inside, quiet voices. Use positive language. Ears clear of devices.
<b>Classroom</b>	Use positive language. Follow teacher/adult directions. Raise my hand to speak. Keep hands and feet to yourself. Be an active listener (No phones).	Be on time and do your best work! Bring your materials. Actively participate. Work well with others. Follow the dress code. Clean up after yourself.	Keep learning areas clean. Ask permission before leaving the classroom. Use equipment appropriately. Follow emergency procedures.
<b>Hallways / Stairwells</b>	Use appropriate language and voice level. Always keep your hands and feet to yourself. Apologize when you bump into someone. Hats, coats and hoods off.	Always have a hall pass. Place all trash in the cans. Help others when needed. Be on time to class.	Ears clear of devices. Always walk. Stay to the right of halls/stairs. Take one step at a time.
<b>Lockers</b>	Keep the hallway clear for movement. Be patient.	Make your visit short. Lock your locker.	Report problems with lockers. Be aware of those around you.
<b>Restrooms</b>	Allow other's privacy. Use the restroom quickly and quietly.	Always flush. Wash your hands with soap and water. Place trash in the can.	Report problems. No smoking or vaping. Clean up any water spills.
<b>Gym / Auditorium</b>	Use appropriate language. Wear appropriate clothing. Show good sportsmanship.	Clean up your area when done. Sit where instructed. Eat your food outside the auditorium.	Walk. No horseplay.
<b>Cafeteria</b>	Stay in line while waiting. Use a quiet voice and control volume. Eat your own food. Be friendly and include others.	Mindfully eat a balanced lunch. Pay for your food. Clean up your area. Keep food only in the cafe.	Walk at all times. Stay seated while eating. Leave space between you and others. Report spills.
<b>Events/ Activities</b>	Use appropriate language. Dress so you reflect pride in yourself and THS. Display good sportsmanship (win or lose graciously). Be courteous towards administrators, teachers, fellow students, and visitors.	Do your best effort. Cheer/applaud appropriately. Be proud of your school and school areas.	Drive safely to and from events. Be cautious of those around you. Clean up your area.
<b>Parking Lots / Outside</b>	Park in only your parking spot. Give spatial clearance to others.	Drive a reasonable speed. Keep the lot clean. Be aware of your surroundings.	Use the crosswalks. Drive safely in the school zones and parking lot.

-----BE TAYLOR MADE-----

## **BEHAVIOR CONSEQUENCES**

Students referred to the office are subject to school disciplinary actions. Students may be referred to the office when other classroom disciplinary measures have failed to correct student behavior. Examples of classroom measures may include: warnings, conferences with students, parent communication, detentions, removal from class, etc. Students also may be referred immediately when behaviors are extremely disruptive or pose a danger to self and others.

The administration of Taylor High School uses a progressive discipline system, where the severity of consequences increases each time a student violates the Student Code of Conduct. It ensures that students violating the Student Code of Conduct are approached in a consistent, fair and objective manner. It is also intended to promote positive changes in a student's behavior.

The administration of Taylor High School reserves the right to be flexible with this plan and make decisions based on the details regarding the specific incidences of each individual case. In certain cases, the actions of students may be reported to Cleves Police Department or other public agencies.

A disciplinary record will be kept on each individual student in the Principal's office. School disciplinary actions may include any of the following:

## **EMERGENCY REMOVAL FROM SCHOOL**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the administration may remove the student from curricular activities or from the school premises. Students on emergency removal are not allowed on school property or to attend any school sponsored activity.

## **LOSS OF PRIVILEGE**

Students may lose the privilege to participate or attend extra-curricular or co-curricular activities, events or games.

## **PARENT CONFERENCES**

This is a required meeting with the administrator, parents/guardians, and student to address behavior issues. During this conference a contract may be formed stipulating behavior requirements to be met in order for the student to remain in school.

## **DETENTION**

In order to offer outstanding learning experiences for all students at Taylor High School, students are to follow their teacher's classroom rules, as well as the Taylor High School Code of Conduct. The school recognizes that students need to grow and mature. Part of growth involves making positive academic and lifestyle choices. In the event that students' choices are contrary to Taylor's expectations and standards, students will be held accountable and consequences will be imposed. Assignment of time spent after school serving a detention may be one of those consequences.

The purpose of detention is to impress upon students the fact they are responsible for their behavior, attendance, and completion of their work. After school detentions will be held in an assigned classroom each school day. All students grades 9-12 will be given 24 hour notice of a detention to acquire transportation. Detentions are 1 hour long and may be assigned by a teacher or an administrator. Students must bring work to complete during detention. Students may not sleep, talk, or move around the room during detention. All other code of conduct rules apply.

Simply skipping detention will not be tolerated at Taylor High School. No other discipline will be served in lieu of after school detention. If a student in grades 9-12 does not successfully serve an assigned after

school detention for any reason (other than those which has previously been approved by an administrator), the progression of discipline will be followed.

### **DETENTION RULES**

1. Students must report directly to the Detention room.
2. Detention will be held after school from 2:55pm – 3:55pm (1 hour). Tardy students will not be admitted.
3. Students are required to have assignments and necessary materials when they attend detention. Students without assignments and materials will not be admitted.
4. Students must work at all times while in attendance and will not be permitted to rest their heads on the table or sleep.
5. No food, beverages, electronics, cards, magazines, or other recreation items will not be allowed.
6. Completion of assignments will be checked by monitors during and at the end of detention. Monitors have the option to assign additional work.
7. Failure to follow detention rules may result in more severe disciplinary action.
8. Transportation from detention is the responsibility of the student and parent/guardian.

### **BEHAVIOR INTERVENTION CENTER (BIC)**

The Behavior Intervention Center (BIC) provides a disciplinary alternative to out of school suspensions. Students assigned to BIC will have their assignments provided for them by their teachers. Students are expected to complete these assignments and return them to their teachers to receive full credit for their work. Students who fail to obey BIC rules or who have to be removed from BIC will be disciplined with measures up to and including out-of-school suspension. Any student placed in BIC will not be permitted to attend school functions during the time of their assignment. BIC will be located at CT Young.

### **BIC RULES**

1. Students must report directly to BIC at CTY by 8am.
2. Students are required to have assignments and necessary materials when they attend BIC. Students without assignments and materials will not be admitted. Students will not be permitted to talk or communicate with other students during BIC.
3. Students will be expected to work independently and quietly. The supervisor may assist students who need help with their work.
4. Students with an IEP will be provided with tutoring assistance in accordance with the IEP.
5. Students will not be excused from BIC to meet extracurricular or employment responsibilities.
6. Students must work at all times while in attendance and will not be permitted to rest their heads on the table or sleep.
7. No food, beverages, electronics, cards, magazines, or other recreation items will not be allowed.
8. Completion of assignments will be checked by monitors during and at the end of BIC. Monitors have the option to assign additional work.
9. Failure to follow BIC rules may result in more severe disciplinary action.

### **ALTERNATIVE SCHOOL**

Alternate School can be assigned to a student who needs an alternate placement for his/her education. Taylor High School administration can assign Alternate School for any duration of time, to allow a student to complete work/credits but not attend Taylor High School. Alternative School is located at C.T. Young and



utilizes an online program for course credit(s). Taylor High School administration can assign Alternate School for any duration of time, to allow a student to complete work/credits but not attend Taylor High School.

### **OUT OF SCHOOL SUSPENSIONS**

Students can be suspended from school by administration up to 10 days and not return until the term of the suspension is completed. Out of school suspensions will be assigned for serious offenses (e.g. fighting, physical acts of aggression, illegal substances, property damage, etc.) and also assigned for chronic offenses and chronic misbehavior. Students are not permitted on school property at any time of the day during a suspension. Students should not be out in the community during school hours when suspended from school. Students on suspensions are not allowed on school property to attend any school sponsored activity.

### **EXPULSION**

Expulsion is the removal of a student from school from 1-80 school days beyond a suspension. An expulsion of 1 year can be imposed by the Superintendent in cases involving knives, firearms, violent conduct, and/or bomb threats. Students expelled from school will be withdrawn and forfeit any rights to make up work.

### **RESTITUTION**

Students may have to pay restitution for damages or lost/stolen property.

### **ALTERNATIVE ACTIONS**

Alternative actions may replace and/or accompany any disciplinary action taken for a violation of the student code of conduct. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district. Alternative actions that may be taken include but are not limited to:

- a. Civil and/or criminal prosecution
- b. Denial of privileges
- c. Design of a unique student educational program
- d. Design of a student behavioral program
- e. Design of a student work or service program
- f. Liability for damages of financial loss
- g. Parent conference
- h. Participation in a conflict resolution program
- i. Referral to alternative education program
- j. Referral to appropriate local, county, and/or state agencies and/or institutions
- k. Referral to psychiatric and/or psychological service staff.

### **INTERROGATIONS AND SEARCHES**

The Three Rivers Local School District has custody of students during the school day and the hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers and desks or articles carried upon their persons or within their vehicles and interrogation of individual students is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its "in loco

parentis” relationship with their children, will employ every safeguard to protect the well- being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority, therefore, is to be exercised with discretion and only when such inspection/search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of the school’s responsibility.

Student lockers and desks are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker or desk and its contents as the administrator believes necessary. This policy will be posted throughout the building.

### **PERMANENT EXCLUSION**

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court, or adjudicated delinquent by a juvenile court, or for any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition, or felonious sexual penetration, if the victim is a district employee. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

### **SOCIAL PROBATION (9-12th)**

Social events at Taylor High School are considered a privilege. All students will NOT be permitted to participate in school functions such as dances, prom, special events, clubs, drama productions etc. if he/she has received certain discipline consequences and/or has poor attendance.

- Any combination of suspension and BIC equaling 10 total days (within the past 2 quarters)
- 10 or more unexcused/unauthorized absences and/or 10 or more unexcused tardies (within the past 2 quarters)

\*In addition, if any hours of detention need to be served, the student will not be permitted to attend after school functions until all hours of detention are served.

\*\*The above Social Probation policy does not include athletics, as athletic eligibility rules apply. It also does not include choir or band, as those are classes.