

**Taft Information Technology High School**  
420 Ezzard Charles Drive Cincinnati, Ohio 45214  
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[www.taftiths.cps-kl2.org](http://www.taftiths.cps-kl2.org)

**'Home of the Senators'**

# **Student Handbook**

## **2016-2017 School Year**

### **Principal**

Michael D. Turner  
(513) 363-8290

### **Assistant Principal**

Dorothy A. James  
(513) 363-8291

### **Mission Statement**

Robert A. Taft Information Technology High School's mission is to graduate young people who are prepared to meet the challenges of the future through higher education and a meaningful career.

### **Vision Statement**

Robert A. Taft Information Technology High Schools is grounded upon the belief that all students can achieve at high academic levels and graduate. Our motto is *FAILURE IS NOT AN OPTION!* The school provides high-quality learning opportunities for every student in every classroom every day in partnership with families and the community. Students are educated in standards-based classrooms by highly qualified teachers and staff who organize themselves as team-based Professional Learning Communities to share expertise, maximize resources and provide instruction that meets the learning needs of each student. Students are taught in a safe, well-maintained facility that serves as a Community Learning Center, allowing for extended learning opportunities and support for students, families and the community.

## **Taft Alma Mater**

**Oh Taft, our Taft, Beloved Alma Mater,**

**Secure In thy strength, enfold each son and  
daughter,**

**Lead on, Lead up, Lead forth on paths of glory,**

**To strive for the heights will our motto be,**

**Thy teachings our guide to our destiny.**

**With goodness and honor our namesake endows,**

**Great Senator and citizen, his precepts are our  
vows.**

**Oh Taft, our Taft, Behold thy grateful children,**

**We pledge to be faithful and bring thee fame,**

**We hail thee, revere thee, extol thy name.**

**Extol thy name**

Robert A. Taft Information Technology High School  
Cincinnati Public Schools  
420 Ezzard Charles Drive  
Cincinnati, OH 45214

August 1, 2016

Dear Taft Information Technology High School Parents/Guardians/Students:

Welcome to Robert A. Taft Information Technology High School. We would like to personally share some spectacular news about our school.

At Robert A. Taft IT High School, students have the opportunity to participate in many different academic and athletic activities. We have a variety of clubs and athletic teams, including three football teams, six basketball teams, a volleyball team, a softball team, a baseball team, and two track teams (indoor and outdoor). Additionally, students may participate in cheerleading, Dancing Jewels (drill team), band, choir and many other exciting opportunities. We also have our S4S, Senators 4 Success, 21<sup>st</sup> Century After-school Program, which offers a large variety of activities for our students. Snack and dinner is also a part of this exciting program.

We are proud to welcome you to Taft IT High School—a school where the opportunity for success is unlimited and where FAILURE IS NOT AN OPTION! We are a Blue Ribbon School; therefore, we expect our students to be Blue Ribbon students. The Taft Administrators, Michael Turner (Principal) and Dorothy James (Assistant Principal) are very happy to be leading Taft.

At Taft, we value a high quality educational experience. Therefore, we expect students to arrive to school on time. School now starts each day at 8:45AM and ends at 3:20PM. We expect students to be in class at 8:50AM ready to learn. We are asking that you make sure that appropriate plans are made to ensure that on-time arrival to school every day becomes a regular part of your daily routine. **To repeat, students must be in class seated and ready to learn at 8:50AM to be considered on time.** Students who are tardy will miss the entire 1st bell class and will be held in the Tardy Center, which will negatively impact grades and GPA.

Remember that **coming** to school is one part of the process. **Being involved** in the school creates lifelong learners. We are looking forward to another great school year. We are excited to welcome you to our Taft family.

Michael D. Turner  
Principal

Dorothy James  
Assistant Principal

## Taft Information Technology High School Uniform Policy

**Tops** ✓ Solid White, Green, or Gold Polo Shirt or Oxford Shirt (must have a collar)—no other color is acceptable ✓ Only logo permitted is the Taft logo or a brand-name logo no

bigger than a credit card ✓ A solid **white, green or gold** thermal or solid **white, green, or**

**gold** long-sleeve T-shirt may be worn under a short-sleeve polo—**white, green, and gold** are the only acceptable colors

✓ Solid White, Green or Gold hoodies/sweaters/fleece outerwear may be worn; however, having the hood on the head is a violation of the policy;

the same colors for polo shirts apply to hoodies

### **Bottoms**

✓ Tan pants/skirts

✓ Plaid skirt

### **Other**

✓ NO jackets, coats, hats, scarves, hoods on heads or any other head gear permitted

✓ Headbands that are either white, black, green or gold are permitted

✓ Shorts/skirts must be knee length; anything shorter than to the knee is not acceptable

✓ Taft spirit wear (t-shirts, hoodies, sweats, sports uniforms, etc.) can be worn at any time; this satisfies the uniform policy.

However, bottoms must be tan unless they are part of spirit wear.

✓ The **only** logo that is ever acceptable on polos/oxfords is the official Taft uniform logo or a brand-name logo no bigger than a credit card

✓ Clothing must be worn in a manner that does not expose the shoulder,

torso, midriff, chest, cleavage, back, buttocks or undergarments; pants must stay up unassisted without a belt

**This uniform policy applies to all areas/locations at Taft IT High School.**

# PROUD TO BE A...

## **T**reat yourself and others with respect

- Use appropriate language.
- Respect others' personal space and property.
- Being courteous counts!
- Communicate verbally and nonverbally respectfully.
- Be considerate of others.
- Treat others the way you want to be treated.

## **A**ct responsibly

- Be physically and mentally prepared.
- Timeliness and punctuality are essential.
- Be your best everyday.
- Be willing to assist others when needed.
- Be respectful of others' personal space.
- Be responsible and prepared at all times.

## **F**ollow directions and procedures

- Take ownership of your educational experience.
- Dress appropriately according to school policy.
- Eat and drink only in designated dining areas.
- Take ownership of your own work.
- Meet deadlines with consistency.

## **T**echnology used appropriately

- Electronic devices should be silent and invisible.
- Technology should be used in the proper context.
- Stay current with PowerSchool and school e-mail.
- Only visit school appropriate websites.
- Use technology only for school-related purposes.

# SENATOR

## **ACADEMIC HONESTY/CHEATING/PLAGIARISM**

It is essential that students embrace honesty and integrity in all academic endeavors. There is no tolerance for cheating or plagiarism of any kind.

As stated in this handbook under Cheating/Plagiarism, and CPS Districtwide Code of Conduct: *“A student must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. These are examples of acts of cheating/plagiarism: any inappropriate copying, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state or district mandated test(s). Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet.”* Any technology that a student accesses during a test which is not authorized is considered cheating.

Violation of the Academic Honesty policy will result in a “0” for the assignment with no opportunity for make up. In addition, the parent will be contacted and the incident placed on the student’s record. Further incidents will result in progressively more serious consequences.

## **ATTENDANCE**

Poor attendance is a primary cause of course failure. Course grades are a much better predictor of later success in college than any other factor including SAT, ACT, and other test scores.

Attendance is mandated by the Ohio Department of Education. Students are expected to be in attendance unless excused for personal illness, death in family, religious holiday, or medical or dental appointments that cannot be scheduled outside school hours. Examples of unexcused absences are: vacations, babysitting, oversleeping, “Take Your Child to Work Day”, and missing the bus.

In order to participate in an extracurricular activity, students must be officially in attendance on the day of the event.

No student is to leave the campus during the school day without having a valid early excuse. If this occurs, the student will be placed on emergency removal because of the safety issues that result in a student leaving without permission. Student who habitually leave without permission will be suspended.

## **ABSENCE DURING EXAMS**

Semester examinations count for 25% of the semester grade in all courses. Students are expected to be present for each examination. If a student is ill on an exam day, the parent/guardian must notify the Main Office before 8:45a.m. on that day. If the school is not notified, the absence will be considered unexcused. The teacher has two options:

1. Assign an "F" for the exam (unexcused absence).
2. Provide a make-up opportunity before final grades are due.

## **BIRTHDAY CELEBRATIONS**

Birthday and other celebrations are disruptive. There are to be no bakery goods, party snacks, party favors, balloons or flowers brought or sent to school for celebrations. If an infraction occurs, such items will be confiscated and will be available for student pickup at the conclusion of the school day. This policy applies to lunch time as well as class time.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices are not allowed during school hours (8:40 a.m.- 3:10 p.m.). If students are found using devices in class, or if it makes sound during class because it is not turned off, the following steps will be taken.

- **First Time:** Device is taken from student and returned to them at the end of the day by Mr. Turner or his designee.
- **Second Time:** Device is taken from student and put in the main office. The student's parent or guardian will then have to come to the main office and retrieve the device **between 8:00AM to 8:30AM or 3:30PM to 3:45PM.**
- **Third Time +:** Device is taken from student and put in the main office. The student's parent or guardian will then have to come to the main office and retrieve the device **after a 5 school-day waiting period.**
- Note: If a student reacts in a manner outside of the guidelines outlined by the Positive School Culture grid, the student will be subject to additional repercussions.

Because all cell phones and other electronic devices are supposed to be secured by the student who possesses them, **no searches will be conducted in the event that said electronic device is stolen, lost or misplaced.** You will need to file a police report at the District 1 Police Station at 310 Ezzard Charles Drive in the West End. We will not spend teacher, administrative, security, or SRO time investigating lost or stolen cell phones and other electronic devices. Students and their parents assume all responsibility for these items if they are brought to school. The school will not replace lost or stolen cell phones or electronic devices or spend time investigating missing phones.

## **CODE OF CONDUCT/BULLYING POLICY**

The Districtwide Code of Conduct and Bullying Policy will be delivered to all students in a separate document.

## **COMMENCEMENT EXERCISES—BOARD POLICY**

### ***5123.1 - Commencement Exercises (District document):***

*Commencement exercises in the senior high schools shall be held annually in May or June. Before participating in the graduation ceremony, students must have passed all Ohio Graduation Tests required for graduation and have accrued the number of Carnegie Units of credits required by the high school granting the diploma. A commencement exercise shall also be held for students who have passed all Ohio Graduation Tests and have completed the graduation requirements during the preceding Summer School term.*

*There shall be no formal commencement exercise for graduation from any grade other than the twelfth.*

## **CREDIT RECOVERY**

Credit Recovery is available after school and during the month of June for students who are behind academically. This is not available for classes in which students are currently enrolled but only for classes taken prior to the current school year.

**A student will forfeit his/her opportunity to participate in credit recovery if he/she does the following:**

- **Skips classes**
- **Roams the halls and other parts of the campus**
- **Displays chronic misbehavior**
- **Faces disciplinary action which results in removal from school (emergency removal or suspension/expulsion) during the month of May (this will disqualify a student from participating in the summer)**

Once a student is enrolled in credit recovery, there is a zero tolerance policy. One act of misbehavior will result in that student losing his/her credit recovery privileges. A code of conduct must be signed for a student to participate. Refusal to sign the code of conduct will result in non-enrollment in the program.

## **COMPUTER/INTERNET GUIDELINES**

Internet access is available to Robert A. Taft IT High School students for educational purposes only. Computers, other technology, and the Internet are only for educational use before, during, and after school. Any misuse will result in loss of access and/or disciplinary action.

With Internet access, the possibility exists that students may gain access to information that is not educational. While Taft IT and the district have both implemented steps to prevent student access to inappropriate information and material, it is impossible to guarantee that individual students - either accidentally or intentionally - will not gain access to undesirable information. Students are expected to exercise sound judgment when using computers, other technology, and the Internet, and to abide by all district, school, and classroom policies.

Students are responsible for appropriate behavior on school computer networks. Independent access to network services is conditional upon responsible student behavior. The following are explicitly prohibited:

- Displaying, using, sending, printing, or saving obscene language and/or commercial, personal, or offensive messages or pictures.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using passwords or trespassing in folders, documents, or files of others.
- Intentionally wasting resources, printing personal work, or employing the network for commercial purposes.
- Accessing inappropriate, non-educational sites.
- Revealing the personal addresses or phone numbers of others.
- Engaging in illegal activities via the Internet.
- Posting chain letters or engaging in "spamming".
- Engaging in sexual harassment.



- Plagiarizing others' work.
- Purchasing goods and services via the Internet.
- Posting personal messages on bulletin boards or "list servers".

Any violation of district, school, or classroom policies governing computer, other technology, and Internet use will result in student loss of access privileges, disciplinary action including suspension and/or expulsion from school, and/or notification of the appropriate law enforcement agency.

No file, document, or e-mail message is private. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that students are using the system responsibly

### **DEVICE USAGE**

Students will be issued computer devices to use during the school day. Additionally, students in selected programs may be issued an additional device and a Wi-Fi hotspot to take home. Anytime a student is in possession of a device, that student is completely responsible for the device. Breakage, theft, and loss will be considered the responsibility of the student who has the device issued to him/her. Before devices are issued, each student must sign an acceptable use policy as well as a document concerning the use of the device.

### **EXTRACURRICULAR ACTIVITIES**

Taft Information Technology High School offers a wide variety of activities designed to supplement and enhance each student's educational experience. Students are expected to participate in one or more of these activities. Students participating in these activities must meet established eligibility requirements. It should be remembered that choosing too many activities will create conflicts in after-school time or interfere with academic responsibilities. Students are expected to honor their commitments to extracurricular activities. Please make an appointment with the Activities Director during the first week of school.

The S4S, Senators 4 Success, 21<sup>st</sup> Century After-school Program, offers a snack and dinner after school and is the umbrella that all activities fall under.

### **ACTIVITIES INCLUDE:**

Animation Club • Baseball (Varsity, Middle School) • Boys Basketball (Varsity, Junior Varsity, Freshman, Middle School) • Cheerleading (Varsity, Junior Varsity, Freshman, Middle School) • Choir • Drill Team (Football Season) • Flag Corp (Football Season) • Football (Varsity, Junior Varsity, Freshman, Middle School) • Girls Basketball (Varsity, Junior Varsity, Freshman, Middle School) • Percussion Section of Marching Band • Softball (Varsity, Middle School) • Student Government • Track & Field (Boys & Girls Varsity) • and Volleyball (Varsity, Junior Varsity, Middle School).

### **ACADEMIC ELIGIBILITY**

The Cincinnati Board of Education has established a No Pass/No Play Policy. Students must maintain a 2.0 GPA with 5 credits in order to participate in any extracurricular activity the following term. Students with a 1.00 - 1.99 GPA may establish eligibility through participation in an approved intervention program.

In addition to the No Pass/No Play rule, Taft IT students interested in participating in any extracurricular activity or interscholastic sport must meet the following eligibility requirements:

- Abide by the Athletic Department's Student Code of Conduct
- Clear all outstanding financial obligations
- Meet the eligibility requirements in the attached pages as outlined by the OHSAA

### **NCAA**

The NCAA or National Collegiate Athletic Association requires registration from any student planning to participate in sports at a Division I or Division II college. An official transcript from each high attended is also required. Students can register at the NCAA Eligibility Center High School Portal.

**ATHLETIC SCHEDULES CAN BE ACCESSED AT THE FOLLOWING WEB SITE: <http://www.taftathletics.com>**

### **FIELD TRIPS**

Field trips are an important element of the educational process. Students are responsible for obtaining makeup information. Students may be denied participation on a field trip due to poor grades in any class that is affected. Any student who violates the code of conduct or any other rules set forth for said field trip will be disciplined according to the infraction. This may result in a removal from school or a suspension.

### **FIGHTING/VERBAL ALTERCATIONS**

Fighting and verbal altercations disrupt the educational process. Because of this, such events will be dealt with in a strict manner. **Fighting will result in a minimum of a 10-day suspension as well as arrest. Verbal altercations will result in a minimum of a 5-day suspension.** Administration will attempt to mediate disputes before they move to a fight or verbal altercation; however, it is the students' responsibility to notify Administration that a problem exists.

### **LOCKERS**

- A locker is assigned to each student by his/her homeroom teacher.
- As a security precaution, students should not give their combination to other students, share lockers unless assigned by the teacher, or use a locker other than the one assigned.
- Lockers are school property. The school has the legal right to search a student's locker. The school is not responsible for lost or stolen items.
- The student is responsible for maintaining a neat, clean, and orderly locker.

### **LUNCH**

Taft is a closed campus. Students may not leave during lunch and **are not permitted to have others deliver food to them during the lunch periods.** Students may bring a lunch with them to school; however, there are no refrigerators or microwaves available for students.

### **MEDICATION**

- School personnel are prohibited from dispensing any medication (including aspirin) unless the "Administration of Medication" form is on file in the nurse's office.
- Students with prescribed medication or medication authorized by a parent should take it to the nurse for storage and safekeeping. Students may then return at assigned intervals to receive the appropriate dosage. A copy of the Board of Education Policy on dispensing medication is available in the office. Please contact the nurse.

### **METAL DETECTORS**

Security is always a priority. Metal detectors are used each day upon entry to the school. Any student who refuses to comply with search procedures will be denied entry and will be sent home. The security staff assists the administration with creating a safe campus.

### **METRO BUSES**

- Students are held to the same standard of behavior while riding the bus to and from school as they are on campus.
- Any student misbehavior associated with bus transportation may result in the school administering the appropriate consequence associated with the District Code of Conduct
- **Students will lose bus transportation privileges for up to five weeks if behavior is inappropriate.**

### **MIDDLE SCHOOL STUDENTS**

- Middle School students will receive an additional addendum to this handbook containing important procedures and information.

### **REST ROOMS/HALL PASSES**

- Students are encouraged to use the restrooms before school, on their way to or from their lunch period, and at the end of the school day in order to avoid loss of instructional time. (If a medical problem exists requiring more frequent access to restroom facilities, a physician's statement must be presented.)
- Students are expected to exhibit proper restroom etiquette out of respect to others and school property.
- **Students will not be released from class for any reason during the first and last 10 minutes of each bell.** Students should plan accordingly.
- **Students must have a teacher-generated hall pass (with signature from teacher) with them at all times when they are out of the classroom. Students who are gone for too long of a period of time with the hall pass will be grounded from using a hall pass for that teacher for one week and will forfeit one additional hall pass for future use.**

**2015 - 2016 STUDENT HANDBOOK**

Parent & Student Handbook Acknowledgement

Our signatures acknowledge that we have read and that we understand the policies, procedures, and the expectations outlined in the 2015-2016 Taft Information Technology High School Student Handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE ENGLISH TEACHER ON EACH TEAM BY  
FRIDAY, AUGUST 28, 2016**