

Toledo  
Technology  
Academy  
High School  
STUDENT  
HANDBOOK



Toledo Public Schools

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









# Toledo Public Schools

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

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

## Core Commitments:

### ***Student-Centered***

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

### ***Accountability-Based Management***

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

### ***Building Stronger Relationships***

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

### ***Technology Oriented***

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

### ***Rigorous Curriculum***

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

### ***Develop a Culture of High Expectations***

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





## **TOLEDO TECHNOLOGY ACADEMY PHILOSOPHY**

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

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

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

### **WELCOME**

*Welcome to Toledo Technology Academy!*

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

### **DIRECTORY**

#### **Telephone Numbers**

Main Office- 419-671-3900

Fax- 419-671-3960

## **School Objectives**

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

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

## **School Hours**

8:00 AM to 3:45 PM

## **Regular Schedule**

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

1st Period	8:00AM-8:50AM
2nd Period	8:55AM-9:45AM
3rd Period	9:50AM-10:40AM
4th Period	10:45AM-11:35AM
5th Period	11:40AM-1:00PM
6th Period	1:05PM-1:55PM
7th Period	2:00PM-2:50PM
8th Period	2:55PM-3:45PM

### **Two Hour Delay Schedule**

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

1st Period	10:00AM-10:20AM
2nd Period	10:25AM-10:45AM
3rd Period	10:50AM-11:10AM
4th Period	11:15AM-11:35AM
5th Period	11:40AM-1:00PM
6th Period	1:05PM-1:55PM
7th Period	2:00PM-2:50PM
8th Period	2:55PM-3:45PM

### **Guest Visitation and Guest Parking**

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

### **Toledo Technology Academy Policies**

TTA will not exclude students from participation in, deny the students the benefits of, or otherwise subject students to discrimination under any program or activity on the basis of his/her disability in accordance with 34 C.F.R. 104.4 and TTA will not, on the basis of disability, deny any student access to TTA, a vocational education program, because of the need for related aids and services or auxiliary aids in accordance with 34 C.F.R. Part 100, Appendix B, Section IV.N, and that, if necessary, TTA will provide an otherwise qualified student with a disability access to the vocational education offered at TTA by making the necessary modifications, adjustments and adaptations and by providing the necessary related aids and services as required under 34 C.F.R. Part 100, Appendix B, Section IV.N(1-5), and TTA will provide parents or guardians of students with disabilities who apply to TTA with a meaningful opportunity to provide input into the

decisions, notice of the determinations made, and notice of the procedural safeguards available to them under 34 C.F.R. 104.36, including their right to challenge such determinations through an impartial hearing.

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

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

### **Toledo Technology Academy Entrance Criteria**

**Revised 3.2.2021**

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

TTA students are expected to safely work around and operate potentially dangerous chemicals, machinery, and other equipment. Therefore, ***students with more than 2 suspensions or expulsions in the past year will not be considered for admission to TTA*** unless the disciplinary action was a result of a qualifying disability.

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

## Summary of Entrance Criteria for TTA:

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

*H.B. 410 definitions:*

### ***Excessively Absent***

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

### ***Habitually Truant***

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

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

**The applicant must have earned passing grades in all core classes (Science, Math, English/Language Arts, and Social Studies) during the school year prior to the year for which the student is applying for admission.**

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

## **Application Materials**

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

## **Application Process**

1. Students apply for admission via the Toledo Technology Academy application (available online or via the Toledo Technology Academy main office).
2. Only students who meet the specific entrance criteria will be considered for admission, except for students with a qualifying disability as defined

- by the Americans with Disabilities Act at 28 C.F.R. § 35.108, and Section 504 of the Rehabilitation Act of 1973 at 34 C.F.R. § 104.3 and/or with an IEP and/or 504 plan.
3. Students with a qualifying disability as defined by the Americans with Disabilities Act at 28 C.F.R. § 35.108 and Section 504 of the Rehabilitation Act of 1973 at 34 C.F.R. § 104.3 and/or with an IEP and/or 504 plan will have an individualized determination as to whether that individual student applicant's placement at Toledo Technology Academy would be appropriate. TTA will make this individual determination after providing an opportunity to the student and their parents/legal guardians to give meaningful input into the decisions via an IEP Team meeting and/or 504 plan team meeting. Students and parents/legal guardians will be informed of their right to challenge such determinations through an impartial hearing. TTA will review all appropriate documentation that is readily available. If no such documentation has been provided by the parents/legal guardians TTA will make reasonable attempts to obtain the appropriate documentation. TTA will review all appropriate documentation to determine on an individual basis if the program is aligned with the student's individual abilities.
  4. Students who meet the specific entrance criteria and whose placement at Toledo Technology Academy has been determined to be appropriate will have a letter mailed to them indicating their conditional acceptance into the program. Students who are conditionally accepted into Toledo Technology Academy must maintain eligibility for the program through the school year during which they have applied. Unless notified otherwise a student who has been conditionally accepted into the program will be considered fully accepted only after the end of the school year during which they have applied and after all educational records and enrollment materials have been received by Toledo Technology Academy.

### **Continued Enrollment Policy**

Continued enrollment at TTA is based on grades, attendance, and behavior. Students will be individually reviewed as to suitability for continuing in the program. Enrollment at TTA is for a period of one year and will be evaluated at the end of each quarter and semester. Continued enrollment at TTA is based upon successful completion of all TTA requirements. Students failing one class will be placed on probation. Students not showing improvement may be denied re-admittance. Re-admittance for the following year will be based upon the student satisfactorily remediating TTA required courses as written in the Toledo Public Schools Course Catalog, meeting TTA safety guidelines, and meeting the discipline standards expected of a TTA student.

## **Toledo Technology Academy Requirements**

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

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

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

## **General Statements of Good Behavior**

1. Attend all classes and be on time.
2. Refrain from acts which are considered poor behavior and will result in disciplinary action. These acts include but are not limited to:
  - i. Cheating, plagiarism, use of profanity, fighting, littering, running in the halls, throwing objects, defacing school property, name calling, horseplay, stealing, tampering with fire extinguishers or fire alarms, drug or alcohol use and assault.
  - ii. Be responsible for schoolbooks and supplies.
3. Remain in the school building at all times - especially during lunch periods.
4. All individuals must be treated with proper respect
5. An inappropriate public display of affection is not permitted.
6. TTA is a smoke-free school.
7. Report to the cafeteria within 3 minutes of the start of lunch. Stand in line and wait your turn. All food is to be eaten in the cafeteria. Keep the table

areas clean and return all trays and dispose of all refuse. Push chairs in when leaving the cafeteria area. **Students may not order food from outside to be delivered at TTA without permission from TTA administration.**

8. Keep all food and beverages out of classrooms and the labs.
9. Adhere to the Toledo Technology *Acceptable Use Policy*. This policy in summary is
  - a. Students will not copy, use, or take software, media data or other intellectual property without permission. Students will abide by state/federal copyright laws.
  - b. School technology will not be used for activities unrelated to specific school or staff directed purposes. Use is not allowed for commercial purposes.
  - c. Students will not damage, vandalize, “hack”, alter, reconfigure, modify or destroy technology or equipment, including computer hardware or software.
  - d. Students will not use technology to send or display inappropriate, obscene or harassing messages or material to anyone, anywhere.
  - e. Students will not access or invade the privacy or property of anyone else without the expressed and specific permission of the owner. Students will immediately report any knowledge or indication of a violation of the acceptable use policy.
  - f. Students will not access, create, display or publish inappropriate or demeaning materials or information.
  - g. Violation of this policy is grounds for suspension or expulsion from the school.
  - h. Game playing is not permitted on the Toledo Technology Academy system. Game playing over network links or other inter-machine gaming is prohibited.
10. When students are off campus at TTA-sanctioned events, all TTA and TPS school policies apply unless specifically waived by the staff member responsible.
11. The TPS Student Discipline Code applies at all times, and specifically to any item not mentioned separately in this student handbook.

### **Behavioral Expectations**

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

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



## **Toledo Technology Academy Exam Exemption Policy**

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

## **Toledo Technology Academy Dress Code**

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

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

Specific dress regulations at TTA include:

1. TTA students are encouraged to dress professionally and conduct themselves as they would in a high- tech business environment.
2. Long dress casual pants (Khakis) will be worn with a belt. “Dress casual” means slacks made of cotton or a cotton blend, such as Dockers, Carharts, Khakis, Dickie etc. that contain belt loops- no strings. Elastic ankle pants,

- jeggings, extremely tight pants, or shorts are not permitted.
3. Pants must be worn at waist level and shirts must be tucked in.
  4. TTA polo style shirt or TTA button down shirt with TTA logo is required.
  5. Leather soled tie-up shoes/work boots (inexpensive ones) must be worn at all times except during physical education class. Steel toe work boots are NOT required. No heels or designer boots are permitted. *Athletic style shoes are only allowed in the physical education class.*
  6. No outerwear is to be worn in the building. This includes coats, jackets, hats, gloves, etc. If students wish to wear additional clothing items during cold weather conditions, they must wear them under the TTA polo. **Hoodies and sweatshirts are never permitted.** Students may wear TTA jackets that can be ordered through school, but are required to remove them in labs due to safety concerns with loose sleeves around machinery.
  7. As a safety consideration, students will not be permitted to wear their hair in an unsafe manner. Long hair must be worn up around machinery. No dangling earrings, long necklaces or other jewelry may be worn in labs.
  8. No backpacks.
  9. Final authority in all dress code matters rests with the TTA Director.

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

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

## Grades

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

Grade	Points Per Unit of Credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

C-	1.7
D+	1.3
D	1
D-	.7
F	0

**Attendance Policy**

Attendance Policy is as per HB 410. See explanation under entrance criteria.

**Absence Information**

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

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

**Work Missed During an Absence**

Please contact your child’s teacher and /or access *Schoology* for work missed/ homework while your child is out of school. Arrangements for picking up homework will be made at that time.

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

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

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

(1) Make-up schoolwork is determined at the discretion of the teacher.

(2) A student may not attend or participate in any school-sponsored function on the day of an unexcused absence or when an absence was due to illness.

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

### **Tardiness**

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

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

Please note: *Parents you are responsible for getting your student to school on time. This is a large building. Please give your student 10 min prior to the start of the school day. Students who drive to school and are habitually late will have parking permit revoked.*

### **Truancy**

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

#### **Consequences can be assigned for the following reasons:**

- Violation of the statements of good behavior or other policies and procedures
- Dress code violations
- Safety violations
- Improper use of the computer network or equipment

#### **Consequences**

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

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

## **Detentions**

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

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

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

## **Bullying**

Bullying is defined as a pattern of behavior by one or more students with the purpose of embarrassing, humiliating, or threatening the target student. According to Toledo Public Schools Board of Education Policy, "Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassing, hazing, intimidating, and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop."

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

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

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

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

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

### **Extracurricular Activities are Privileges**

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

### **Field Trips and In School Educational Experiences**

TTA partners with numerous businesses to provide opportunities for students. Field trips and educational experiences are planned around specific educational objectives related to the school curriculum and attendance is required. Appropriate preparation and follow-up to ensure maximum utilization of the experience for learning is expected. School staff will send home permission slips to let parents/guardians know about the trip at least 2 weeks prior to the date of the trip. The parent/guardian must sign the form and send it back. If a parent/guardian does not provide a signature, the student will not be allowed to attend the trip.

Please note, due to the nature of chaperoning and helping supervise students, younger children/siblings are not able to attend in order for you to give your group your full attention and enjoy the time with your child and his/her classmates. Emergency Medical Authorization forms must be on file in order to participate.

**Toledo Public Schools Dress Code and Student Appearance Policy**

Student, parents/guardians, and staff members should be aware of the fact that the 2019-2020 DISTRICT-WIDE HIGH SCHOOL DRESS CODE *and* SCHOOL DRESS CODE are being implemented for all students beginning the first day of school and until the last day of school in May. Both the TPS DRESS CODE *and* the SCHOOL DRESS CODE are in effect at all school functions (field trips, banquets, etc.) and in all parts of the building including the Field House, Cafeteria, Auditorium, etc.

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

**Lockers**

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

**Parking**

Parking is provided in the lots adjacent to the school. Students must obtain a parking pass from the TTA Main Office and display it in the car. They should not park in the first two rows.

**Safe School Ordinance**

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

## **Electronic Devices**

If the student must bring a cell phone to school, we require the cell phone to remain in the student's locker on silent mode till the end of the day. Use of cell phone during the school day will result in the student being referred to the office, confiscation of the cell phone for the day, and progressive discipline.

TTA is a Career Technology High School with the goal of preparing students for career or college success and advancement. Learning to limit the use of social media, texting, and other distractions will assist students to be able to do so while at work, in a college classroom, or while operating machinery.

Students will be able to use and access personal cell phones before school and after school, not during the school day or at lunch. Students have access to email during the course of the day as classrooms have computers. In addition, each classroom has a phone where a student, in between class, could make a phone call with the permission of the teacher. All students are welcome to utilize the office phone if they need to make a phone call to a parent/guardian before, in between class, or after school.

This policy promotes a safe and effective laboratory and academic learning environment, and is paramount to the success of the TTA program. If your child seems to be exhibiting anxiety due to this process of abstaining from cell phone usage, we will arrange for the child to seek assistance through our TPS Counselor, Ms. Ashley Herr. If you have questions or concerns, please feel free to call or email the TTA director.

### Procedures for not adhering to TTA cell phone policy:

Teachers are to send the student down to the office when he/she has brought a cell phone into the classroom. Record of all offenses will be noted.

First infraction: Student will be sent down to the office where the office will keep the phone until the end of the school day. Professionalism points may be deducted.

Second Infraction/Subsequent Infractions: Student will be sent down to the office where the student and administrator will call the parent/guardian and phone will be returned at the end of the day. Professionalism points may be deducted and could also result in further disciplinary action.

\*TTA students are expected to follow the TTA rules and guidelines as a condition of continued enrollment.

Students should NOT bring devices designed for entertainment purposes (CD players, radios, computer games, etc.) to school. Any such devices brought into the



building may be confiscated. **The school is not responsible for lost, damaged, or stolen devices.**

### **Graduation**

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

### **GRADUATION REQUIREMENTS**

*Revised 6.9.2020*

**For the most accurate graduation requirements and information please visit:**  
**<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>**