

Robert A. Taft Information Technology High School

420 Ezzard Charles Drive Cincinnati, Ohio 45214

(513) 363-8200

(513) 363-8220 Fax

<https://taftiiths.cps-k12.org/>

'Home of the Senators'

Student Handbook 2023-2024 School Year

Principal

Cear J. Baggett

(513) 363-8290

Assistant Principal

Dorothy A. James

(513) 363-8291

Assistant Principal

Matthew Lizik

(513) 363-3294

Assistant Principal of Culture

Carrie Baker

(513) 363-8293



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 School is grounded upon the belief that all students can achieve 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 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 sharing expertise, resources and 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**

PROUD TO BE A SENATOR



Treat 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.

Act responsibly

- Be physically and mentally prepared.
- Timeliness and punctuality are essential.

Be your best every day.
Be willing to assist others when needed.
Be respectful of others' personal space.
Be responsible and prepared at all times.

Follow 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.

Technology used appropriately

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



Taft Information Technology High School's Dress Code

**Students will wear clothing that is appropriate for school,
does NOT interfere with safety and security at Taft and
does NOT distract from the learning environment.**





Our Dress Code applies to all areas of Taft IT High School

All students are expected to adhere to the school's dress code. However, it is understood there may be times when students cannot adhere to this policy due to circumstances outside of their control. Students who report legitimate reasons for why they are not in dress code should be sent to security or administration for a note to excuse them from the consequences of not being in dress code that day. Taft will help to provide students with clothing that meets the dress code policy on an as-needed basis. Students in need of clothes should be sent to the office.

Dress Code Guidelines

- No jackets, coats, hats, scarves, hoods on heads or any other headgear permitted except for religious purposes or medical reasons
- No clothing with offensive language or reference to drugs/drug paraphernalia
- Any slits/holes in pants above the knee are not acceptable unless something is worn under the pants to cover up skin
- Shorts/skirts must be knee-length; anything shorter than to the knee is not acceptable
- 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
- Shirts cannot be tied, pinned, or knotted up

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
- ✓ 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 or hoods can be worn on students' heads other than head gear permitted
- ✓ Headbands that are either white, black, green or gold are permitted
- ✓ Any slits/holes in pants above the knee are not acceptable unless something is worn under the pants to cover up skin
- ✓ Shorts/skirts must be knee length; anything shorter than to the knee is not acceptable
- ✓ 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

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are NOT allowed during school hours (8:50AM-3:50 PM) EXCEPT during Home Room, lunch and hallway transitions.

While in the hallways, students are NOT allowed to TikTok, Snap selfies, record or take pictures as this can cause a disruption in our halls and prevent students from being on time to class.

If students are found using devices in class, or if it makes a sound during class because it is not turned off, the following steps will be taken.

- **First and Second Time:** The device is taken from the student and returned to them at the end of the day by Mr. Baggett or his designee.
- **Third Time:** The device is taken from the student. The device will be checked in with the designated staff member and returned to the student at the end of the school day **for 5 school days.**
- **Four+ Times:** The device is taken from the student. The device will be checked in with the designated staff member and will need to be picked up by the parent at the end of the school day **between 3:50 and 4:15pm.**




Note: If a student reacts in a manner outside of the guidelines outlined by the Code of Conduct, the student will be subject to additional consequences

Because all cell phones and other electronic devices are supposed to be secured by the student who possesses them, **no searches will be conducted if 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-BULLYING

Bullying and harassment at Taft will not be tolerated. Information for students and families regarding what bullying behavior looks like and how to report it will be reviewed at family orientation and grade level meetings. Explicit instruction

for staff regarding bullying behavior, reporting, and intervention will be reviewed during schoolwide professional development at the beginning of the school year. QR codes with a link to Taft’s bullying reporting form will be posted throughout the building to allow students easy access to the online reporting system. Bullying data will be collected via this form and reviewed at monthly PBIS meetings.

Taft IT HS Anti-Bullying Policy	District Online Bullying Reporting Form	Taft Online Bullying Reporting Form
 <div>SCAN ME</div>	 <div>SCAN ME</div>	 <div>SCAN ME</div>

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 out of school disciplinary consequence (including up to a recommendation for expulsion) as well as possible arrest. Verbal altercations will result in a minimum of a 5 day out of school disciplinary consequence.** Administration will utilize our school social worker and counselors to attempt to mediate disputes before they move to a fight or verbal altercation. It is the students’ responsibility to notify Administration that a problem exists.

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 to make up the work/grade. In addition, the parent will be contacted and the incident placed on the student’s record. Further incidents will result in more progressively serious consequences.

ATTENDANCE

Poor attendance is a primary cause of course failure. Course grades are a much better predictor of future success in college than any other factors such as 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 permitted to leave the campus during the school day without having a valid early excuse. If this occurs, the student will be provided a disciplinary consequence due to safety issues that result when a student leaves without permission. Students who habitually (consistently) leave without permission will be suspended.

ABSENCE DURING SEMESTER ASSESSMENTS

Semester assessments count for 25% of the semester grade in all courses. Students are expected to be present for each assessment. If a student is absent and misses taking a semester assessment, the grade the student receives will be an F unless the student has a note from a doctor/hospital. 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.**

COMMENCEMENT EXERCISES—BOARD POLICY

5465 - COMMENCEMENT EXERCISES

Commencement exercises in the senior high schools shall be held annually in May or June. Before participating in the graduation ceremony, students must have accrued the number of Carnegie Units of credits required by the high school granting the diploma and fulfill any requirement for a diploma in the State of Ohio.

*A separate commencement exercise shall also be held for students who have passed all Ohio tests required for graduation and have completed the graduation requirements during the preceding summer school term. Students will be allowed to participate in Commencement Exercises if they have met all the criteria for alternative Pathway to Graduation (ORC 3313.615) **and one (1) of their OGT test scores is missed by more than ten (10) points—Needs updating since we don't have OGTs anymore.** A waiver can be requested a minimum of thirty (30) days prior to the ceremony. There shall be no formal commencement exercise for graduation from any grade other than high school.*

SENIOR (12TH GRADE) ACTIVITIES

- Seniors (12th graders) who are not on track to graduate will be denied participation in any and all senior activities during the months of April and May.
- Senior activities include but are not limited to prom, other dances, field day, and senior dinners/breakfasts.
- Being on track to graduate refers to being finished with all credit recovery, taking all required tests, and having passing grades in all classes required for graduation.
- There will be no exceptions to the above rule.

CREDIT RECOVERY/SUMMER LEARNING

Credit Recovery/Summer Learning 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 semester.

A student will forfeit his/her opportunity to participate in credit recovery if

he/she does the following:

- **Skips classes; becomes chronically truant**
- **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/summer learning, 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.

EARLY RELEASE

Students are NOT permitted to leave for unexcused absences, including work, babysitting, etc. The only excused absences are ones that can be verified with a note from a doctor/hospital. If a student needs to leave early, then the following must occur:

- The student must hand deliver a detailed note (stating reason for early release as well as time) from the parent/guardian by 9:15 AM on the day in question to the Main Office.

- The Main Office must be able to call the parent/guardian to verify that the note is truly from the parent/guardian.
- Unless a note from a doctor/hospital is produced the next day, any time missed due to early release will count towards unexcused hours and can lead to truancy charges according to Ohio Revised Code.
- **Please note that calling the Main Office at any point during the day to obtain an early release is not in accordance with our policy; a note must be delivered to the Main Office by 9:15AM.**

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.

WORK PERMITS

- Work permits are not guaranteed; they are a privilege, not a right.
- Students who are failing at least one class during the most recent grading period will be denied a work permit until the following occurs:
 - A plan for how the student will pass the class(es) in question is approved by the Principal
 - The failing grades turn into passing grades
- Students who are considered truant according to Ohio House Bill 410 will not be given a work permit even if the student is passing all classes.

BIRTHDAY CELEBRATIONS

Birthdays and other celebrations are disruptive to the learning environment. Bakery goods, party snacks, party favors, balloons or flowers brought or sent to school for celebrations are NOT permitted. If this occurs, such items will be confiscated and will be available for student pickup at the conclusion of the school day. This policy applies during lunch as well as class time.

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 or at any other time of the day. Students may bring lunch with them to school; however, there are no refrigerators or microwaves available for students. Adults from outside the school are not permitted to bring food to school for their children to eat.

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.**

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.

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 school attended is also required. Students can register at the NCAA Eligibility Center High School Portal.

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, chronic absence, tardiness to class/school or for demonstrating inappropriate behaviors that violate CPS' Code of Conduct before, during or after school. 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.

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.

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.

METRO/YELLOW 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.**

**Taft Information Technology High School
2023 - 2024 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 2023-2024 Taft Information Technology High School Student Handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE RETURN TO YOUR ENGLISH TEACHER BY FRIDAY, AUGUST 25, 2023