



AEROSPACE &
NATURAL SCIENCE
ACADEMY OF TOLEDO



Student/Parent Handbook

Aerospace and Natural Science Academy of Toledo's:

Mission: Integrating industry with curriculum to inspire every student.

Vision: Empowering creative learners for a lifetime of success.

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.



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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>.

Welcome to Aerospace and Natural Science Academy!

Information in this Student Handbook will make your days at Aerospace and Natural Science 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 Aerospace and Natural Science Academy depends upon your understanding of our entire academic and activity programs and policies.

Aerospace and Natural Science Academy Philosophy

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

The Aerospace and Natural Science 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.

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.

Telephone Numbers	ANSAT Main Office	419-671-1700
	Fax	419 671-1745
	Aviation	419-865-4651
	Natural Science	419-671-1800

School Hours	7:30am to 3:00pm
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Bell Schedules

Classes start and end promptly at the given times. All students are expected to be in their classes on time, prepared, and ready to complete all assignments.

Main Building

Regular Schedule

<u>pd</u>	<u>start</u>	<u>end</u>
1 st	7:30	8:12
2 nd	8:15	8:57
3 rd	9:00	9:42
4 th	9:45	10:27
5 th	10:30	12:00
6 th	12:03	12:45
7 th	12:48	1:30
8 th	1:33	2:15
9 th	2:18	3:00

Two-Hour Delay Schedule

<u>pd</u>	<u>start</u>	<u>end</u>
1 st	9:30	9:57
2 nd	10:00	10:27
3 rd	10:30	10:57
4 th	11:00	11:27
5 th	11:30	1:00
6 th	1:03	1:30
7 th	1:33	2:00
8 th	2:27	2:30
9 th	2:33	3:00

NSTC Building

Regular Schedule

1 st	7:30	8:20
2 nd	8:24	9:12
3 rd	9:16	10:04
4 th	10:08	10:56
5 th	10:59	12:31
6 th	12:34	1:22
7 th	1:27	2:15

Two-Hour Delay Schedule

1 st	9:30	10:00
2 nd	10:04	10:32
3 rd	10:36	11:04
4 th	11:08	11:36
5 th	11:40	1:10
6 th	1:14	1:42
7 th	1:46	2:15

Guest Visitation and 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.

Aerospace and Natural Science Academy Policies

ANSAT 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 ANSAT will not, on the basis of disability, deny any student access to ANSAT, 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, ANSAT will provide an otherwise qualified student with a disability access to the vocational education offered at ANSAT 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 ANSAT will provide parents or guardians of students with disabilities who apply to ANSAT 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.

ANSAT will make an individualized determination as to whether an individual student applicant with a disability can meet ANSAT's essential technical and academic standards with or without academic adjustments, reasonable modifications, or auxiliary aids or services. ANSAT 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.

ANSAT will not consider criteria controlling student eligibility for admission to ANSAT, the facility and/or its programs which unlawfully discriminate on the basis of disability. ANSAT 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

Aerospace and Natural Science Academy Entrance Criteria

One of the goals for ANSAT 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, *students applying to ANSAT must have no more than 10 unexcused absences in the past year.*

In order to fulfill the Aviation and Natural Science Technologies Career Field Technical Content Standards as set by the Ohio Department of Education ANSAT 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 ANSAT unless the disciplinary action was a result of a qualifying disability.*

ANSAT 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. While in a career technical education program, students are expected to demonstrate that they have mastered industry approved competencies as defined by the Ohio Department of Education. Students are also expected to meet the Ohio Department of Education High School Graduation Requirements. Classes at Aerospace and Natural Science 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 ANSAT, *all students applying for admission to ANSAT 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 ANSAT:

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 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 TPS website at www.tps.org. Please call the ANSAT main office 419-671-1700 if you need assistance or have questions.

Application Process

1. Students apply for admission via the Aerospace and Natural Science Academy application (available online, www.tps.org).
2. Only students who meet the specific entrance criteria will be considered for admission.
3. Students with a qualifying disability as defined by *The American with Disabilities Act, 28 CFR 35.130(a) (1991)* and with an IEP and/or 504 plan AND who meet the ANSAT entrance criteria will have an individualized determination as to whether that individual student applicant's placement at Aerospace and Natural Science Academy would be appropriate. ANSAT 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. ANSAT will review all appropriate documentation that is readily available. If no such documentation has been provided by the parents/legal guardians ANSAT will make reasonable attempts to obtain the appropriate documentation. ANSAT will review all appropriate documentation to determine on an individual basis if the program is aligned with the student's individual abilities. All ANSAT students must be capable of meeting Ohio Department of Education Engineering and Science Technologies and Manufacturing Technologies Career Field Technical Content Standards. <http://education.ohio.gov/Topics/Career-Tech> . An IEP or 504 plan with accommodations and/or modifications which enable a student with a disability to meet these content standards will be put in place if one does not already exist. Modifications or accommodations that involve changing the curriculum or otherwise adjust the standards and expectations with the program will not be appropriate. If appropriate, ANSAT will convene the IEP Team and will create a new IEP to address the individual student abilities and disabilities in order to ensure success at Aerospace and Natural Science Academy via appropriate accommodations and modifications.

4. Students who meet the specific entrance criteria and whose placement at Aerospace and Natural Science 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 Aerospace and Natural Science 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 Aerospace and Natural Science Academy.

Continued Enrollment Policy

Continued enrollment at ANSAT is based on grades, attendance, and behavior. Students will be individually reviewed as to suitability for continuing in the program. Enrollment at ANSAT is for a period of one year and will be evaluated at the end of each quarter and semester. Continued enrollment at ANSAT is based upon successful completion of all ANSAT 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 ANSAT required courses as written in the Toledo Public Schools Course Catalog, meeting ANSAT safety guidelines, and meeting the discipline standards expected of a ANSAT student.

Aerospace and Natural Science Academy Requirements

- Students must fulfill all academic and technology requirements for Aerospace and Natural Science Academy as explained in the Toledo Public Schools Course Catalog.
- Students must adhere to the “General Statement of Good Behavior.”
- Complete all ANSAT 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 Aerospace and Natural Science Academy, maintaining safe behavior at all times is an essential part of Aerospace and Natural Science 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 ANSAT staff members and/or anyone acting on behalf of ANSAT 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:
 - a) 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.
 - b) Be responsible for textbooks and supplies.
3. Remain on the school campus 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. ANSAT 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. Outside food is not allowed in the cafeteria.
8. Keep all food and beverages out of classrooms and the labs.
9. Adhere to the TPS Acceptable Use Policy found on the TPS website at <https://www.tps.org/students-and-parents/internet-safety.html> . 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 Aerospace and Natural Science Academy system. Game playing over network links or other inter-machine gaming is prohibited.
10. When students are off campus at ANSAT-sanctioned events, all ANSAT 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 (ie treat school as if it's your job). This generally means that if something is inappropriate for a business environment, it is inappropriate for ANSAT.

One of the goals at ANSAT 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.

Aerospace and Natural Science Academy Exam Exemption Policy

Exam exemptions will be determined by faculty and administration and posted in writing in the classroom.

Aerospace and Natural Science Academy Dress Code

The TPS dress code established and approved by the board of education will be followed at all times. You can find the complete dress code for high school at <https://www.tps.org/students-and-parents/dress-code-policy.html>. As a technical career related school ANSAT students are encouraged to embrace safety and professionalism when considering their dress. Violation of the dress code may result in disciplinary consequences. Final authority in all dress code matters rests with the ANSAT administration.

The following are requirements specific to the Aerospace and Natural Science Academy of Toledo:

1. All Natural Science students and freshmen are required to wear unaltered short- or long-sleeved t-shirts, polos, or sweatshirts predominantly emblazoned with the ANSAT or NSTC logo.
2. In accordance with the safety standards at the Aviation Center and our partnership with Delta Airlines, all aviation students are required to wear Aviation Polos (ANSAT logo). Aviation students must also wear jeans or khakis without holes in them, and closed-toed shoes that are appropriate for the shop.
3. All other clothing items must comply with the remainder of the dress code below.

The following items are NOT appropriate:

1. Clothing/grooming that illustrates or promotes drugs, alcohol, tobacco and/or sex and that could be considered offensive or degrading to others; have symbols of hate or oppression; reference gang membership or present a hazard to an individual or other people.
2. Clothing/grooming that is disruptive to the educational process:
 - a. Undergarments should not be visible at any time (this includes underwear, bras, etc.)
 - b. Shorts must be no higher than just above the knee. (Skirts are not permitted)

- c. Crop tops, Spaghetti straps, halter tops, tube tops or tank tops are not allowed.
 - d. Cleavage should not be visible at any time.
 - e. Holes/tears in jeans are not permitted.
 - f. Tight, form-fitting clothing is not permitted. Tights and leggings are allowed if the front and back are covered by a long shirt, skirt or dress.
3. Clothing/grooming that is deemed unsafe for the classroom or school environment, including but not limited to blankets/hats/coats/outerwear/gloves, etc.
 4. Clothing/grooming that does not reflect good personal hygiene.
 5. Tops and bottoms that do not overlap while standing or seated (i.e. no midriffs).
 6. Pajama pants, including pants made of flannel or fleece.

Additional guidelines:

- A. Hooded sweatshirts are permitted in the main building and NSTC as long as hoods are not worn or does not cover the head.
 - B. Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with heels no higher than two inches.
 - C. Slippers, shoes with retractable skates, cleats, or footwear with flexible, soft soles (flip flops, beach shoes, etc.) are not permitted. Crocs are permitted only if there is a strap on the heels to secure the foot.
 - D. Shoes that expose the feet or toes are not allowed in shop areas or in science classes when chemicals are being used.
 - E. Hats, bandanas, sweatbands, curlers, rollers, gloves or sunglasses will not be allowed except for medical reasons.
 - F. No headgear or head wraps unless of a religious nature or approved by school officials.
 - G.. Students who do not comply with the dress code are subject to progressive disciplinary action.
- These guidelines are to be followed on all days when school is in session and for school sponsored events where students are actively participating and/or representing ANSAT.
 - The school administration shall determine the appropriateness of student dress and grooming, acting in the best interests of establishing and maintaining a safe and effective learning environment for the benefit of the school.

Grades

Student progress will be assessed quarterly in terms of grades and competencies. Portfolios, which reflect the competencies and skill standard certifications, will speak for

the student to potential employers and institutions of higher education

Grading Scale

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

Grade

Quality Points

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	1.0
D-	0.7
F	0.0

Absence Information

If a student is to be absent or late, the parent or guardian should contact the school before 7:30 am at 419-671-1700. 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.

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 administration.

ANSAT CONSIDERS ALL OTHER ABSENCES TO BE UNEXCUSED.

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.

Homework During an Absence:

Please contact your child's teacher for homework while your child is out of school. Arrangements for picking up homework will be made at that time.

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: Students must report to assigned areas on time. Excessive tardiness will be brought to the school's administration attention for determination of consequences.

Truancy

A student is considered truant if she/he is absent from school or class 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 appropriate to the violation will be determined by ANSAT faculty and administration.

Detentions:

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

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 will assign work for students to do during any consequence period which removes the student from class or school. This work will 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 Aerospace and Natural Science 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 Director 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 email, on voicemail, and through text messages. The definition of cyberbullying 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:

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

Parents/Guardians please know that the staff at Aerospace and Natural Science 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 Aerospace and Natural Science 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

ANSAT 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 a week prior to the date of the field trip. The parent/guardian must sign the form and send it back to the school. The student must also get signatures from their teachers. If a parent/guardian does not provide a signature, the student will not be allowed to attend the field trip.

Lockers

Locks and lockers are assigned by the Main Office. Students are not allowed to change locks or lockers without permission from the school administration. Locks and Lockers are the property of the Aerospace and Natural Science 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 at each building of ANSAT's campus. Students should park only on TPS property in designated areas. Students can lose their permission to park on school property if they are driving or behaving inappropriately with their vehicle.

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

Due to the disruption that electronic device use causes during the course of the school day, the following specific Toledo Public Schools guidelines have been developed for electronic devices. Due to the increasing use of technology in the classroom there are times in which the use of an electronic device may be permitted in the classroom as designated by the classroom teacher. This use would be for educational purposes only and each teacher will have electronic usage guidelines. **Electronic devices used during class time are for instructional purposes only. Personal use is prohibited during instructional time.** The personal use of any electronic device during school hours is only permissible between classes and during a student's lunch hour. Improper use will result in device being confiscated and a parent/guardian will be required to retrieve such device.

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 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 plan for the ceremony.

Graduation Requirements

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